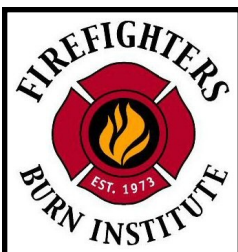


# Liaison Response Team

---



***This program provided by:***

Firefighters Burn Institute | 3101 Stockton Blvd

Sacramento, CA 95820

(916) 739-8525 | [www.ffburn.org](http://www.ffburn.org)

**MISSION:** TO PROVIDE ASSISTANCE TO FIRE FIGHTERS AND OTHER EMERGENCY SERVICES PERSONNEL, THEIR FAMILIES AND DEPARTMENTS FOLLOWING THE AFTERMATH OF A BURN INJURY.

## Liaison Response Team

### **BINDER CONTENTS:**

<b>1<sup>st</sup> Tab:</b>	<b>Title: RESPONSE LOG</b>
	Response Log – 6 sets

<b>2<sup>nd</sup> Tab:</b>	<b>Title: CONTACTS</b>
	L.R.T. Members Contact Sheet <ul style="list-style-type: none"><li>– UC Davis Burn Unit Nurse Manager</li><li>– Firefighters Burn Institute Executive Director</li><li>– Firefighters Burn Institute Assistant to the Executive Director</li><li>– UCD Chief Fire Marshall</li></ul>
	Executive Board Contact Sheet
	Local 522 Departments Contact Sheet
	Business Card Binder Pages – 5 pages

<b>3<sup>rd</sup> Tab:</b>	<b>Title: RESOURCES</b>
	How To Properly Don and Doff Burn ICU PPE
	L.R.T. Organizational Chart
	Family Care Kit List
	Resource List

<b>4<sup>th</sup> Tab:</b>	<b>Title: PROGRAM INFO</b>
	L.R.T. Notification Process

<b>5<sup>th</sup> Tab:</b>	<b>Title: NOTES</b>
	Blank Lined Notepaper



# FIREFIGHTERS BURN INSTITUTE

3101 Stockton Blvd., Sacramento, CA 95820 | (916) 739-8525 | [www.ffburn.org](http://www.ffburn.org)

---

## RESPONSE LOG

UC Davis Medical Center burn unit: (916) 734-3636

L.R.T. Representative: \_\_\_\_\_

Firefighter Name: \_\_\_\_\_

Department Name: \_\_\_\_\_

Time firefighter admitted:                      Date: \_\_\_\_/\_\_\_\_/\_\_\_\_                      \_\_\_\_:\_\_\_\_ AM / PM

Time liaison notified:                              Date: \_\_\_\_/\_\_\_\_/\_\_\_\_                      \_\_\_\_:\_\_\_\_ AM / PM

Time liaison arrived at hospital:              Date: \_\_\_\_/\_\_\_\_/\_\_\_\_                      \_\_\_\_:\_\_\_\_ AM / PM

\_\_\_      Liaison to make contact with UC Davis Medical Center burn unit

\_\_\_      Liaison to make contact with family

\_\_\_      Liaison to make contact with injured firefighter's fire department representative

\_\_\_      Liaison to make contact with Local 522 President

*Local 522 President to contact injured firefighter's Union President*

\_\_\_      Liaison discussed media concerns with family

---

### **FAMILY OUTLINE**

Primary Contact / Relationship: \_\_\_\_\_

Child(ren) Name(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email: \_\_\_\_\_

Special Needs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---



# FIREFIGHTERS BURN INSTITUTE

3101 Stockton Blvd., Sacramento, CA 95820 | (916) 739-8525 | [www.ffburn.org](http://www.ffburn.org)

---

## **ACTIONS**

What actions did liaison take?:

---

---

---

---

---

---

---

---

---

---

---

---

## **NEEDED ITEMS / SERVICES:**

- ☐ Chaplain / Religious Request
- ☐ Child care issues
- ☐ Pets
- ☐ Lodging
- ☐ Food
- ☐ Clothing / Diapers
- ☐ Bills
- ☐ Medication
- ☐ Care package given
- ☐ Transportation / Airport

