AIMS COMMUNITY COLLEGE PROCEDURE

BUSINESS CONTINUITY

In an effort to foster hazard mitigation, business continuity, and recovery for all Aims Community College campuses, the College shall develop a Business Continuity or Continuity of Operations (COOP) plan. The COOP plans shall be developed by each division, including but not limited to Information Technology, Human Resources, Student Services, Academics, Facilities, and Legal. The plans shall be in electronic form and kept on the secured website. Hard copies will also kept off campus in the event of a major disaster making access to campus facilities impossible.

Greeley campus COOPs will be kept at the Ft. Lupton campus.
Ft. Lupton campus COOPs will be kept at the Loveland campus.
Loveland campus COOPs will be kept at the Windsor campus.
Windsor campus COOPs will be kept at the Loveland campus.

COOP plans shall be reviewed every six months, in January and again in July, to ensure completeness and functionality. In the event of a major disaster, the COOP plans will be activated by the President or their designee, and the plans will be utilized during the mitigation process until the campus is fully recovered.

APPROVED: Dr. Marilynn Liddell
Aims Community College President
Date: November 9, 2009

Revised: November 18, 2013