



**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES  
HARBOR-UCLA MEDICAL CENTER**

**SUBJECT:** INCOMING HELICOPTER TRANSPORT

**POLICY NO. 341**

<b>CATEGORY:</b> Provision of Care	<b>EFFECTIVE DATE:</b> 6/14
<b>POLICY CONTACT:</b> Joy Lagrone, RN	<b>UPDATE/REVISION DATE:</b> 7/21
<b>REVIEWED BY COMMITTEE(S):</b>	

**PURPOSE:**

To ensure patient and staff safety during the off-loading of patients from the helicopter and helipad area.

**POLICY:**

Harbor-UCLA Medical Center Emergency Department (ED) is authorized to receive emergency patients transported by Emergency Medical Services (EMS) aircraft. Harbor is a Los Angeles County 9-1-1 receiving hospital and designated trauma center. In addition, as a higher level of care facility, Harbor-UCLA Medical Center receives inter-facility transfers from outside health care facilities via private aircraft. The helipad is located at the area adjacent to the ambulance entrance of the Surgery/Emergency Building. Only medical and nursing staff who received helicopter safety training can respond.


**PROCEDURE:**

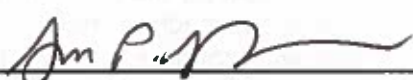
Procedures to be followed in the event of anticipated aircraft arrival:

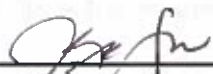
- I. **Procedures to be followed for on-scene, EMS aircraft transport:**
  - A. The EMS aircraft should call in advance to alert the ED of impending arrival. The transmission of this information may be direct or be coordinated through the Los Angeles County EMS Agency's Medical Alert Center (MAC).
  - B. The Mobile Intensive Care Nurse (MICN) or physician who takes the call should obtain the following information from the EMS aircraft personnel:
    1. Agency transporting the patient
    2. Age and sex of the patient
    3. Nature of the incident
    4. Number of victims
    5. Condition of the victim(s)
    6. Pre-hospital care rendered
    7. Special equipment needed upon arrival
    8. Specific expected time of arrival (ETA)

**REVISED:**

**REVIEWED:** 6/17, 7/21

**APPROVED BY:**   
 Anish Mahajan, MD  
 Chief Executive Officer

  
 Anish Mahajan, MD  
 Chief Medical Officer

  
 Joy LaGrone, RN, MSN  
 Interim Chief Nursing Officer



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**Note: All information needs to be documented on the base referral form located in the radio communication room.**

- C. The person receiving the call will notify the following persons:
  - 1. Adult ED Attending or the Pediatric ED Attending.
  - 2. Adult or Pediatric ED Charge Nurse, to arrange for the helipad transport team and equipment at the helipad.
  - 3. Law Enforcement who will secure the helipad.
  
- D. The helicopter transport team must comply with the following:
  - 1. All team members must have completed helipad safety training.
  - 2. The team should consist of 2-3 trained ED staff members.
  
- E. The helipad transport team must follow the procedures as outlined below:
  - 1. Personal Protective Equipment (PPE)  
The equipment listed below is available in the radio room for staff:
    - a. Eye protection
    - b. Gloves
    - c. Ear plugs
  
  - 2. Equipment:
    - a. Obtain a gurney and remove all medical care items, linen and mattress prior to leaving the department.
    - b. Bring adult and/or pediatric bag-valve-mask device and appropriate size mask.
    - c. Ensure a full oxygen tank under the gurney.
  
  - 3. Safety procedures:
    - a. Secure loose equipment—they may become a projectile.
    - b. Face shields are not permitted.
    - c. Stethoscopes are not to be worn around the neck.
    - d. Items are not to be left on top of the gurney.
  
  - 4. Helipad Approach:
    - a. Staff shall await the arrival of the helicopter on the second floor inside the elevator cabin.
    - b. If the elevator is inoperable, use the ramp or stairs, wait for the helicopter's arrival behind the thick yellow line.
  
  - 5. Off-loading patients:
    - a. Always wait for the signal from the flight crew before approaching the helicopter.
    - b. Always approach the helicopter from the designated pathway within full view of the pilot and crew. Approach cautiously with a head down position. If it is necessary to go around the helicopter, ALWAYS go around the front to avoid the rear rotor. NEVER APPROACH A HELICOPTER FROM THE REAR.
    - c. All cabin doors and other helicopter equipment shall be operated by crew members only.



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**II. Procedures for Inter-Facility transfers:**

- A. The transferring hospital notifies the receiving department about the impending patient arrival.
- B. The receiving department shall notify the MICN in the Adult ED of incoming patient.
- C. The MICN will assemble the helicopter transport team.
- D. The helicopter transport team will pick-up the patient from the helipad.
- E. The receiving department will pick-up the patient in the ED.
- F. Upon return to the helipad the flight crew will notify authorized ED personnel for helipad access.

**III. Maintenance of the Helipad and surrounding area:**

Facilities Management personnel will make bi-weekly rounds of the helipad area to ensure that all mechanics (ie: elevator, gates, lights) are working appropriately, and for the absence of debris and obstructions.

