

Life Flight Checklist

When a Helicopter is Requested

1. Get information from patroller at scene / have evacuation book available with Latin Longs
 - A. Age of patient
 - B. Chief complaint
 - C. Level of conscious
 - B. Patient's weight
2. Get information from life flight dispatch before hanging up:
 - A. Estimated time of arrival (ETA)
 - B. Contact frequency at Ski Apache will be on State Fire New Mexico
 - C. Get a call signs of aircraft (aircraft tail number)
 - D. Make sure they have your telephone number patrol room/cell phone
 - E. Give current weather at ski area and zip line hazard information
3. After confirmation a helicopter is coming the following actions must be done:
 - A. Notify security to secure G Lot parking area
 - B. Notify Zip Line supervisor/crew to stop operations
 - C. Get a truck suitable to transport life flight crew and/or patient
 - D. Assigned helicopter manager (this person will be in charge of the landing zone)
 - E. Helicopter Manager will get: wind sock, helmet, safety glasses, flagging, handheld radio with extra battery and flashlight and strobe lights if anticipating working in the dark.
4. Helicopter manager will go to G Lot and will ensure the following:
 - A. Security is present and parking lot is closed on both ends and free of employees and customers
 - B. Mark off parking lot with orange ribbon 30 yards from center of Zip Line on both sides of cable (see photo on back for proper placement of ribbon)
 - C. Make sure handheld radio is programmed to Channel 8 State Fire New Mexico (have extra battery)
 - D. Make sure area is clear of anything that may fly into the air due to wind gust and helicopter rotor wash
 - E. Establish a safety zone to go to if helicopter has problems landing

5. When you hear helicopter or when you see helicopter the following must be established:
- A. Only assigned employees should be in the area with proper PPE on: helmet, safety glasses, hearing protection and handheld radio on state fire
 - A. Establish radio contact with the aircraft using tail number (example: life flight 42 Zulu)
 - B. Give current weather on ground: average wind speed and direction (N.E.S.W). wind gust, identify zip line hazard approximately 200 feet off the ground and is marked by orange ribbon approximately 30 yards on each side of center of the zip line cable and any other hazards
 - C. Helicopter Manager should be standing 300 to 400 feet away from intended landing zone, standing with bamboo pole with streamers on top with the wind to your back, facing intended landing zone (bamboo with streamers should be held to the side where your body does not interfere with streamers due to wind turbulence)
 - D. Do not approach the helicopter until all props are stopped and motioned by the pilot.
Do not touch anything on the aircraft such as tubes or wires (outside parts on the helicopter are fragile and may be extremely hot)
 - E. Brief crew on patient's status if known
 - F. Assist flight crew with gear and transport to the patrol room

