



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 Building Captain – Building _____ or manors _____

Good Neighbor Block Captain – Buildings: _____ Cul-de-Sac: _____

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

Positions at Clubhouse Care and Reporting Centers during Disaster:

Coordinator **Clerk** **Language Translator:** _____

Messenger / Golf Cart Driver **Amateur Radio Operator, FCC Call Sign:** _____

Care ... please also check. (Nurse, Doctor, Counselor, First Aid)

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 last Tuesday of every 2 months, 9:30 am, Board Room, see website for details)

1. Chair – leads the committee
2. Co-Chair – leads the committee in absence of Chair
3. Secretary – takes minutes of meetings, maintains membership roster
4. Treasurer – tracks committee finances
5. Education Coordinator – coordinates training in Village (GNB Captains, First Aid, CPR/AED, etc.)
6. Office Manager – Ensures volunteers are present at the DPTF Resource Office during the office hours, Monday-Friday, 10:00am-Noon, to provide information and sell self-help emergency supplies

Preparedness (ongoing before disasters)

Manor Support

7. Good Neighbor Building Captains – encourages neighbors to prepare for disasters with DPTF materials
8. Good Neighbor Block Captains – trains and encourages Good Neighbor Building Captains (e.g. up to about 12 buildings whereas Good Neighbor Building Captains usually cover 4 to 12 manors)

During Disaster Situations

Manor Support

9. Good Neighbor Building Captains – checks on neighbors to see if they are OK or need assistance from Village emergency resources, fills in disaster report sheets (Physical Injury, Building Damage) and takes to the Clubhouse Care and Reporting Center or sends via messenger, if one is available
10. Good Neighbor Block Captains – assists Captains with coordinating and reporting

Clubhouse Care and Reporting Center Support

11. 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
12. Clerks – registers visitors, collect reports from Good Neighbor Building Captains, consolidate critical information and sends to Emergency Operations Center via Radio Operator or messengers
13. Care – Doctor/Nurse/Counselor/First Aid volunteers provide basic first aid and compassion
14. Language Translator – assist clerks and medical staff with foreign language translation
15. Messenger – uses own golf cart or car to deliver critical reports to needed locations
16. Amateur Radio Operators – assist with radio communication between Clubhouses and Village Emergency Operations Center (must be FCC licensed amateur radio operator)

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

DPTF email for questions: disasterprep@vmsinc.org

