



## GOOD NEIGHBOR BUILDING CAPTAIN'S RESPONSIBILITIES IN A DRILL OR DISASTER

1. Check your own manor and family. Wear sturdy shoes, a warm jacket, if necessary, bring a flashlight, radio, water and “*Emergency Survival Bag.*”
2. Bring forms **prepared** with names and manor numbers on your Captain’s Disaster Report Forms and pencils. (Physical Injury and Property Damage Forms)
3. Knock on all manor doors you are responsible for.
4. Check *Captain’s Disaster Report - Physical Injury & Building Damage* Report as you go, listing injuries or no injuries by manor. Check box on form if there is no substantial physical building damage.
5. If substantial building damage, then use *Captain’s Disaster Report - Building Damage Details* Report as you go, listing damage or no damage for manors.
6. Completed reports should be delivered to one of the following:
  - a. Cul-de-Sac coordinator, if one is assigned
  - b. Golf cart messenger, if one is assigned
  - c. If no messenger appears, **BE CREATIVE**. Use your own golf cart or car, walk or ask another Building Captain to deliver reports to closest Clubhouse
  - d. Your assigned Report Center is located at
    - **Your closest Clubhouse** or
    - Par 3 Golf Course Building or
    - Gate 14 / 4008 Rec Room or
    - Gate 11 / Entrance Gate Building.
7. After your Captain’s Reports have been sent to the Report Center...**TAKE A BREATH**. Re-check your neighbors, any significant changes that should be reported to the Report Center? Able-bodied residents may also be requested to assist especially if they have valid first aid training.
8. Note: the Report Center will get your reports to the Emergency Operation Center (EOC) in the Village; which will direct emergency response as required. Critical information is passed by radio and the physical forms will be taken later by vehicle.

## CAPTAIN'S INSTRUCTIONS FOR RESIDENTS

1. Meet your neighbors
  - a. Bring them a Resident Kit
  - b. Review the forms with residents
2. Residents should know where and how to shut-off water valves in their manor:
  - a. Hot water tanks, toilets, sinks, refrigerator ice maker and clothes washers
  - b. Valves turn-off to the right (clockwise)
  - c. Valves "frozen" (unable to turn off) should be repaired. Call VMS Resident Services (949) 597-4600 or email at [residentservices@vmsinc.org](mailto:residentservices@vmsinc.org).
3. Residents should understand operation of circuit breaker panel in their manor
  - a. Turn off power in the event of a disaster that causes electrical damage; evidenced by sparks, arcing or smell of burning insulation.
  - b. If power has not been turned off to hot water tank, the tank is empty, and the power returns to manor; the heater elements may be damaged.
4. Residents should know where and how to shut-off gas meter, if manor has gas.
  - a. Only turn off if gas odor detected.
  - b. Once turned off, gas **MUST** be turned on by gas company personnel

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### As Good Neighbor Building or Block Captain, prior to a disaster you can:

1. Record manor number and resident's name on the *Captain's Disaster Report - Physical Injury & Building Damage Report* (building information on the *Building Damage Details Report*). This will enable you to complete your Captain's Reports in a timely manner during a drill or disaster event.
2. Consider group meetings for your building or neighborhood. Reviewing this information in a group generates more interest and enthusiasm for preparedness.
3. Obtain additional information and report forms at the Disaster Preparedness Task Force Office or website: [lagunawoodsvillage.com/disaster](http://lagunawoodsvillage.com/disaster).

Disaster Preparedness Task Force Office is in the Community Center, 1<sup>st</sup> Floor  
Office open: Monday – Friday, 10:00 AM – 12:00 Noon  
Website: [lagunawoodsvillage.com/disaster](http://lagunawoodsvillage.com/disaster)  
Email: [disasterprep@vmsinc.org](mailto:disasterprep@vmsinc.org)