

APPROVAL:

[Handwritten Signature]
5/16

BASE HOSPITAL MEDICAL DIRECTOR

DATE

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RESPONSIBLE ADMINISTRATOR

5/16/08

DATE

Policy Number: EMS.16

Effective Date: 8/2006

Review Date: 12/2007

Revision Date: 1/2008

See Also Policy Number: _____

SUBJECT: HELICOPTER RECEPTION & PATIENT TRANSFER

POLICY:

University Physicians Healthcare Hospital will make certain persons are safe while functioning around the helicopter landing area.

PURPOSE:

To assure patients, ground personnel, flight crew, and bystanders' safety during flight operations to the hospital.

APPLICABLE TO:

All personnel on hospital grounds

IMPLEMENTATION PLAN:

The hospital is committed to the appropriate in-service education of all those affected by a new policy so that implementation will occur in a consistent and informed manner. The administrator (or designee) in charge of the relevant department will be responsible for the in-service education of those employees affected by the policy. There will be an employee sign-in sheet or other similar documentation to establish the employees who have received education on the policy. The appropriate administrator (or designee) will maintain such documentation.

PROCEDURE:

- 1.0 Upon notification by MEDS control (or similar agency) that a helicopter requests to land at the hospital, the Emergency Department will notify Security office or Shift Supervisor's voice pager.
- 2.0 Security will be advised of Estimated Time of Arrival (ETA) of the aircraft.
- 3.0 Security will provide a landing area for the helicopter. The designated landing zone will be an unimproved landing area located in Lot #C.

- 4.0 Security will establish roadblocks and inspect landing area for, and remove any material (trash, loose debris, etc.) which might cause injury to ground personnel, bystanders, or damage to the helicopter during landing and take off.
- 5.0 The helicopter will be met at the landing site by Security. The chopper gurney will be obtained from the Emergency/Urgent Care Department to assist in transporting equipment and the patient to and from the helicopter. The chopper gurney will be returned to the ED/UC after transfer is completed.
- 6.0 All personnel meeting the helicopter will remain outside the designated perimeter until signaled by the pilot to enter the landing area.
- 7.0 Approaching the helicopter:
 - 7.1 ALWAYS approach the helicopter nose or the door.
 - 7.2 NEVER approach the helicopter from the rear (tail rotor blades).
 - 7.3 NEVER pass underneath the tail section of the helicopter to get to the opposite side.
- 8.0 During the landing or lift off of the helicopter, no loose or light items will be allowed in the perimeter or landing area. This is to include pillows, sheets, hats, etc., as these items could be blown into the rotors.
- 9.0 Security personnel required to meet the helicopter should be aware that there will be significant blowing dust and debris during landing and lift off. It is recommended that eye protection is worn or that personnel turn their backs to the helipad during these times.
- 10.0 Bystanders should be kept well back from the outside perimeter to prevent injury.