

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICIES
HELICOPTER**

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Effective Date: April 1996

Policy No: FA08

Cross Referenced: ED Policy 7010.046b

Origin: Plant Operations

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Authority: Chief Operating Officer

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SCOPE

Affects all Security Personnel

PURPOSE

To maintain an approved helistop for the rapid efficient transportation of patients who are critically ill.

POLICY

- I. It is the policy of the Hackettstown Regional Medical Center to maintain an approved helistop for the rapid, efficient transportation of patients who are critically ill. The helistop is licensed by the State of New Jersey Department of Transportation as a hospital emergency helistop and meets State Airport Standards for Safety for emergency use.

***PROCEDURE**

- I. The helistop is located at the East side of the Hospital. FFA Site Latitude $40^{\circ} 51' 42''$, and longitude $74^{\circ} 51' 42''$.
- II. The pad is lit and has a lit windsock.
- III. Security includes the helistop on routine daily and nightly rounds and reports burned out lamps or other problems to the Plant Operations Department for corrective action.
- IV. When a helicopter is expected, the Emergency Department (ED) and/or switchboard operator notifies Plant Operations. Someone from the Plant Operations Department and/or the Security Department is sent to make a safety check of the surrounding area and control traffic on the access roads adjacent to the pad.
- V. Someone from the Plant Operations Department and/or the Security Department will secure area and wait for arrival of helicopter.
- VI. The Helicopter Transport Team will transport the patient from the ER entrance.
- VII. Local emergency personnel utilize the hospital's helistop to transport patients directly from the ambulance. When they are in need of this they notify the hospital with all necessary information.