

# Erlanger Health System Procedure

Origination Date: <u>01/2011</u>		
Approval: <u>JC/RT</u>		
Reviewed	Revised	Approval:
Date:	Date:	
2/2012		RT
5/2013		RT
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**Index Title:** Helipad Operations – Patient Off-Loading

**Originating Department:** LIFE FORCE Air Medical

**Number:** 7193.702

**Description for EHS Intranet:** Patient Off-Loading

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**Policy/Purpose:** To define the unloading and transport of all patients after arriving at Erlanger Health Systems helipad.

**Scope:** LIFE FORCE and visiting Air Medical Crews

**Definitions:** HEMS (Helicopter Emergency Medical Crews)

**Procedure:** All HEMS must follow these procedures:

1. EHS and Children's Hospital Emergency Department staff will supply staff and stretchers to assist in unloading and transporting of patients to designated patient care areas in the system.
2. The Flight Operations Center will notify the Emergency Department of the ETA as soon as possible to allow time for them to arrange staff and a bed for transport, when needed.
3. If additional resources are needed due to pt weight or acuity, it should be requested by the Air Medical Crews during their patient report to the ED.
4. Air Medical Crews with aircraft that have wheeled stretcher systems should notify the unit of destination of this during their patient report or through the Flight Operations Center so that staff and a stretcher will not be brought to the helipad.
5. If a patient is going to the Cardiac Cath Lab with non-wheeled stretchers the Flight Operations Center will notify the Emergency Department for staff and assistance as soon as possible with a stretcher for transfer from the helipad.
6. After landing at the EHS helipad the helicopter must be shutdown before patient can be unloaded. (See policy 7193.0401 for routine and emergency unloading procedures).
7. Security will meet all incoming aircraft crews in the 4<sup>th</sup> floor hallway and will assist in guiding crews to their destination.
8. In unusual circumstances where the Emergency Department staff is overwhelmed and stretchers or staff is unavailable there will be stretchers located on the west end of the helipad for patient transport.

9. This stretcher will have an oxygen cylinder on it and if the stretcher is used it must be brought back to the room after use. Crews should wipe down the stretcher after use with germicidal wipes located under the stretcher. If it is grossly contaminated or has a depleted oxygen tank the LIFEFORCE Communication Center should be notified so EHS staff can clean and restock it.
10. Visiting HEMS – If requested, a security officer may assist you in returning to the helipad after the patient has been delivered to his or her destination. On arriving at the helipad entrance pick up the phone and a Communicator will answer and allow you onto the ramp. Once through the sliding gate please close it behind for continued security of the helipad.