



Disaster Preparedness Task Force – Position Descriptions

DPTF Committee (meets on the last Tuesday bi-monthly, at 9:30 a.m. See website for details)

1. Chair – leads the committee. (*Security Director*)
2. Co-Chair – leads the committee in absence of Chair. (*Security Operations Manager*)
3. Secretary – takes minutes of meetings, maintains membership roster, coordinates trainings in the Village (Volunteers, First Aid, CPR/AED, etc.) (*Security Admin Coordinator*)
4. Office Manager – Ensures volunteers are present at the DPTF Resource Office during office hours, Monday-Friday, 10:00 am- Noon, to provide information and sell self-help emergency supplies. (*Volunteer*)

Preparedness (ongoing prior to disasters, and during drills or disaster situations)

5. Good Neighbor Captains – encourage neighbors to prepare for disasters with DPTF materials, participate in preparedness drills, responsible for completing a Physical Injury Report Form for their building, and turning it into their nearest reporting center during a drill or disaster.

Reporting Center Support (during drills or disaster situations)

6. Reporting Center Coordinators – focal point for Reporting Center emergency activity, organizes the clubhouse layout, assigns volunteer positions and opens disaster cabinet for use by First Aid personnel.
7. Clerks – register visitors, collect report forms from Good Neighbor Captains, consolidate critical information to send to the Emergency Operations Center via Radio Operator or messenger.
8. Care Volunteer – provide basic first aid and compassion
9. Messenger – uses their own golf cart or vehicle to deliver critical reports to required locations.
10. Amateur Radio Operators – assist with radio communication between Reporting Center and Village Emergency Operations Center. (Must be FCC licensed amateur radio operator.)

DPTF Website: <https://lagunawoodsvillage.com/news/category/disaster-preparedness>

Contact Us! disasterprep@vmsinc.org

Aware, Prepared, Ready!