

Civil Protection and Emergency Planning Volunteer

Role description

Role title: Registration Officer.

Supported by: Emergency Assistance Centre (EAC) Manager, on-call Duty Officer and Emergency Planning Team.

Role purpose: To undertake this role within an EAC.

Location: Designated EACs across the borough.

Tasks and responsibilities

- To register all evacuees in and out of the EAC that they attend.

Skills and experience

- Ability to take accurate information and ask questions relating to the registration process.

Time commitment

- As emergency incidents are not frequent, it will be an 'as and when' role. It could be during the day, on weekends or even during the night.

This role requires an enhanced Disclosure and Barring Service (DBS) check.