## **NOTES:**

---

---

---

---

---

---

---

---

---

---

---

---



# REINTEGRATION COMMITTEE

## Liaison Response Team (LRT)

**Name**  
**UCD Burn Unit Nurse Manager**  
**Cell: 916-000-0000**

**Jim Doucette**  
**FFBI - Executive Director**  
**Cell: 916-224-6553**

**Rachel Crowell**  
**FFBI - Assistant to Executive Director**  
**Cell: 916-000-0000**

**Michael Major**  
**UCD Chief Fire Marshall**  
**Cell: 916-000-0000**

### ADVISORY BOARD / COMMITTEE MEMBERS

First	Last	Address	City	St	Zip	Home	Cell	Email	Shirt
Jim	A	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size
Clinton	A	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size
Oscar	B	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size
Leo	B	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size
Michael	D	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size
David	D	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size
Matt	F	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size
Mike	F	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size
Carl	G	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size
Forrest	R	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size
Joshua	R	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size
Scott	W	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size
Koy	W	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size

### FIREFIGHTER COMMITTEE MEMBERS

First	Last	Address	City	St	Zip	Home	Cell	Email	Shirt
Adam	B	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size
Jeff	C	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size
Pat	C	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size
Chris	C	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size
Steve	E	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size
Sue	K	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size
Jeff	H	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size
Jason	J	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size
Scott	M	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size
Scott	P	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size
Dave	S	Address	City	CA	Zip	000-000-0000	000-000-0000	<a href="#">Email Address</a>	Size

## Executive Board – 2015

(January 2015)

<b>FIRST LAST</b> Address City, CA Zip	<b>President</b> Title - Department	Home    000-0000 Cell       000-0000	Email Address
<b>FIRST LAST</b> Address City, CA Zip	<b>Secretary-Treasurer</b> Title - Department	Home    000-0000 Cell       000-0000	Email Address
<b>FIRST LAST</b> Address City, CA Zip	<b>Dir Member Services</b> Title - Department	Home    000-0000 Cell       000-0000	Email Address
<b>FIRST LAST</b> Address City, CA Zip	<b>Metro Vice President</b> Title - Department	Home    000-0000 Cell       000-0000	Email Address
<b>FIRST LAST</b> Address City, CA Zip	<b>City Vice President</b> Title - Department	Home    000-0000 Cell       000-0000	Email Address
<b>FIRST LAST</b> Address City, CA Zip	<b>Metro Director</b> Title - Department	Home    000-0000 Cell       000-0000	Email Address
<b>FIRST LAST</b> Address City, CA Zip	<b>Metro Director</b> Investigator – SMFD	Home    000-0000 Cell       000-0000	Email Address
<b>FIRST LAST</b> Address City, CA Zip	<b>City Director</b> Title - Department	Home    000-0000 Cell       000-0000	Email Address
<b>FIRST LAST</b> Address City, CA Zip	<b>City Director</b> Title - Department	Home    000-0000 Cell       000-0000	Email Address
<b>FIRST LAST</b> Address City, CA Zip	<b>District Director</b> Title - Department	Home    000-0000 Cell       000-0000	Email Address
<b>FIRST LAST</b> Address City, CA Zip	<b>District Director</b> Title - Department	Home    000-0000 Cell       000-0000	Email Address
<b>FIRST LAST</b> Address City, CA Zip	<b>Executive Assistant</b>	Home    000-0000 Cell       000-0000	Email Address
<b>FIRST LAST</b> Address City, CA Zip	<b>Bookkeeper/Ins. Sec</b>	Home    000-0000 Cell       000-0000	Email Address
<b>FIRST LAST</b> Address City, CA Zip	<b>Receptionist</b>	Home    000-0000 Cell       000-0000	Email Address

