

*Chapter 5 - Appendix A*

*Workshop Preparation Schedule Checklist*

## ***Workshop Preparation Schedule Checklist***

Unless otherwise noted, the steps in the following table are to be completed by the facilitation team, with assistance from the Primary Point of Contact as needed.

**NOTE:** *The timeframe for accomplishing the following action items is only a recommendation; depending on the size and the location of the workshop, there may be a need to complete many of the steps earlier than recommended.*

√	<b>Days Before Workshop</b>	<b>Step</b>	<b>Action</b>														
<input type="checkbox"/>	40	1	Contact the Office of Waterways Management (CG-541) to ensure that the <i>All Books [waterway name]</i> file is up to date. <b>NOTE:</b> If a PAWSA has already been done for your waterway, complete the <i>All Books (waterway name)/ Previous PAWSA</i> spreadsheet using the directions found in Chapter 2, Appendix A: <i>Converting Risk Model Scores</i> .														
<input type="checkbox"/>	40	2	Prepare waterway-specific material, including the chart of the waterway.														
<input type="checkbox"/>	30	3	Prepare session handouts for inclusion in the participant / observer folders: ( <b>NOTE:</b> The number of copies needed equals the number of participants and observers expected.) <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><b>Step</b></th> <th style="text-align: center;"><b>Action</b></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Make copies of the Workshop Agenda (Appendix C).</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Make copies of an updated Facilitation Team Contact List (Appendix D).</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Make copies of the Waterway Risk Model (Appendix E).</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Make copies of the Waterway Risk Model Explanation (Appendix F).</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Make copies of the Risk Factor Mitigations list (Appendix G).</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Make copies of the waterway profile material (Chapter 5, Section 4).</td> </tr> </tbody> </table>	<b>Step</b>	<b>Action</b>	1	Make copies of the Workshop Agenda (Appendix C).	2	Make copies of an updated Facilitation Team Contact List (Appendix D).	3	Make copies of the Waterway Risk Model (Appendix E).	4	Make copies of the Waterway Risk Model Explanation (Appendix F).	5	Make copies of the Risk Factor Mitigations list (Appendix G).	6	Make copies of the waterway profile material (Chapter 5, Section 4).
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(Workshop Preparation Schedule Checklist continued)

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<input type="checkbox"/>	30	4	Make folder labels for all participant folders (Appendix J).										
<input type="checkbox"/>	30	5	Complete participant folders: <table border="1" data-bbox="636 1024 1334 1188"> <thead> <tr> <th data-bbox="636 1024 734 1077">Step</th> <th data-bbox="734 1024 1334 1077">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="636 1077 734 1129">1</td> <td data-bbox="734 1077 1334 1129">Adhere labels to front of folders.</td> </tr> <tr> <td data-bbox="636 1129 734 1188">2</td> <td data-bbox="734 1129 1334 1188">Insert folder contents into each folder.</td> </tr> </tbody> </table>	Step	Action	1	Adhere labels to front of folders.	2	Insert folder contents into each folder.				
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<input type="checkbox"/>	10	7	Assign participants to homogenous teams.										
<input type="checkbox"/>	10	8	Provide participant list and team assignments to the facilitation team.										

(Workshop Preparation Schedule Checklist continued)

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√	<b>Days Before Workshop</b>	<b>Step</b>	<b>Action</b>								
<input type="checkbox"/>	10	9	Prepare all participant, observer, and facilitation team nametags (Appendix O) and name tents (Appendix P): <table border="1" data-bbox="636 552 1339 804"> <thead> <tr> <th data-bbox="636 552 732 604"><b>Step</b></th> <th data-bbox="732 552 1339 604"><b>Action</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="636 604 732 695">1</td> <td data-bbox="732 604 1339 695">Change specific information as needed (e.g., name, organization, waterway name, etc.).</td> </tr> <tr> <td data-bbox="636 695 732 747">2</td> <td data-bbox="732 695 1339 747">Print files accordingly.</td> </tr> <tr> <td data-bbox="636 747 732 804">3</td> <td data-bbox="732 747 1339 804">Insert nametags into clip-on name badges.</td> </tr> </tbody> </table>	<b>Step</b>	<b>Action</b>	1	Change specific information as needed (e.g., name, organization, waterway name, etc.).	2	Print files accordingly.	3	Insert nametags into clip-on name badges.
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<input type="checkbox"/>	10	10	Complete the preliminary Attendee Contact List (Appendix Q) using initial contact information.								
<input type="checkbox"/>	10	11	Ensure all equipment is in working order (Appendix B).								

