

Vanderbilt LifeFlight Skyport Visiting Flight Crew Information

February 11, 2003

As you well know, the Skyport helipad at Vanderbilt University Medical Center has now been operational for two years. Single engine aircraft access, large military aircraft access and a pending GPS approach at our new facility has caused a drastic increase in helicopter operations at Vanderbilt.

Vanderbilt LifeFlight nurses may or may not be available to assist visiting flight teams with offloading and patient delivery to the elevators and / or receiving unit here at VUMC. However, with "trauma season" rapidly approaching and our own flight volume seasonally increasing, the Vanderbilt LifeFlight staff's availability for this assistance will decrease.

Because of this reason, we would like to provide you with instructions on proper use of the Skyport access elevators. It is important to know that only 2 of the 10 elevators in the main elevator bank can access the helipad level of the Skyport and this access can only be obtained by using a barrel key.

- Refer to photos by number on the second page -

There are 2 primary stretchers located in the helipad elevator lobby and a third "back-up" stretcher in the stairwell hallway just left of the elevators. Each stretcher is equipped with an oxygen tank, a basic airway kit with manual suction and an attached elevator key. (Photo #4)

To call an elevator place the key in the CODE BLUE key switch and turn, a light will illuminate signifying that the car has been called (Photos #1 & #2). The elevator may arrive on the helipad with occupants, if so they have already heard a recorded message informing them of an emergency override request. They should be instructed to wait in the elevator lobby and press the down arrow button to wait for the next available elevator. A security camera viewing this area will be monitored by VUMC security and The Office of Emergency Communications (Flight Comm.)

Once inside the elevator you must place the same key in the CODE BLUE key switch found at the top of the button panel. (Photo #3) Leave the key in this switch in the turned position, then press the desired floor number and hold until the doors are completely closed. Entry to the Emergency Department on the 1st floor requires an access code that is already well known to most of you, and is available from the E.D. staff or Flight Comm. if needed. If for some reason your crew departs Vanderbilt by ground please arrange for the stretcher to be returned to the helipad for further use.

Other resources found in the helipad elevator lobby are: wall mounted latex free gloves (Photo #7), a hospital telephone with Flight Comm's number prominently displayed (Photo #5), a unit directory sign near the elevators, additional oxygen cylinders as well as a fire alarm pull station and emergency fuel shut-off switch. (Photos #6, #7, #8)

Safety Reminders:

- There are 3 large tower cranes operating in the immediate area of the Vanderbilt LifeFlight Skyport, they will remain operational through the fall of 2003, please continue existing crane safety procedures.
- Please be aware that the inner parking pad on the Skyport is restricted to Vanderbilt aircraft only.
- Radio frequency 123.025 controls the helipad flood lights, 7 clicks for on & 5 clicks for off.
- If you are inbound to Vanderbilt with a less acute patient and the Skyport is fully occupied, you may be asked to divert to an alternate landing area such as St. Thomas Hospital or John C. Tune Airport. When this occurs, Flight Comm. will assist in arranging ground transportation to VUMC

Please see the attached images that accompany this letter. If you have any questions or require additional information please feel free to contact me.

Sincerely,
Wilson A. Matthews III, RN, BSN, CEN, EMT
Flight Nurse - Interim Assistant Manager



1) Elevator Access Key on Stretcher



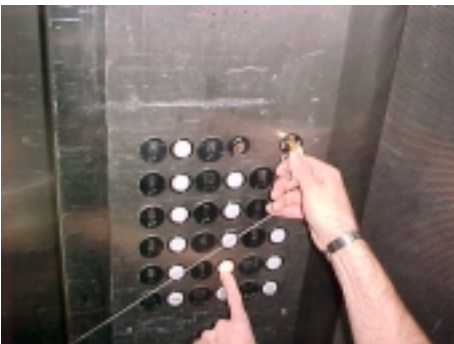
5) Skyport Elevator Lobby Telephone



2) Activating CODE BLUE car call



6) Fuel shut-off, fire alarm and phone



3) Keying CODE BLUE and pressing desired floor location



7) Gloves and spare oxygen



4) stretcher oxygen and basic airway kit



8) Skyport fuel shut-off, fire alarm pull station and outside telephone box