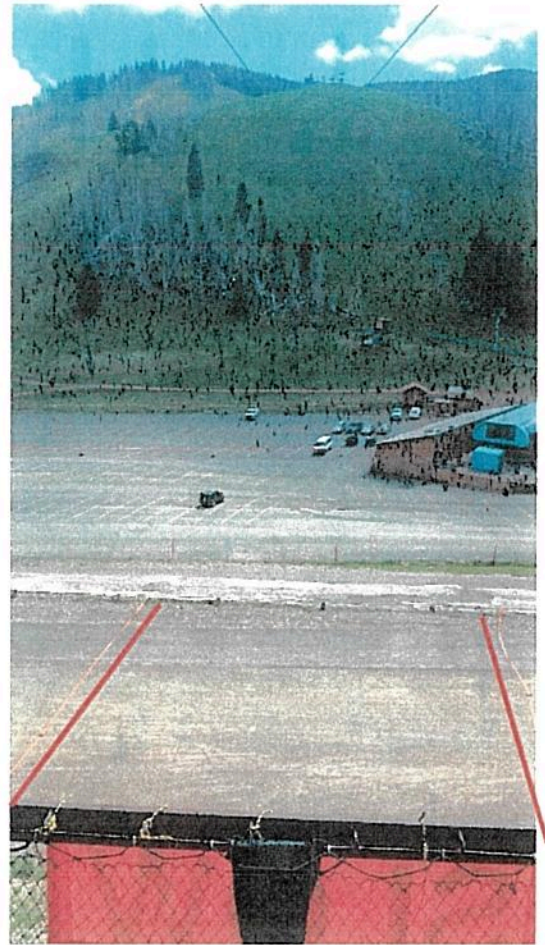
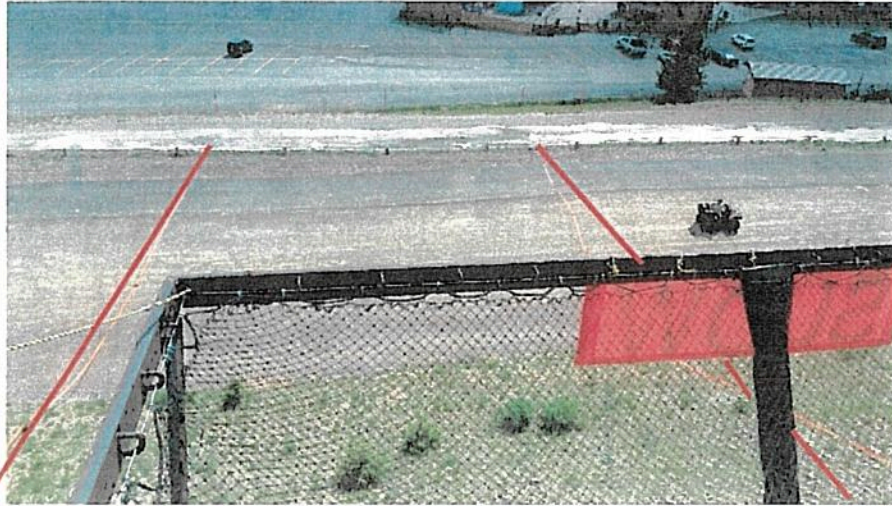
Loading Patient and Take off

1. Assist flight crew loading patient into helicopter if requested
2. Move all nonessential personnel out of the area as soon as possible after loading the patient. Only helicopter manager and/or person holding wind streamers on bamboo pole should be in the area, approximately 300 to 400 feet away from aircraft with a plan to move to a safe zone if the aircraft has problems taking off. (All PPE should be worn until aircraft has safely departed).
3. Repack all supplies/equipment used during helicopter operations and put back in place.
4. Do a After Action Review with all personnel that was involved with dispatch and helicopter operations to ensure all procedures were followed and how can we do a better.

