



DISASTER PREPAREDNESS TASK FORCE

## Volunteer Registry

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cul-de-Sac: \_\_\_\_\_

Email: \_\_\_\_\_ Gate: \_\_\_\_\_

I am a  New Volunteer or  Current Volunteer, my positions: \_\_\_\_\_

### Check positions that you would like to volunteer for:

**Good Neighbor Captain** – Building \_\_\_\_\_

**Disaster Preparedness Task Force Office Volunteer** (we train you to answer questions)

*Positions at **Reporting Centers** during Disaster:*

**Reporting Center Coordinator**  **Clerk**

**Messenger**  **Amateur Radio Operator (FCC License)**

**Care Volunteer**

### Privacy Policy

The personal information collected from this volunteer registration form is for the exclusive use of the Disaster Preparedness Task Force and will not be otherwise disclosed to any other agency, group or organization without your consent. Information will be categorized in a Disaster Plan database and made available to leadership positions identified in the Disaster Preparedness Task Force's Disaster Plans.

Your signature below authorizes the use of this information as stated in the Privacy Policy.

Signature \_\_\_\_\_

Mail form to: Disaster Preparedness Task Force, Laguna Woods Village Community Center,  
24351 El Toro Road, Laguna Woods, CA 92637



## **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](mailto:disasterprep@vmsinc.org)

***Aware, Prepared, Ready!***