*Revised 01/15*

# FIRE DEPARTMENT/DISTRICT CONTACT LIST

## **COSUMNES CFD FIRE DEPARTMENT**

Address, City, CA Zip

[www.website.com](http://www.website.com)

Phone: 000-000-0000

Fax 000-000-0000

Fire Chief	First Last	email address	Phone 000-000-0000
Deputy Chief	First Last	email address	Phone 000-000-0000
Admin	First Last	email address	Phone 000-000-0000

## **FOLSOM FIRE DEPARTMENT**

Address, City, CA Zip

[www.website.com](http://www.website.com)

Phone: 000-000-0000

Fax 000-000-0000

Fire Chief	First Last	email address	Phone 000-000-0000
Deputy Chief	First Last	email address	Phone 000-000-0000
Admin	First Last	email address	Phone 000-000-0000

## **SACRAMENTO CITY FIRE DEPARTMENT**

Address, City, CA Zip

[www.website.com](http://www.website.com)

Phone: 000-000-0000

Fax 000-000-0000

Fire Chief	First Last	email address	Phone 000-000-0000
Deputy Chief	First Last	email address	Phone 000-000-0000
Admin	First Last	email address	Phone 000-000-0000

## **SACRAMENTO COUNTY AIRPORT SYSTEM FIREFIGHTERS**

Address, City, CA Zip

[www.website.com](http://www.website.com)

Phone 000-000-0000

Fax 000-000-0000

Fire Chief	First Last	email address	Phone 000-000-0000
Deputy Chief	First Last	email address	Phone 000-000-0000
Admin	First Last	email address	Phone 000-000-0000

## **SACRAMENTO METRO FIRE PROTECTION DISTRICT**

Address, City, CA Zip

[www.website.com](http://www.website.com)

Phone 000-000-0000

Fax 000-000-0000

Fire Chief	First Last	email address	Phone 000-000-0000
Deputy Chief	First Last	email address	Phone 000-000-0000
Admin	First Last	email address	Phone 000-000-0000

## **WEST SACRAMENTO FIRE DEPARTMENT**

Address, City, CA Zip

[www.website.com](http://www.website.com)

Phone 000-000-0000

Fax 000-000-0000

Fire Chief	First Last	email address
Deputy Chief	First Last	email address
Admin	First Last	email address

Phone 000-000-0000

Phone 000-000-0000

Phone 000-000-0000

*Last updated: January 2015*



### **How to properly don and doff Burn ICU PPE**

All patients in the Burn ICU are in Burn Isolation. Burn Isolation requires everyone to don a gown and gloves at a minimum prior to entering an occupied patient room. The gown and gloves must be placed in the red trash receptacle immediately prior to exiting the room.

#### Steps to don:

1. Wash hands with antimicrobial foam just outside the patient's room.
2. Unfold yellow gown without allowing it to touch the floor. Slip arms into sleeves then Velcro at nape of neck and tie at waist.
3. Put on exam gloves. They should cover the cuffs of the gown.
4. Do NOT leave the room with PPE on! They must be removed first.

#### Steps to doff:

1. Remove gown by breaking waist tie then pulling away from shoulders.
2. Gloves should peel off inside out as the gown sleeves are pulled off the arms.
3. The gown and gloves must be placed in the red trash receptacle immediately prior to exiting the room.
4. Wash hands with antimicrobial foam just outside the patient's room.

