A BACK UP PLAN AGAINST DISRUPTION
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Every business or organization has a possibility to encounter risks that may negatively affect its current state. The risks are not always major crises or natural disasters but can also be more commonplace problems, such as the loss of data, staff, customers, or business relationships as enumerated by Mind Tools (2019). These perils are enough reason for every organization to have contingency planning as a routine part of the way they work because problems can appear anytime and may affect everyone.

Chinn (2019) identified the purpose of contingency plan as a means to allow an organization to return to its daily operations as quickly as possible after an unforeseen event. The contingency plan protects resources, minimizes customer inconvenience and identifies key staff, assigning specific responsibilities in the context of the recovery. A contingency is anything that occurs outside the range of normal operations that may adversely affect an organization’s ability to operate.

Usually, people understand contingency plan as a back up plan if disasters or crises hit that may jeopardize the company and its employees. Contingency plans can be as form of benefit programs, compensations and hiring temporary workers if needed. These are some of the means to at least make the human resource intact if ever there will be unforeseen events that might be encountered.

However, contingency plan is not only contained with the above-mentioned circumstances because contingency plans are not only organization-wide but also department-specific. For example, information services departments typically have a disaster recovery plan to protect, restore and use company data, including computer hardware, software and instructional manuals (Chinn, 2019).

Moreover, Hassan (2019) reminded that it is better to be proactive and have a plan in place, even if the chances are slim that you will ever need to use them. You can create a contingency team and give them the responsibility of activating the plan when required. He also posited that
to never allow the contingency plans to go stale. This is only going to render them useless as they will not take the latest circumstances into account.

No one should underestimate the importance of contingency plan because it serves as a back up plan to reduce or avoid disruption. It should be updated from time to time be reviewed through thorough research and investigation. Every organization should be proactive rather than reactive because if not, if anything unplanned occurs, it can be tough to evaluate or come up with a detailed solution on the spot that can make everything worse.

References:
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