

**Disaster Preparedness Task Force
Roles of the Office of the President
March 6, 2002**

1. Internal to the Office of the President
 - a. Develop a disaster preparedness and continuity plan for GA and designate a coordinator.

2. Communication:
 - a. Provide crisis communications with the public in the event of a multi-campus event or single campus event with multiple deaths or that is otherwise catastrophic.
 - b. Be a communications link with the Governor/ State government in the event of civil disturbance.
 - c. Provide communications link between the campuses and the State, and among campuses, especially in the recovery stage to be sure that recovery resources are appropriately requested. Also provide communication with FEMA and Department of Insurance (DOI).

3. Campus based planning:
 - a. Establish a regulation that requires each campus to have a disaster preparedness and recovery plan that is updated every 4 years and is submitted to the President
 - b. Call the attention of the chancellors to the importance of proper planning and implementation, and encourage them to engage in an appropriate process.
 - c. Provide information concerning available resources and provide coordination for joint acquisition (i.e. disaster planning software)
 - d. Identify and/ or acquire resources that should be shared among the campuses (i.e. IT hot site)
 - e. Enter into emergency contracts that are available system wide (e.g. contracts for utilization of privately owned generators)
 - f. Identify and/ or contract for consulting services to assist with business continuity planning
 - g. Serve as advocate for campuses with FEMA, DOI and other agencies as needed