



HIGHLAND PARK FIRE DEPARTMENT
POLICY MANUAL
POLICY #18



HELICOPTER TRANSPORTS

EFFECTIVE

01/MARCH/1999

REVISED

15/OCTOBER/2021

1.0 Purpose

- 1.1 The purpose of this Policy is to document the procedures for helicopter transports to and from Highland Park Hospital using the helipad located at the Fire Department Training Campus.

2.0 Responsibility

- 2.1 It is the responsibility of all personnel to know and understand all aspects of this Policy.

3.0 Policy

- 3.1 When a helicopter transport to or from the hospital is needed, all requests and communications from all areas of the hospital will be channeled through the emergency room. The emergency room will handle contacting the helicopter and arranging for transport to and from the helipad per 3.2 and 3.3, below.
- 3.2 For patients being flown-out from the hospital, a hospital security officer will go pick-up the flight crew at the helipad and take the crew back to the hospital. The exception to this is when an incubator or a special cot brought by the helicopter must be taken, in which case the ER will advise the appropriate ambulance (per 3.3) to go to the helipad for the crew transfer.
- 3.3 The emergency room will contact their private ambulance contractor. If the hospital staff deems that their arrival time is not sufficient, another private ambulance company will be contacted. The Highland Park Fire Department will be called for an ambulance only as a last resort for a critical patient when all private ambulance ETAs are extended and delays would cause a life-threat to the patient. Typically, the Fire Department will not be needed because most flights are not for immediate life-threat situations.

4.0 Reference

- 4.1 Highland Park Fire Department

Approved:  Fire Chief