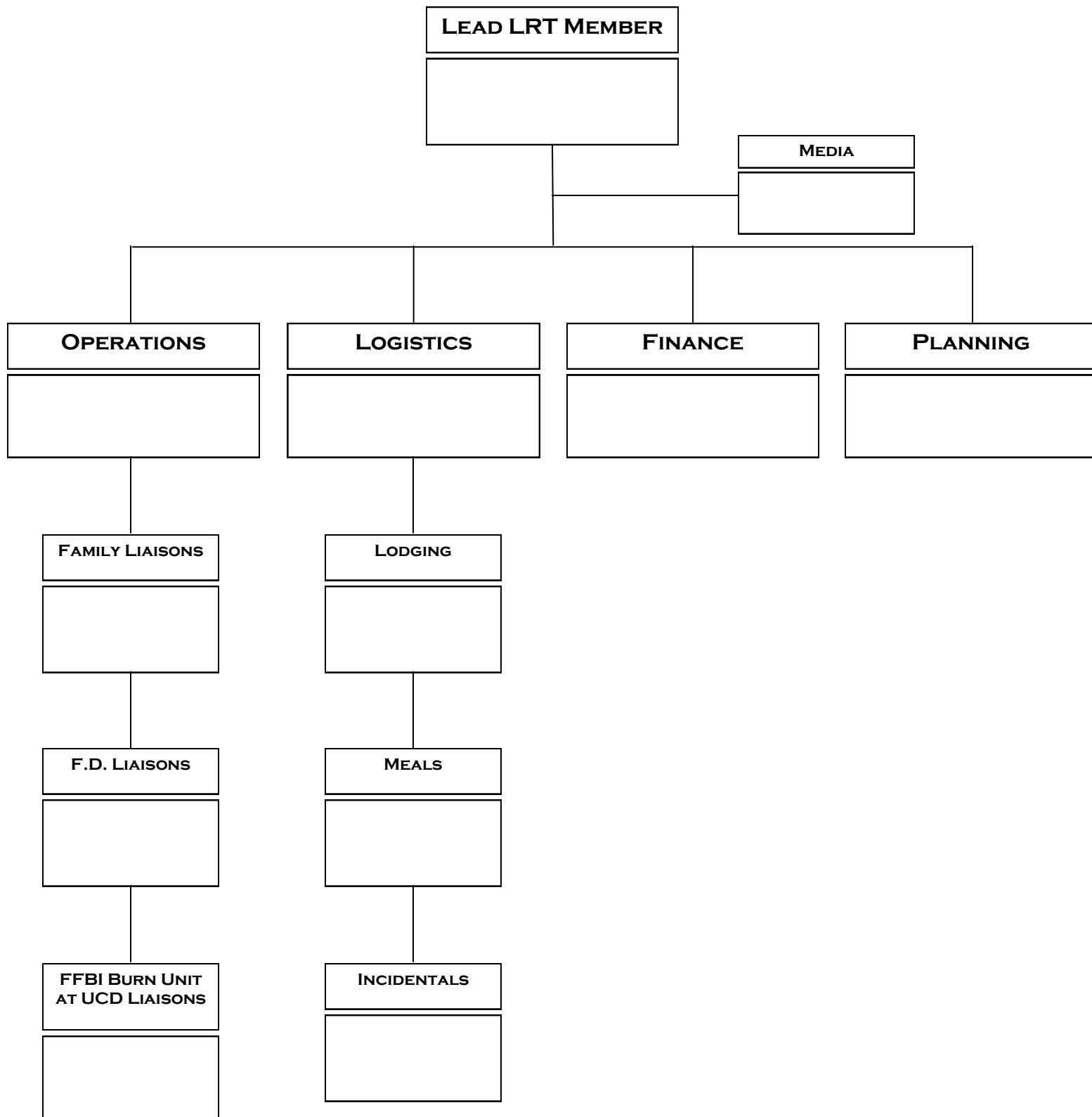
\*Visitors may be instructed to wear additional PPE (mask, goggles, etc.) dependent on patient status.



