# Crisis Early Warning Response

This playbook is designed to establish a method for detecting early warning signs of a potential crisis and detailing the appropriate steps for a prompt reaction to mitigate risks.

### Step 1: Identification

Identify potential early warning signs of a crisis that are relevant to your context. This might include unusual financial transactions, production delays, customer complaints, or employee turnover. Creating a comprehensive list of indicators is critical for effective monitoring.

### Step 2: Establishment

Set up a monitoring system to observe the identified early warning signs. This system can be manual or automated and should include thresholds or triggers that would indicate the need for action.

### Step 3: Assignment

Assign specific team members or departments the responsibility of monitoring each warning sign. Ensure they understand what constitutes a normal fluctuation and what may be a sign of an emerging crisis.

### Step 4: Procedures

Develop detailed response procedures for when an indicator suggests a potential crisis is developing. Procedures should include initial assessments, internal communications, and any immediate actions to be taken.

### Step 5: Training

Train relevant staff on the early warning signs and the response procedures. This can include drills and simulations to prepare the team for an actual crisis.

### Step 6: Review

Regularly review and update the monitoring system and response procedures to ensure they remain relevant and effective, adjusting as the organization or its environment changes.

## General Notes

### System Flexibility

Be aware that rigid systems may fail to identify less obvious signs of crisis. Encourage a culture of vigilance and flexibility.

### Communication Plan

Ensure that your crisis response plan includes clear communication strategies both within your organization and toward external stakeholders.