

	POLICY: Inova Fairfax Medical Campus Helipad Operations
Facility: Inova Fairfax Medical Campus (IFMC)	Key Words: Helipad Operations
Applies To: IFMC	
Policy Manual: IFMC Administrative Policy/Procedure Manual # 7-30-1	
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I. Purpose

To define the safety expectations for all helicopter operators desiring to land at the Inova Fairfax Medical Campus.

II. Applies to

Inova Fairfax Medical Campus

III. Expected Outcomes

To manage air safety between all helicopters and PHI Flight Communication Center and provide for efficient EMS helicopter operations on the Inova Fairfax Medical Campus and vicinity for aircraft approaching, landing, or departing Inova Fairfax Medical campus helipads.

IV. Procedure

Scope: This procedure applies to all rotor-wing aircraft utilizing any of the Inova Fairfax Medical Campus Helipads:

- ER/Trauma Building ER/Trauma Building Helipad – Rated 30,000 lbs

- IHVI – Inova Heart and Vascular Institute Helipad – Rated 22,000 lbs
- SPT -South Patient Tower Helipad – Rated 15,000 lbs

Landing Communications

I. All helicopters are required to advise PHI - Virginia Operations Communication Center (Virginia Ops) of their intent to land as soon as possible either by relayed message from their communications center or radio. A minimum advanced notice of twenty (20) minutes is preferred when possible:

Initial advisement may be made by the aircraft to the communications center via the following:

A. Radio Communications:	Transmit	467.9625	PL Tone	229.1
	Receive	462.9625	PL Tone	229.1

B. **Telephone:** 1-800-258-8181

II. All inbound aircraft are required to establish and maintain radio communications with Virginia Ops at a **minimum of ten (10) minutes**, with the above frequencies.

III. All inbound aircraft are required to call at **two (2) minutes** out from final.

IV. All inbound aircraft are required to notify Virginia Ops of final approach. Once the aircraft have landed and are secure they will need to advise Virginia Ops they are “clear”.

Virginia Ops will:

A. Advise inbound aircraft of other aircraft known to be inbound to or operating at identified destination facility.

(Pilot-to-Pilot communications should be coordinated on 123.025 MHz)

B. Advise inbound aircraft of helipad status at identified destination facility, to include known obstructions and hazards.

No helicopter will land at any of the Inova Fairfax Medical Campus helipads without receiving clearance from Virginia Ops. Security Personnel shall be present for all landings and departures and when aircraft are operating.

Departure Communications

I. All helicopters are required to establish communication with Virginia Ops and advise of their intent to depart.

Ten (10) minute prior notification must be made to Virginia Ops so that they may notify Safety and Security, who is required to be present for all landings and departures and when aircraft are operating.

Advisement may be made via the following:

A. Radio Communications:	Transmit	467.9625	PL Tone	229.1
	Receive	462.9625	PL Tone	229.1

B. Telephone: 1-800-258-8181

- II. All departing aircraft are required to establish and maintain radio communications with Virginia Ops with the above frequencies.
- III. All departing aircraft are required to call clear from the facility once they are **two (2) minutes** from the facility.

Virginia Ops will:

- A. Advise outbound aircraft of other aircraft known to be inbound to or operating at identified destination facility.

(Pilot-to-Pilot communications should be coordinated on 123.025 MHz)

- B. Advise outbound aircraft of helipad status at identified destination facility, to include known obstructions and hazards.

No helicopter will depart any of the Inova Fairfax Medical Campus helipads without receiving clearance from Virginia Ops. Security Personnel shall be present for all landings and departures and when aircraft are operating.

Reference Guide

Section 1 - Hot Loading/Unloading

Hot loading/unloading shall be avoided unless the onboard patient requires immediate medical intervention. It may also be necessary that Virginia Ops ask that a patient be hot offloaded in order to accommodate the landing of another air medical helicopter.

Hot loading should be avoided unless directed to do so by Virginia Ops. in order to accommodate the landing of another air medical helicopter with a patient on board.

Section 2 - Repositioning

As the Inova Fairfax Medical Campus can accommodate three helicopters in various locations. It may become necessary for Virginia Ops to ask that aircraft be repositioned to

accommodate the landing of other inbound air medical aircraft with a patient on board. Virginia Ops will advise as to where the aircraft will need to reposition.

Section 3 - Helipad Landing

Approach direction into the Inova Fairfax Medical Campus helipads will be at the pilot's discretion, however all pilots must be aware of any cranes and obstacles that surround the hospital and its helipad. At no time will an aircraft overfly another aircraft during approach or departure. Pilots should adhere to the Fly Neighborly flight paths unless safety dictates otherwise. The IHVI helipad is equipped with a radio frequency operated landing light system. Use radio frequency 123.025 and to activate the pilot will need to key up the radio (6) times. The South Tower helipad is equipped with an automatic landing light system and helipad LED Deck Floodlights operated manually from inside the penthouse when requested.

At no time will the pilot exit the aircraft prior to the engines being shut down and the rotors being fully stopped.

Section 4 - Helipad Occupation

All aircraft occupying the Inova Fairfax Medical Campus helipads shall offload the patient and transport them to the appropriate receiving unit and promptly return to the aircraft. All pilots will remain in the general vicinity of their aircraft monitoring the primary Virginia Ops UHF frequency as they may be asked to reposition from the Inova Fairfax Hospital helipad.

Section 5 - Offloading/Escort Assistance from the Helipad

All aircraft landing at the Inova Fairfax Medical Campus shall be met by a Security Officer to assist in offloading the patient and to escort patient(s) and air medical crew to the appropriate receiving unit. If additional escort is required the medical crew will need to notify Virginia Ops and they will coordinate this request. Portable oxygen cylinders are attached to the stretcher in helipad elevator penthouses and can be utilized by air medical crews. Air medical crews requiring a stretcher to offload their patient will be responsible for the cleaning of the stretcher and insuring that the portable oxygen cylinder is turned off before departing the Inova Fairfax Medical Campus helipad.

Section 6 - Pilot Orientation and Flight Training

From time to time it may be necessary for air medical service providers to land or approach the Inova Fairfax Medical Campus helipads without a patient on board to complete pilot orientation flights, shoot a practice approach, and to complete Night Vision Goggle (NVG). Orientation flights, shooting practice approaches, NVG training activity will only be conducted when there is at least one open landing area and no other aircraft are inbound to the hospital. The air medical provider wishing to conduct one of these missions must notify Virginia Ops at least 30 minutes prior to obtain permission

and a helipad activity report. Agencies and Organizations requesting to use the Inova Fairfax Medical Campus helipads for any reason other than medical, law enforcement, or military shall coordinate such requests with the Director of Safety and Security at (703) 776-3180.

Section 7 - Offsite Alternate Helipad for the Inova Fairfax Hospital Campus – Pine Ridge Park

There may be times where Virginia Ops may divert an aircraft to the dedicated offsite alternate Landing Zone (LZ). This has already been established and approved by hospital personnel, Fairfax County EMS and local aviation companies. The following coordinates are listed below and all radio and ground contact operations will be provided to the aircraft by Virginia Ops.

Coordinates are as follows: N38.51.22 W77.13.69

Ground Agency: Fairfax County EMS

Radio Frequency: To Be Assigned

If ground transportation is warranted then ground transportation will also be setup by Virginia Ops.