
	<b>STANDARD OPERATING GUIDELINE</b>			
	OPERATIONS			
	EMERGENCY AIR MEDICAL TRANSPORT			
	Effective: 01/Aug/98	Revised: 28/Dec/2020	S.O.G. #: O-329	

**1.0 Objective**

1.1 The purpose of this guideline is to establish the proper procedures for contacting and utilizing a helicopter for emergency air medical transportation.

**2.0 Responsibility**

2.1 It is the responsibility of all Department personnel to understand the procedures documented in this Standard Operating Guideline.

**3.0 Requesting the Helicopter**

3.1 When requesting aeromedical flight services, the following information will be required:



- 3.1.1 Requesting Agency - Highland Park Fire Department.
- 3.1.2 Name of requesting party.
- 3.1.3 Phone number. This may be the dispatch, station, or fire apparatus cellular phone number. It is best that the helicopter make contact directly with the landing zone sector officer.
- 3.1.4 Landing site location, including landmarks and hazards. Provide major intersections / cross streets.
- 3.1.5 IREACH is the recommended radio frequency you will be using for communications.
- 3.1.6 Who will the flight crew be communicating with? Again, it will most likely be the landing zone sector officer.
- 3.1.7 Type of incident. (Auto accident, construction accident, amputation, shooting)
- 3.1.8 Number of victims requiring air medical transportation.
- 3.1.9 Brief description of patient injury (if available).
- 3.1.10 Advise if any additional helicopters are responding.
- 3.1.11 Advise if hazardous materials are involved.

**4.0 Stand-By**

- 4.1 You may call aeromedical services and place them on stand-by whenever a helicopter may seem to be the most appropriate means of transportation. This confirms that the helicopter is available and expedites lift-off.
- 4.2 If the helicopter is not required, simply call and cancel. No cost is incurred.

**5.0 Aeromedical Safety Rules**

- 5.1 Approaching the aircraft.
  - 5.1.1 NO vehicles are allowed within 50 feet of the aircraft with rotors turning.
  - 5.1.2 DO NOT approach the aircraft unless signaled to do so by a flight crew member.
  - 5.1.3 Always approach from the front of the aircraft, never from the rear.
  - 5.1.4 Approach the aircraft from the downhill side if on sloped terrain.
  - 5.1.5 Carry all equipment below the waist.
  - 5.1.6 DO NOT assist the flight crew with opening or closing the aircraft doors.

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5.1.7 NO smoking or running within 50 feet of the aircraft.

5.2 Loading or unloading

5.2.1 Flight crew personnel will coordinate all loading and unloading of patients and equipment.

5.2.2 Stay away from the area at the rear of the helicopter. This will keep personnel from accidentally walking into the tail rotor.

5.3 Landing Zone (LZ)

5.3.1 An area of 100 x 100 feet, clear of wires, trees, debris and other obstacles is required. This LZ should be expanded to 150 x 150 feet during night operations or when strong winds are a factor.

5.3.2 Crews should utilize the "Landing Zone" kit from the Battalion Chief's vehicle.

5.3.3 The landing surface should be as smooth as possible with no more than an 8 degree slope.

5.3.4 Crowds must be kept back a minimum of 150 feet from the helicopter at all times.

5.3.5 The LZ can be illuminated at night with anchored flares or headlights if care is taken to keep the lights out of the pilot's eyes. Never use your spotlight to signal the helicopter.

5.3.6 When signaling where to land, stand with your back to the wind. Depart the area when the helicopter is on its final approach.

5.3.7 Rotor wash can produce high winds and cause a lot of debris to be thrown into the area. Eye protection will be utilized at all time by personnel.

**6.0 Aeromedical Service Providers**

6.1 Aeromedical service providers contact numbers.

6.1.1 Life Net – McHenry 1-800-995-5862

6.1.2 Loyola Lifestar – Maywood 1-800-888-5862

6.1.3 University of Chicago 1-800-621-7827

6.1.4 REACT – Rockford 1-815-971-4750

**7.0 Reference**

7.1 Highland Park Fire Department

7.2 MABAS – Illinois

Approved:  Fire Chief