

SUBJECT: Use of VUMC Helipad at Vanderbilt by Air Medical Programs

PURPOSE: To establish guidelines for the safe use of the VUMC helipad by other Air Medical Programs

POLICY:

All air medical programs using the VUMC's helipad TN35, located at latitude **36°08'33.00" N.**, longitude **86°48'03.00"W**, will comply with the following:

- Civil air medical programs will carry Aircraft Liability insurance with a Limit of Liability \$20,000,000 for each occurrence. The LifeFlight Program Manager will be provided a copy of the Certificate of Insurance and will be immediately notified in the event of policy change or cancellation.
- The Vanderbilt LifeFlight's Communications Center will be contacted either by phone or by radio 30 minutes prior to landing to request permission to land.
- All inbound aircraft (Civilian and Military) will contact the Communications Center on radio frequency **122.975**, at least ten minutes prior to landing to confirm permission to land. Pilot controlled helipad lighting is controlled on this frequency. 5 clicks turns off the lights, 7 clicks will turn them on. Do not turn the lights off until on final. The helipad lights are on a timer and will reset after 5 minutes.
- Hot off-loads (off-loading patients with rotors in motion) will not be performed without the expressed permission of the LifeFlight Communications Center. The decision to hot off-load will be based on patient care issues, with the safety of ground personnel taking priority.
- If Vanderbilt LifeFlight staff is not available to assist with the hot-off load, the air medical program will have to hot off load without assistance. Other VUMC staff will not assist.
- The pilot will be available to relocate the aircraft immediately after off-loading, if is deemed necessary by the Communications Center.
- The Vanderbilt LifeFlight helipad will not be used if **actual** weather conditions do not meet the standard weather minimums as established by **Air Methods Corporation**.

VFR Certified Aircraft & Crews:

Day Cross Country: 800-2 Night Cross Country: 1000 - 3

IFR Certified Aircraft & Crews:

Day Local Area: 500-1 Night Local Area: 800-2

It will be the responsibility of the LifeFlight on duty pilot to notify the Flight Communication Section when the heliport weather is below minimums and is closed (red status).

The Flight Communications center will notify incoming flights to divert to an alternate landing area.

Failure to comply with the weather and communication sections of these guidelines will result in the immediate revocation of the privileges to use this helipad.

If permission to land is denied by the LifeFlight Communications Center, a written report must be submitted to the Program Manager before the end of the shift. The report should contain the following elements:

- Service
- Date & Time
- AWOS weather at the Nashville airport.
- Visual weather check by using one of the following tower landmarks within a 1 mile radius of VUMC:

<i>Tower</i>	<i>Location</i>	<i>Latitude</i>	<i>Longitude</i>	<i>Elevation (Above Ground Level)</i>
LifeFlight	Skyport	36.08.33N	86.48.03W	168 ft
VUMC MCN	21 st Ave.	36.0841N	86.48.03W	168 ft
Metro MedComm	Compton Ave.	36.07.48N	86.47.28W	213 ft
Vanderbilt Plaza	2100 West End.	36.09.02N	86.48.06W	158 ft
Belmont	Belmont Blvd.	36.08.52N	86.47.40W	198 ft
Baptist Hospital	2000 Church St.	36.09.15N	86.48.10W	155 ft
Mediatel	1101 Edge Hill	36.08.34N	86.47.12W	176 ft
Teletouch	612 West Ave.	36.15.00N	86.44.18W	183 ft
Centennial Med. Ctr	230 25 th Ave. N.	36.08.41N	86.48.34W	155 ft

The Program Manager will submit this report along with other supporting documentation to TBPCC Medical Director, Administrative Director, and General Counsel.

John A. Morris, MD
Medical Director

Jeanne Yeatman, RN
Program Manager

Jeff Gray, EMT-P
Communications Manager