Contingency Plan

# Description of the Activity

Begin by describing a general situation that may arise.

[For example: Daily movements in the global currency market affect our product portfolio. It may be necessary to adjust prices according to the region.]

## Identified threats and vulnerabilities

Next, mention activities, vulnerabilities, or potential threats.

* [Activity, vulnerability or potential threat]
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[Example of a threat: Adjustment of transport prices due to increase in fuel cost]

[Example of a vulnerability: External supply chain dependency]

# Potential risks

Customize this table with identified risks and a short description. Next, indicate the probability of risks occurring as a percentage. This will help you know which risks are most likely to happen.

| Identified Risks | Description | Probability of occurrence |
| --- | --- | --- |
| Risk 1 | [Description of the identified risk and its environmental, social or commercial implications] | [Percentage of occurrence: 25%, 50% or 75%] |
| Risk 2 | [Description of the identified risk and its environmental, social or commercial implications] | [Percentage of occurrence: 25%, 50% or 75%] |
| Risk 3 | [Description of the identified risk and its environmental, social or commercial implications] | [Percentage of occurrence: 25%, 50% or 75%] |

# Preventive measures

Indicate preventive measures that will be taken to prevent risks before they occur.

[For example: Look for regional suppliers to reduce costs.]

* [Preventative measure 1]
* [Preventative measure 2]
* [Preventative measure 3]
* [Preventative measure 4]
* [Preventative measure 5]

# Mitigation measures

Indicate the measures that will be taken to mitigate the risks when they occur.

[For example: Propose a gradual price increase to avoid loss of income.]

* [Mitigation measure 1]
* [Mitigation measure 2]
* [Mitigation measure 3]

# Expected effects

Explain the ideal outcomes of your contingency plan.

[For example: Reach a break-even point in costs versus prices.]

* [Expected effects 1]
* [Expected effects 2]
* [Expected effects 3]

## Resources available to prevent and mitigate risks

Document the resources that are available within your organization to execute this contingency plan.

[For example: a list of regional suppliers in your company’s internal resources wiki]

* [Available resources 1]
* [Available resources 2]
* [Available resources 3]

# Responsible for monitoring

Note the personnel in charge of monitoring the threats and risks of the activity or process.

[For example: Edward Iban, Head of Sales.]

[Name of responsible individual]

[Department responsible]

[Email / Phone]