

Erlanger Health System Policy and Procedure

Origination Date: <u>01/02</u>		
Approval: _____		
Reviewed Date:	Revised Date:	Approval:
_____	<u>10/05</u>	_____
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Index Title: OPERATIONAL GUIDELINES REGARDING VISITING AIRCRAFT

Originating Department: LIFE FORCE AIR MEDICAL

Number: 7136.1009

Description for EHS Intranet:

Policy statement: As Air Medical Programs conducting helicopter operations at Erlanger's helipad grow in number and frequency, it has become necessary for LIFE FORCE to adopt a set of standards to ensure safety as well as efficiency of operation.

Scope: All LIFE FORCE Air Medical and LIFE FORCE Communications Personnel, and Employees of Visiting Aircraft

Definitions:

Procedure:

The following standards clearly state operational procedures and requirements for aircraft using the Erlanger helipad.

- Aircraft Liability insurance with a Limit of Liability of \$20,000,000 for each occurrence is required for all civil Air Medical Programs conducting operations at Erlanger's helipad. A current copy of the Certificate of Insurance must be filed with the LIFE FORCE Program Director and all policy changes or cancellations require immediate notification.
- To coordinate safe and efficient helipad operations, Civil Air Medical Programs should contact the LIFE FORCE Communications Center as soon as it is evident that an aircraft may transport to Erlanger. A minimum of thirty minutes notice before landing is preferred. You may contact the LIFE FORCE Communications Center by telephone at (800) 523-6723 or via radio.
- All inbound aircraft will contact the Communications Center on radio frequency 123.05 at least ten minutes before landing to confirm aircraft traffic, landing priority, and receive landing/parking instructions. All arriving and departing aircraft will monitor this frequency.
- Off-loading patients with rotors in motion will not be performed unless specifically authorized by the LIFE FORCE Communications Center. Safety and patient care concerns will be the determining factor, with safety taking priority. If it is deemed necessary that a visiting aircraft should conduct a "hot off-load" and LIFE FORCE Staff are not available to assist with off-load, the visiting air medical program will conduct the "hot off-load" without assistance.
- Pilots must be available to relocate their aircraft immediately after off-loading, as required by the Communications Department.

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- All aviation operations conducted at Erlanger’s helipad shall be in accordance with applicable Federal Aviation Administration (FAA) regulations and guidance.
- Erlanger’s helipad is located in the operational surface area of Chattanooga’s (Lovell Field) Class C airspace (Class E after midnight). Due to the number of air-medical operations conducted under IFR at Erlanger, aircraft operations necessitating a special VFR clearance to or from Erlanger’s helipad requires prior coordination with the LIFE FORCE Communication Center. This level of coordination will minimize traffic conflicts while ensuring an effective prioritization of traffic flow based on patient needs and safety.
- Compliance with these guidelines is required to facilitate a safe and efficient operating environment for patients and all personnel involved in helipad operations.

Committee	Approval/Date
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_____	_____

Medical Director	Approval/Date
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References: