



VOLUNTEER REGISTRY FORM

PLEASE PRINT

Name _____ Phone _____

Address _____ Cul-de-Sac _____

Date _____ Gate No. _____ Email _____

Check the positions for which you wish to volunteer:

- ☐ **Clubhouse coordinator:** Act as focal point for reporting center emergency activity, organize and assign volunteer positions, and open disaster cabinet for use by first-aid personnel.
- ☐ **Good Neighbor Captain:** Encourage neighbors to prepare for disasters with DPTF materials, provide basic disaster preparedness information, identify and assist residents with special needs, share alerts and updates, complete physical injury reports and remit to the nearest reporting center, support neighboring buildings or cul-de-sacs if designated captain is unavailable.

Reporting center positions during disaster:

- ☐ **Amateur radio operator:** Assist with radio communication between Reporting Center and Village Emergency Operations Center. Must hold FCC amateur radio operator license.
- ☐ **Multilingual speaker (language/s spoken):**

Privacy Policy

The information collected on this form is for use by the Disaster Preparedness Task Force only. It will be stored in a secure database and shared only with designated leadership as outlined in the Task Force's Disaster Plan. By signing below, you consent to this use in accordance with our privacy policy.

Signature _____ Date _____

Mail to the Disaster Preparedness Task Force at 24361 El Toro Rd., Suite 205, Laguna Woods, CA 92637

Aware, Prepared, Ready!

4/4/2025



DISASTER PREPAREDNESS TASK FORCE POSITION DESCRIPTIONS

DPTF Committee (meeting TBD):

- **Chair:** Lead committee (Security Services Department director).
- **Co-chair:** Lead committee in absence of chair (security operations manager).
- **Administrative staff:** Take meetings minutes, maintains volunteer roster, coordinates DPTF Committee meetings.

Preparedness (ongoing prior to disasters; during drills or disaster situations):

- **Good Neighbor Captain:** Encourage neighbors to prepare for disasters with DPTF materials, provide basic disaster preparedness information, identify and assist residents with special needs, share alerts and updates, complete physical injury report form and remit to the nearest Reporting Center, support neighboring buildings or cul-de-sacs if designated captain is unavailable.
- **Clubhouse coordinator:** Act as focal point for Reporting Center emergency activity, organize and assign volunteer positions, and open disaster cabinet for use by first-aid personnel.
- **Amateur radio operator:** Assist with radio communication between Reporting Center and Village Emergency Operations Center. Must hold an FCC amateur radio operator license.
- **Multilingual speaker:** Possess ability to speak different languages.

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