THE RED BINDER PROTOCOL

Free Storm Readiness Starter Kit for Fire Departments, Emergency Management Directors and Senior Centers

What this is

A paper-only system for keeping a current list of residents who may need a check during a long power outage or winter storm. No computer, no software, no budget. It works when the power and internet are down.

What is inside

1. **Resident sign-up form** (page 2) — one per household, signed release, good for 12 months.
2. **Six binder divider tabs** (page 3) — print on card stock and cut.
3. **Binder access log and monthly rotation log** (page 4).
4. **Incident Commander field sheet** (page 5) — the one page to pull out during a storm.
5. **From paper to automatic** (page 6) — the easy steps if you later want the list kept up for you.

How to set it up (one afternoon)

1. Buy a red 2-inch three-ring binder and a lockable cabinet or drawer at the station.
2. Print and insert the six divider tabs.
3. Copy 50 sign-up forms; leave them at the senior center front desk, town hall and lunch tables.
4. File each signed form under its priority tab. Shred any form older than 12 months.
5. Name two people who hold the cabinet key. Every opening goes on the access log.

Privacy promise to residents: The binder stays locked. Only fire and emergency staff open it, and only for a storm, outage or emergency. It is never shared with businesses. Signing up does not affect a driver's license or independence. Each sign-up ends after 12 months unless renewed.

Wording of the release should be reviewed by your town attorney and Emergency Management Director before use.

Storm Check Sign-Up Form

Helps our volunteer firefighters know who to check on first when the power is out. Good for 12 months.

1. Resident

Full name _____ Date of birth _____

Street address _____ Town _____

Home phone _____ Cell phone _____

2. Filled out by

☐ The resident
☐ Family member
☐ Caregiver
☐ Center staff

Name (if not resident) _____ Phone _____

3. Needs power for (check all)

☐ Home oxygen
☐ Dialysis at home
☐ CPAP / BiPAP
☐ Feeding or IV pump
☐ Power wheelchair / scooter
☐ Electric hospital bed / lift
☐ Medicine that must stay cold
☐ None of these

4. Home & getting around

Generator: ☐ None ☐ Portable ☐ Standby
Heat: ☐ Oil ☐ Gas ☐ Electric ☐ Wood ☐ Other
☐ Uses walker or cane
☐ Uses wheelchair
☐ Stairs at entrance
☐ Lives alone

Pets in home _____ Who has a house key (name & phone) _____

Driveway / access notes _____

5. Emergency contact

Name _____ Relationship _____ Phone _____

6. Release

I agree that the information above may be kept in a locked binder by the senior center and my town's fire and emergency staff, used only during a storm, outage or emergency, and never shared with businesses. This is not a promise of rescue and does not replace calling 911. It ends 12 months after signing unless I renew. I may withdraw anytime by calling (860) 774-1243.

Signature _____ Date signed _____

Office use	Priority tab (1–3)	Verified by phone (initials/date)	Renew by

Binder Divider Tabs

Print on card stock, cut along the borders, and insert in order.

1 · PRIORITY 1 — Life-Sustaining Power

Oxygen, dialysis, feeding/IV pumps. Check within the first hours of an outage.

2 · PRIORITY 2 — Mobility & Heat Risk

Wheelchair users, stairs, no generator, electric heat, lives alone.

3 · PRIORITY 3 — Wellness Check

Other registrants. Phone call first; visit if no answer.

4 · ACCESS & ROTATION LOGS

Every opening of this binder is written down here.

5 · EXPIRED / WITHDRAWN

Holding for shredding. Do not use in a storm.

6 · BLANK SIGN-UP FORMS

Keep 10 copies here at all times.

Binder Access Log & Monthly Rotation

Keep in Tab 4. Every opening is written down — this is how we keep our privacy promise.

Access log

Date	Time out	Name & rank	Reason (storm / drill / update)	Time back	Key holder initials

Monthly rotation (1st business day of each month)

Month	New forms filed	Expired forms pulled	Shredded (date)	Total on list	Done by

Incident Commander Field Sheet

Pull this page during a storm or extended outage. Keep it on the clipboard.

When to open the binder

- Power out, or expected out, for **4+ hours** in a town with registrants
- Wind chill or heat warning issued by the National Weather Service
- Shelter opening or road closures that cut off neighborhoods

Steps

1. Two key holders open the cabinet. **Write it on the access log.**
2. Start with **Tab 1**. Call each household. No answer in 30 minutes = send a crew.
3. Then **Tab 2**: confirm heat, generator and a way out of the house.
4. Then **Tab 3**: phone wellness checks.
5. Mark each name on the tracker below. Call the emergency contact for anyone not reached.
6. Return the binder, lock it, and close the log entry.

Check tracker

Name / address	Tab	Called (time)	Reached? Y/N	Crew sent	Outcome

Remember: This list helps you prioritize — it is not every person at risk. Anyone in danger calls 911. Senior center: (860) 774-1243 (Mon–Fri 9 AM–2 PM).

From Paper to Automatic

Start with paper today. Move up one step at a time — only when it makes your life easier.

Step	What changes	What you stop doing
1. Red Binder Free	Paper forms, locked binder, logs, field sheet.	Guessing who lives alone on oxygen.
2. Front-desk tablet	Residents sign up on an iPad at the senior center or online from home. Staff confirm each one by phone.	Retyping forms and chasing signatures.
3. Automatic renewals	The sign-up renews with yearly membership, so the list stays current by itself.	Hand-sorting expired forms.
4. Locked monthly file	On the 1st of each month the station gets a password-locked PDF that works with no internet. The password is given by phone.	Printing and refiling the binder.
5. EMD & Selectmen portal	The EMD pulls a fresh list on demand; Selectmen see counts only, never names. Federal power-dependence numbers shown next to each town.	Emailing lists and building budget reports by hand.

Every step keeps the same promises: signed release, 12-month limit, locked access, every opening logged.

Questions or a walkthrough: call Quinebaug Valley Senior Center at **(860) 774-1243**.