

Tool: Signals & Triggers Mapping

Levels of Alert applied for the specific crisis handling

Alert level 1 (Description)

Alert level 2 (Description)

Alert level 3 (Description)

Alert Levels	Description of Levels	Indicators / triggers to activate each level (possible events)	Decision Maker Name (s)

Tool: Signals & Triggers Mapping

Action Plan for each alert level			
Alert Levels	Actions (descriptions)	Responsible name (s)	Accountable name (s)
Level 1			
1			
2			
3			
Level 2			
1			
2			
3			
Level 3			
1			
2			
3			

Tool: Signals & Triggers Mapping (true example)

3 Alert Levels applicable for Crisis Handling:

Alert Level 1 - Social turbulence, street protests

Alert Level 2 – Preparedness for relocation

Alert Level 3 - Evacuation of employees and families

Decision taking matrix

Alert levels	Description of levels	Indicators / triggers to activate each level	Decision maker
Level 1	Political and social turbulence, street protests	Normal work activity is not impeded by demonstrations Company is not directly or indirectly threatened by mass actions or other physical threats Limited potential for civil unrest Civil communication system and television networks are available	Security
Level 2	Preparedness for relocation	Civil disturbances break out in city or country but are not likely to directly affect the HQ, regional offices or factory Large-scale public protests (threatening Civil order) Excessive presence of security forces Security forces opening fire on protesters or rioters	Managing Director
Level 3	Evacuation of employees	Scenario A - gradual escalation Restricted access to critical infrastructure such as airports or main roads Targeting foreigners Alerts are raised by Foreign Embassies Inability for workers to access their work Scenario B - rapid escalation All indicators mentioned in Scenario A and the any of below: Restricted flights in/out of Ukraine Civilian communication systems and television are blocked Targeting of businesses	Managing Director

Tool: Signals & Triggers Mapping (true example)

Action plans for each Alert Level			
Level of Alert	Actions list	Responsible	Accountable
Level 1			
1	Monitor security updates (internal security sources, embassy advisories and other selected sources of information) and update Crisis Team	XY and Security	XY
2	Ensure Contingency plans are in place	XY and Security	Security
Level 2			
Preparation of employees and infrastructure for evacuation			
1	Make list of all expats and their dependents	AB	AB
2	Make inventory of passports, visas, other vital documents	AB	AB
3	Define with expats and STA's evacuation destinations of their dependents	AB + Security	AB
4	Prepare request for tickets, agreed with Travel Agency	Admin	Administration
5	Prepare assembly points	Security + Admin	Security
6	Provide evacuation instructions and safety briefing for employees	Security	Security
	a. Contact list of all schools and family members	AB	AB
	b. Distribution of safety instructions	Security	Security
	c. Prepare "Grab bag" and main luggage	Employees + Security	Security
	d. First aid kit and prescribed medicines	Admin	Administration
	f. Vehicle completeness and readiness	Admin	Administration
7	Share Contingency action plan with HQ Security	Security	Security
Level 3			
Execution of evacuation			
1	Notification to MD with request for Level 3 activation	Security	Director KL
2	Notification to HQ Mgt	MD + XY	XY
3	Notification to expats and their family members	MD + Security	MD
4	Notification to HQ and HQ Security	Security	Security

Tool: Signals & Triggers Mapping (true example)

Scenario A - gradual escalation

1	Evacuating of dependents out of Kyiv by commecial flights to home destinations	Security	Administration
2	Crisis Team meeting at secured location	XY	Crisis Team
3	Upon Crisis Team decision – relocation of all employees to factory (by ground transportation)	Security	Administration

Scenario B - rapid escalation

1	Evacuating of employees and dependents to assembly point	Security	Administration, Security
2	Charter flight to abroad location	Admin	Crisis Team
3	Communication to all company employees	AB + Security	AB
4	Communication to HQ and HQ Security	XY	XY, Security
5	Futher actions according to local Crisis plan	XY	Crisis Team