



VOLUNTEER POSITIONS

Canyon Lake Residents are encouraged to volunteer in any of the following areas of the Canyon Lake Emergency Preparedness Committee:

- **Neighborhood Damage Assessment**
- **Emergency Operations Center (EOC)**
- **Casualty Collection Center**
- **Care and Shelter**

The following pages describe the individual “jobs” with the ideal number of people needed to provide coverage in each position in the event that some members might not be available when a particular disaster strikes.

Please check the positions you are interested in volunteering listed on the New Member Information Membership Roster Page 8.



POSITIONS: NEIGHBORHOOD DAMAGE ASSESSMENT

Area Coordinator – 2 per area

8-12 HOURS PER YEAR

- Attend 2 Hour Area Co-Coordinator Training
- 4 Hour Neighborhood drill per year
- Inventory and Maintain Area Shed – 2 Hours
- Maintain and Update Neighborhood Assessment Team Reporting Materials – 2 hours

Area Net Controller – 2 per area

6 – 8 HOURS PER YEAR

- 4 Hour Neighborhood Drill Per Year
- Attend 2 Hour Area Net Controller Training
- Maintain and Test Radio Equipment

Neighborhood Damage Assessment Team Member – 12 per area

6 HOURS PER YEAR

- 4 Hour Neighborhood Drill Per Year
- Attend 2 Hour Neighborhood Assessment Team Training



POSITIONS: EMERGENCY OPERATION CENTER (EOC)

Section Heads – EOC Manager, Operations, Planning/Intelligence, Logistics

8-10 HOURS PER YEAR

- Complete NIMS/SEMS Training (online)
- Attend 2 Hour EOC Training
- 2 – 4 Hour EOC Drill Per Year

Key Staff – Accounting, Communication, Message Center (2), Transportation, Support Group, Damage Assessment Net Controller, Cert Team Leader, Area Coordinator Leaders (5)

8-10 HOURS PER YEAR

- Complete NIMS/SEMS Training (online)
- Attend 2 Hour EOC Training
- 2 – 4 Hour EOC Drill Per Year

The Canyon Lake Emergency Operation Center, in conjunction with the City of Canyon Lake Administrative Staff, works under the direction of Riverside County Fire & Police Departments.



POSITIONS: CASUALTY COLLECTION CENTER (CCC)

Casualty Collection Center Coordinator – 2 Staff

10 HOURS

- Complete NIMS/SEMS Training (online)
- Attend 2 Hour CCC Coordinator Training
- 4 Hour Neighborhood Drill Per Year
- Inventory and Maintain Medical Supplies - 2 – 4 Hours

Medical Personnel: Doctor (2) Nurses (4)

6 HOURS

- Nurses must have active license
- Attend 2 Hour CCC Training
- 4 Hour Neighborhood Drill Per Year

Support Staff: Radio Operator, Set-up Team (2-4) Patient and Personnel Tracking (2), Supply Distribution/Tracking (2)

8-10 HOURS

- Attend Basic First Aid Class (available online)
- Attend 2 Hour CCC Training
- 4 Hour Neighborhood Drill Per Year



POSITIONS: CARE AND SHELTER

Shelter Manager – 2 Per Position

16 HOURS PER YEAR

- Background Check
- Complete NIMS/SEMS Training (available online)
- Complete Red Cross Class
- Attend 3 Hour Shelter Manager Training
- Conduct 3 Hour Training for Shelter Staff
- Inventory and Maintain Supplies – 4 Hours
- 6 Hour Shelter Drill Per Year

Shelter Support Staff – INSIDE: Registration (6), Children Supervision (6), Nurses (3)

10 – 12 HOURS PER YEAR

- Background Check
- Complete Red Cross Class for Certification
- Nurse Must Have Active License
- 3 Hour Shelter Training
- 6 Hour Shelter Drill Per Year

Shelter Support Staff – OUTSIDE: Radio Operator (2), Set Up Personnel (6), Pet Coordinator

8-10 HOURS PER YEAR

- Proof of Insurance on File Prior to use of Vehicle for Shelter Service
- Attend 3 Hour Shelter Training
- 6 Hour Shelter Drill Per Year

Food Service – Food Service Staff (2 – 4)

8-10 HOURS PER YEAR

- Attend 2 Hour Class for Food Handler's Certification
- Attend 3 Hour Shelter Training
- 6 Hour Shelter Drill Per Year
- Inventory and Maintain Supplies (2 Hours)