



DISASTER PREPAREDNESS TASK FORCE

Volunteer Registry * Please Print*

Name: _____ Phone: _____
Address: _____ Cul-de Sac # _____
Date: _____ Gate # _____ Email _____

Club House Coordinator -

Focal point for Reporting Center emergency activities, organizes the club house layout, assigns positions and trains volunteers, opens and distributes emergency supplies for use by First Aid personnel .

Good Neighbor Captain -

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.

Positions at **Reporting Centers** during Disaster:

- Messenger-** Uses their own golf cart or vehicle to deliver critical reports to required locations.
- Care Volunteer-** Provide basic first aid and compassion
- Clerk-** Registers visitors, collect report forms from Good Neighbor Captains, consolidate critical information to send to the Emergency Operations Center via Radio Operator or messenger.
- Amateur Radio Operator (FCC License)-** Assist with radio communication between Reporting Center and Village Emergency Operations Center. (Must be FCC licensed amateur radio operator.)
- Multi lingual ability** _____

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- 24361 El Toro Rd. Suite 205 Laguna Woods, CA 92637

Aware, Prepared, Ready!



Disaster Preparedness Task Force – Position Descriptions

DPTF Committee (Meeting TBD)

Chair – leads the committee. (*Security Director*)

1. Co-Chair – leads the committee in absence of Chair. (*Security Operations Manager*)
2. Secretary – takes minutes of meetings, maintains membership roster, coordinates trainings in the Village (Volunteers, First Aid, CPR/AED, etc.) (*Security Admin Coordinator*)

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

3. 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)

4. Clubhouse 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.
5. 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.
6. Care Volunteer – provide basic first aid and compassion
7. Messenger – uses their own golf cart or vehicle to deliver critical reports to required locations.
8. Amateur Radio Operators – assist with radio communication between Reporting Center and Village Emergency Operations Center. (Must be FCC licensed amateur radio operator.)
9. Multi lingual -The ability to use different languages.