*Chapter 5 - Appendix B*

*Workshop Equipment Checklist*

## *Workshop Equipment Checklist*

√	Item	Number Required
<input type="checkbox"/>	Computers loaded with PAWSA software (laptops preferred)	3
<input type="checkbox"/>	LCD projector for PowerPoint™ presentations	1
<input type="checkbox"/>	Printer (compatible with computers)	1
<input type="checkbox"/>	Spare printer cartridges	1 of each color
<input type="checkbox"/>	20-foot (6-meter) heavy duty extension cords	2
<input type="checkbox"/>	Multi-outlet surge protectors	2
<input type="checkbox"/>	File storage medium (e.g., USB flash stick, CDs, etc.)	1 pkg.
<input type="checkbox"/>	Mounted large-scale chart of waterway area, or ECS with waterway charts.	1
<input type="checkbox"/>	Adhesive colored labels (Brown / Yellow / Green / Blue / Red) (Avery #05463)	1 full page/color
<input type="checkbox"/>	Prepared <i>Books 1 – 4</i> (i.e., header / footer revised as needed and team numbers (1 – 15) on each set of books to be used by participant teams)	15 copies for participant <u>teams</u> plus 1 copy for each observer
<input type="checkbox"/>	Folder labels (Avery #5264)	1 pkg. (>50)
<input type="checkbox"/>	Assembled participant folders (includes 8 or 9 inserts)	1 for each participant <u>and</u> observer
<input type="checkbox"/>	Notetaking pads	1 for each participant
<input type="checkbox"/>	Pencils (with erasers!)	1 for each participant
<input type="checkbox"/>	Large tent cards (Avery #5309)	1 pkg. (>50)
<input type="checkbox"/>	Clip Style Name Badges (2¼ x 3½ inches, 5¾ x 9 centimeters) (Avery #74556) <i>NOTE: Use Avery #5390 Insert Refills as needed.</i>	1 pkg. (>50)
<input type="checkbox"/>	Ream of white paper (8½ x 11 inches - 20 lb., 21½ x 28 centimeters)	1 pkg.
<input type="checkbox"/>	Orange highlighter (for marking <i>Books 3 and 4</i> )	2
<input type="checkbox"/>	Push pins (for joining multiple sections of waterway chart)	1 pkg.
<input type="checkbox"/>	Rubber bands (for gathering completed books)	1 pkg.
<input type="checkbox"/>	Stapler / staples (for binding Attendee Contact List and Workshop Critiques, etc.)	1
<input type="checkbox"/>	Duct tape (for securing electrical cords and other tripping)	1 roll

	hazards, etc.)	
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*Chapter 5 - Appendix C*

*Ports and Waterways Safety Assessment  
Workshop Agenda*



## *Ports and Waterways Safety Assessment Workshop Agenda*

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### **Day One**

8:00 – 8:30 a.m.	Coffee & Pastries
8:30 – 8:45 a.m.	Sponsor Welcome
8:45 – 9:00 a.m.	Introductions & Agenda Overview
9:00 – 9:30 a.m.	PAWSA Background
9:45 – 10:45 a.m.	Waterway Risk Model Explanation
11:15 – 12:00 noon	Waterway Risks Discussion / Evaluation
12:00 – 1:00 p.m.	Lunch
1:00 – 4:00 p.m.	Waterway Risks Discussion / Evaluation
4:15 – 4:45 p.m.	Team Expertise Cross-Assessment
4:45 – 5:00 p.m.	Session Wrap-up

### **Day Two**

8:00 – 8:30 a.m.	Coffee & Pastries
8:30 – 8:45 a.m.	Baseline Risk Levels Results
8:45 – 12:00 noon	Existing Risk Mitigations Discussion / Evaluation
12:00 – 1:00 p.m.	Lunch
1:00 – 1:15 p.m.	Mitigation Effectiveness Results
1:15 – 1:30 p.m.	Mitigations Categories
1:30 – 4:15 p.m.	Additional Interventions Discussion / Evaluation
4:30 – 4:40 p.m.	Workshop Critique
4:40 – 4:50 p.m.	Additional Interventions Results
4:50 – 5:00 p.m.	Workshop Wrap-Up

***NOTE:*** 10-minute breaks will occur approximately every hour and a half.

*Chapter 5 - Appendix D*

*Facilitation Team Contact List*

## ***Facilitation Team Contact List***

### *Name, Sponsor (Actual and/or Sponsor's Point of Contact)*

Company / Organization  
City, State  
Telephone Number  
Fax Number  
E-mail Address

### *Name, Lead Facilitator*

Company / Organization  
City, State  
Telephone Number  
Fax Number  
E-mail Address

### *Name, Notetaker*

Company / Organization  
City, State  
Telephone Number  
Fax Number  
E-mail Address

### *Name, Data Entry Person/ECS Operators*

Company / Organization  
City, State  
Telephone Number  
Fax Number  
E-mail Address

### *Name, Logistics Coordinator*

Company / Organization  
City, State  
Telephone Number  
Fax Number  
E-mail Address

*Chapter 5 - Appendix E*

*Waterway Risk Model*

## Waterway Risk Model

Vessel Conditions	Traffic Conditions	Navigational Conditions	Waterway Conditions	Immediate Consequences	Subsequent Consequences
Deep Draft Vessel Quality	Volume of Commercial Traffic	Winds	Visibility Impediments	Personnel Injuries	Health and Safety
Shallow Draft Vessel Quality	Volume of Small Craft Traffic	Water Movement	Dimensions	Petroleum Discharge	Environmental
Commercial Fishing Vessel Quality	Traffic Mix	Visibility Restrictions	Bottom Type	Hazardous Materials Release	Aquatic Resources
Small Craft Quality	Congestion	Obstructions	Configuration	Mobility	Economic