

**OLIVE VIEW-UCLA MEDICAL CENTER  
DEPARTMENT OF EMERGENCY MEDICINE  
POLICY & PROCEDURE**

**NUMBER: 3258  
VERSION: 3**

**SUBJECT/TITLE:** **HELICOPTER PROCEDURES: TRANSPORTATION REQUEST, SAFETY AND LANDING PROCEDURES**

**POLICY:** DEM staff will follow Arrangement of helicopter transport, safety and landing procedures

**PURPOSE:** To coordinate and facilitate transfer of patient's from/to Olive View-UCLA Medical Center via Helicopter (Aeromedical). To assure the safety of the patient and personnel involved with the helicopter loading/unloading.

**DEPARTMENTS:** **DEPARTMENT OF EMERGENCY MEDICINE (DEM), DEPARTMENT OF EMERGENCY MEDICINE NURSING**

**DEFINITIONS:**

- PROCEDURE:**
1. When it is determined that a patient cannot be treated at Olive View-UCLA Medical Center and requires medical/surgical services elsewhere and requires helicopter transportation, the physician most knowledgeable about the patient's condition will contact the Medical Alert Center and arrange for helicopter transportation.
  2. The Charge Nurse or designee will notify the Administrative Nursing Office of the need for helicopter transfer. The Nurse Administrator on duty will notify the Hospital Administrator on duty.
  3. The transfer will not be delayed because of notification of the Hospital Administrator on duty.
  4. The appropriateness and need for a helicopter transport will be determined by the Attending Physician in the Emergency Department.

**RESPONSIBILITY:**

**PHYSICIAN:**

1. Communicate to the Charge Nurse of the area the need for helicopter transport.
2. Contact the Medical Alert Center (MAC).
  - Identify Emergent/urgent transfer status and coordination of a helicopter is required.

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3. Provide the following information:
  - a. Patient Name
  - b. Medical Record Number
  - c. Patient location in the facility
  - d. Reason for transfer (e.g., higher level of care required or services not available)
  - e. Obtain helicopter provider name and ETA. Communicate to charge nurse.
  
4. When the patient has been accepted for transfer:
  - a. Complete transfer out procedures
  - b. Obtain an acceptance number/physician name
  - c. Document accepting facility, date and time
  - d. Consent the patient if possible or parent/caregiver if the patient is a minor
  - e. Complete required transfer documents
  - f. Request/order ALL pertinent medical records, x-rays, MRI, UTZ, CT Scans, special tests and lab work to be copied.
  - g. Request that the Medical Alert Center provide an estimated time of arrival (ETA) of the helicopter.
  - h. Communicate with the patient and family.
  - i. Provide a detailed and current patient status report to transport team upon arrival.
  - j. Be prepared to further stabilize the patient before the transfer of care is complete. The transport team will identify and communicate the need to do so.

**NURSING**

**Charge Nurse:**

1. Immediately notify the Nurse Administrator to notify the Hospital Administrator on duty regarding the helicopter transport requirement.
2. Provide the following information:
  - a. Patient name
  - b. Medical Record Number
  - c. Patient location in facility
  - d. Reason for transfer (e.g., higher level of care required or services not available).
  
3. Obtain estimated time of arrival (ETA) of the helicopter from the

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- Physician.
4. Notify the L.A. County Sherriff Department (x73409). Inform dispatch officer of impending helicopter arrival and the need to secure the heliport and associated traffic lanes adjacent to the heliport.
  5. Designate personnel to prepare equipment needed for transporting the patient to the heliport.
  6. Designate clerical staff to:
    - a. Request X-rays, MRI, UTZ, CT Scans
    - b. Request special tests to be copied from the appropriate department.
    - c. Copy lab work and pertinent medical records.
  7. Ensure a stripped down gurney is stored on the heliport free from sheets, mattress and pillows.

**Nurse Caring for Patient:**

1. Immediately begin to prepare the patient for transport.
2. Complete nursing documentation and submit chart to clerical staff for copying.
3. Provide nursing report via telephone if contacted by transport team.
4. Communicate with the patient and family.
5. Provide a detailed and current nursing report to transport team upon arrival.
6. Be prepared to further stabilize the patient before the transfer of care is complete. The transport team will identify & communicate the need to do so.
7. Assist in the transport of the patient to the heliport.

**SHERIFF:**

1. The Sheriff will assign appropriate personnel to insure adequate traffic control is maintained between the hospital and the heliport.
2. For safety reasons do not allow extra persons to go to the heliport.

**LANDING/DEPARTURE**

Communication(s) will be maintained by the charge nurse or designee by phone/verbally when the helicopter crew makes initial contact for landing/departure and will then further disseminate the information to the primary nurse, provider, ANO and Sheriff Department as needed.

**GENERAL SAFETY**

Helicopter rotor blades generate rotor wash (winds up to 120mph) and will turn

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objects (rocks, glass, leaves, branches) into projectiles that can lead to injury.

- No DEM staff will be physically present on the heliport during landing/departure process.
- All staff directed to participate in the heliport process will remain at a safe distance from the Heliport until directed to approach by the pilot.
- All staff will wear protective eye gear.
- All staff will approach the helicopter in full view of the pilot.
- Staff will never approach a helicopter with the engine on and blades turning unless directed to do so by the pilot and or crew.
- Staff will not run to the helicopter or around it.
- Do not touch anything on or in the helicopter unless directed to do so by a crew member.
- Remain clear of the tail rotor and main rotor at all times.
- At night: Do not flash any lights at the helicopter.
- Never stand or place your feet on the “skids” of the helicopter.
- Staff participating in a transfer event will be directed by the helicopter crew as to what they can and cannot touch in the helicopter and where to sit.
- Staff will assure that no loose articles (sheets, clothing etc) are left on the heliport during approach/departure process.

References:	
Approved by: Frank Colbert (Safety Officer), Gregory Moran (Chief Physician), Joselin Escobar Duran (Assistant Hospital Administrator II)	Date: 09/18/2017
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