3.5 FLIGHT FOLLOWING

A. Primary en route flight following will be accomplished through SkyTrac. CENCOM will notify the pilot every 15 minutes of positive SkyTrac flight following. (Ex. "AE01 positive SkyTrac at 1430.") This will not require a response back from the pilot.

B. Fifteen minute radio position reports will be required if; the aircraft position cannot be verified through SkyTrac for a period of more than 15 minutes; SkyTrac becomes inoperative; SkyTrac is deferred per the MEL.

C. Communications Specialists will continuously monitor and flight-follow their assigned aircraft via SkyTrac. Communications Specialists will be responsible for notifying Company aircraft of other Company aircraft, and any known non-Company aircraft, that are on converging courses or that will be flying in the same general area. In the event of SkyTrac failure; CENCOM will notify the pilot of the failure and that 15 minute radio position reports will be required.

D. The geographical area of AEEMS operations dictates that flexibility and innovation is necessary for viable flight following procedures. In the event that SkyTrac fails, use those methods necessary, i.e. CENCOM radio frequencies/towers, ground EMS, law enforcement, hospitals, FSS's, airport FBO's, and other agencies as required to accomplish this task. If unable to make radio contact, as a last resort and in emergency cases, the use of satellite phones/cell phones are allowed.

E. The elements of flight following are:

a. Preflight planning by the PIC to determine a minimum safe cruise altitude to maintain obstacle and terrain clearance and to document the highest obstacle's MSL altitude with CENCOM prior to liftoff or ASAP after liftoff.

b. Whenever possible, CENCOM will be notified via radio or phone prior to departing from Base or the departure location. If this is not possible, CENCOM will be notified via radio ASAP after departure.

c. En route tracking via SkyTrac with 15 minute verification to the pilot. (Fifteen minute radio position reports are secondary to SkyTrac tracking in the event of SkyTrac failure.)

d. Landing report made to CENCOM on final and immediately upon landing at location.

F. ***PILOT INITIAL RADIO TRANSMISSION UPON DEPARTURE (Example):***

a.	*Initial contact:*	*CENCOM, Air Evac 1.*
b.	*Destination:*	*Air Evac 1 en route to St. Bernard's in Jonesboro, AR.*
c.	*Time en route:*	*ETE 40 minutes.*
d.	*Number onboard:*	*3 onboard.*
e.	*Fuel:*	*120 minutes of fuel.*
f.	*Risk Assessment:*	*RA is 15.*
g.	*Highest Feature en route (HFE):*	*Highest feature en route is 1500 feet MSL.*
h.	*Verify declaration of type of flight:*	*Part 91 flight.*

G. **PILOT EN ROUTE TRACKING:**

a. Aircraft position tracked en route via SkyTrac will be authorized as long as the aircraft position can be verified at a ping-rate no greater than every 15 minutes. If the ping-rate becomes greater than every 15 minutes, radio position reports will be utilized.

H. **PILOT FINAL RADIO TRANSMISSION UPON ARRIVAL (Example):**

a.	Landing report:	CENCOM, Air Evac 1.
b.	Location:	Air Evac 1 is on final to St. Bernard's; will call when on the ground.

I. Should the pilot know of a change in ETA, CENCOM will be notified and will update the requesting or receiving agency of the new ETA.

J. For the entire flight, it will be the pilot's responsibility to ensure that he/she is always on the proper CENCOM radio frequency/tower and CENCOM must be aware of the proper frequency/tower. There will be times when CENCOM or the Operational Control Center will need to make radio contact with the aircraft and it is imperative that proper radio frequencies/towers are known and monitored.

K. The pilot/medical crewmembers will be required to contact CENCOM and report the changing of a CENCOM radio frequency/tower to another as the aircraft progresses along its flight path.

L. During all emergencies, or perceived emergencies, the panic/emergency switch must be depressed, and if time allows, declare an emergency with CENCOM or ATC, whichever is applicable.

3.6 PUBLIC RELATIONS FLIGHTS (PR)

A. When assigned a PR flight the pilot will provide CENCOM with a means to locate and notify the crewmembers of a flight request.

B. This may be directly by telephone or by radio relay through law enforcement, fire, hospital, ambulance or other reliable means.

C. The Public Relations event will be cancelled if radio/phone contact cannot be assured.

3.7 TWO HOUR STATUS CHECK WHEN AWAY FROM BASE OR RMO

A. When AEEMS aircraft are shut down for an extended period of time away from Base or RMO, (such as at a PR, scene location, hospital location, etc.), CENCOM must be notified of the status every 2-hours.

