



DISASTER PREPAREDNESS TASK FORCE POSITION DESCRIPTIONS

DPTF Committee (meets on the last Tuesday bi-monthly at 9:30 a.m.):

- **Chair:** Lead committee (Director of Security Services Department).
- **Co-chair:** Lead committee in absence of Chair.
- **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.

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