## LRT ORGANIZATION CHART

---

AM / PM



## **FAMILY CARE KIT**

*Please provide the following items to the family of the injured firefighter.*

- Toothbrush
- Toothpaste
- Mouthwash
- Deodorant (male/female)
- Hand sanitizer / baby wipes
- Chewing gum / Breath mints
- Bottled water (2)
- Trail bars (2-4)
- Vitamin water / Gatorade (2)
- Notepad & Pen

## RESOURCE LIST

### **Lodging**

- Best Western, 2356 Stockton Blvd., (916) 455-4000
- Courtyard by Marriott, 4422 Y St, (916) 455-6800

### **Grocery Stores**

- Bel Air, 6231 Fruitridge Road, (916) 739-8647
- Food Source, 4401 Broadway, (916) 451-2446
- Safeway, 1025 Alhambra Blvd., (916) 456-0852

### **Food & Drink**

- Subway, 1978 Stockton Blvd., (916) 452-6666
- Starbucks, 2001 Stockton Blvd., (916) 455-7553
- Sunshine Café, 2330 Stockton Blvd., (916) 452-2233
- Stockton Burger, 2033 Stockton Blvd., (916) 455-7791

### **Other Stores**

- K-Mart, 5100 Stockton Blvd., (916) 452-7681
- Walgreens, 2900 Stockton Blvd., (916) 739-1621 (*next to Food Source*)

### **Laundry Mat**

- Sudz Yer Dudz, 3424 Folsom Blvd., (916) 457-2440

### **Meals**

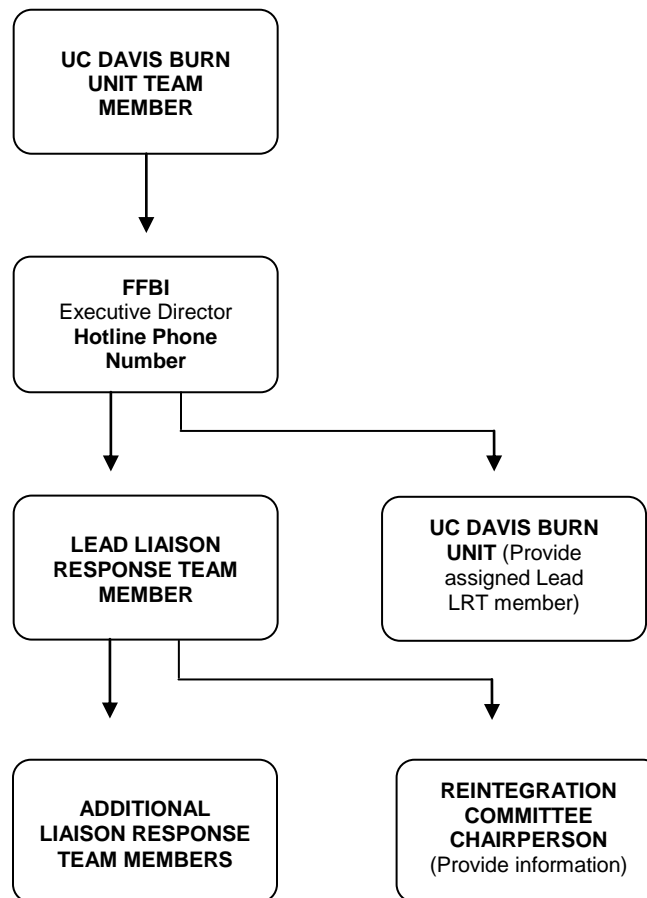
- Check local stations to see if they will host dinner for the firefighter family members



# LIAISON RESPONSE TEAM (LRT)

## Notification Process

*Last Updated: June 15, 2011*



**Notification Process:** Firefighter arrives at UC Davis / Burn unit member calls FFBI hotline / FFBI Director contacts Lead Liaison on the LRT / Lead Liaison to establish LRT assignment / Once Lead Liaison is established, FFBI to contact UC Davis with LRT assigned member information / Lead Liaison to contact Reintegration Committee Chairperson to report situation

**NOTE:** The Lead Liaison on the LRT should attempt to assign a LRT member from the injured firefighters' Fire Department, if this particular Fire Department has a LRT member.