3.8 EMERGENCY NOTIFICATION-AIRCRAFTACCIDENT/INCIDENT

A. The *Senior Director of Flight Operations* is responsible for notification of the appropriate FAA or Air Force Rescue Coordination Center (AFRCC) officials as necessary.

B. The Operational Control Center (OCC) will notify the FAA Flight Service Station in the event of an aircraft accident/incident

3.9 DETERMINATION OF FAR PART 91 AND PART 135 FLIGHTS

A. In compliance with AEEMS GOM, Chapter 2, Operations Specifications, Paragraphs A001 and A008, AEEMS is authorized to conduct Part 91 flights for crewmember training, maintenance,

V. The anti-collision lights shall be turned to the off position and no radio transmissions will be made while refueling is taking place.

W. It is recommended that fuel hoses located at Air Evac Bases/helipads be stored on the fuel farm hose reel when not in use.

a. At a minimum, the fuel hose is not allowed to be on the helipad when not being utilized.

HELICOPTER OPERATIONS

5.20 OPERATIONAL AREA

A. Local flying area and the use of weather minimums:

a. Day Local Area is defined as a 25 NM radius from the Base.

b. Night Local Area is defined as a 5 NM radius from the Base.

B. Service Area is defined as a 70 NM radius from the Base.

C. **LOCAL AREA EXCEPTIONS AND EXTENSIONS**

a. The operational weather minimums for AEEMS are the same as Paragraph A021 of the Operations Specifications of AEEMS.

b. Extensions to the local area weather minimum limitations will be identified by Base with the extensions over known routes frequently flown by Base personnel. These exceptions must be approved by the Senior Director of Flight Operations and added to the Operations Manual in Appendix A.

c. Day only local area minimums will apply to these extensions. Local area extensions will not be used for night operations.

d. When local area extensions are utilized, the corridor reference (highway) will always remain in sight.

e. Local area extensions will only be used during the regularly assigned duty period of not more than 14-hours.

f. Pilots with less than three (3) months operational experience at the Base will not use local area corridor extensions.

g. The Airman's Information Manual Figure 5-6-2, page 5-6-5 will be utilized to define the areas designated as mountainous and non-mountainous terrain in Paragraph A021.

h. Safety is our paramount concern when dealing with weather minimums and with what is considered safe and not safe. Each Base has identified these local area extensions as acceptable routes.

i. It is the responsibility of the PIC to ensure safe operations are conducted on all transports and use prudent judgment when exercising the option to use these extensions.

j. Questions concerning these extensions will be directed to the appropriate Regional Director of Flight Operations then to the Senior Director of Flight Operations.

5.21 ENGINEERING LOGBOOK ENTRIES

A. Record flight time.

B. Record the number of starts (cycles).

C. The daily power trend check is to be accomplished on the first flight of the day, if possible, and recorded in the Engineering Log.

D. Log all discrepancies for the day, including all unusual starts.

E. Sign off compliance with preflight check.

5.22 HELICOPTER STANDARDIZED STARTING PROCEDURES

A. The Helicopter Standardized Starting Procedures listed below assumes that two medical crewmembers, or designees, are available to assist with the start and that there is no patient. When a patient is involved, (or there are other considerations), this procedure will be abbreviated as necessary but the walk down both sides of the aircraft by at least one medical crewmember prior to boarding the aircraft will always be required.

a. If only one individual is available to assist the pilot with the start, this individual will assume the fire guard position but will also be required to perform the APU operator's duties as required.

b. The lack of a fire guard and an APU operator will not negate the engine start. If trained medical crewmembers, or designees, are not available, the pilot is allowed to continue with the aircraft start sequence but only after ensuring all safety procedures and checks have been observed.

c. If neither the fire guard nor APU operator is available for the start, but approach the aircraft after the start, the walk down both sides of the aircraft by each medical crewmember to verify security, (addressed below), is still required.

d. All medical crewmembers that assist with aircraft starts must be properly trained and the training documented.

e. No individual is allowed to walk under the rotor disc area during engine startups or shutdowns.

f. The aircraft will always be started with the main rotor blades turned opposite to the position that the blades are tied down. Examples relative to an analog clock are as follows:

g. Two bladed rotor systems are tied down at the 12 and 6 positions so the aircraft will be started with the blades at the 9 and 3 positions.

h. Three bladed rotor systems are tied down at the 2, 6, and 10 positions so the aircraft will be started with the blades at the 12, 4, and 8 positions.

i. Four bladed rotor systems are tied down at the 1:30, 4:30, 7:30, and 10:30 positions so the aircraft will be started with the blades at the 12, 3, 6, and 9 positions.