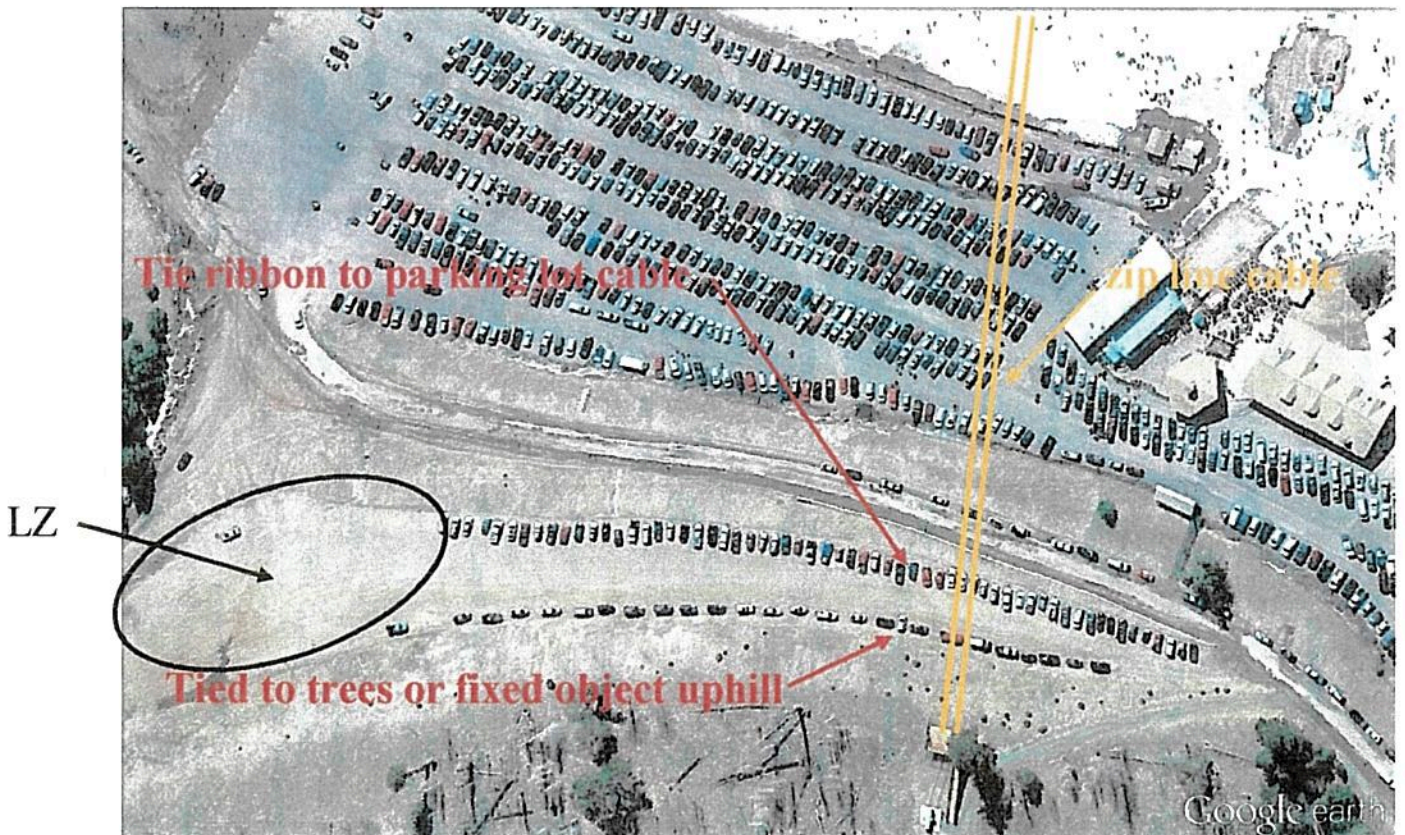
This document was created by Fred Pavlovic, April 2016. The main purpose for this document is to provide the safest environment for our guests, employees and life flight crew while life flight operations is in progress.

Safety Is No Accident

Area to place orange ribbon on G- Lot prior to helicopter landing to identify zip line hazard approximately 200 feet above ground. This should be relayed by handheld radio as soon as you have visual contact with the helicopter and any other hazards.



Placement of orange ribbon in G-Lot



Do not stand with wind indicator in front of you, it creates wind turbulence with a false reading what the wind is doing

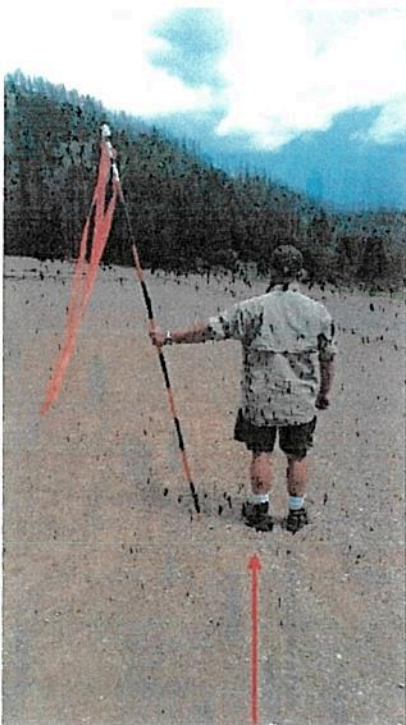


Wind direction

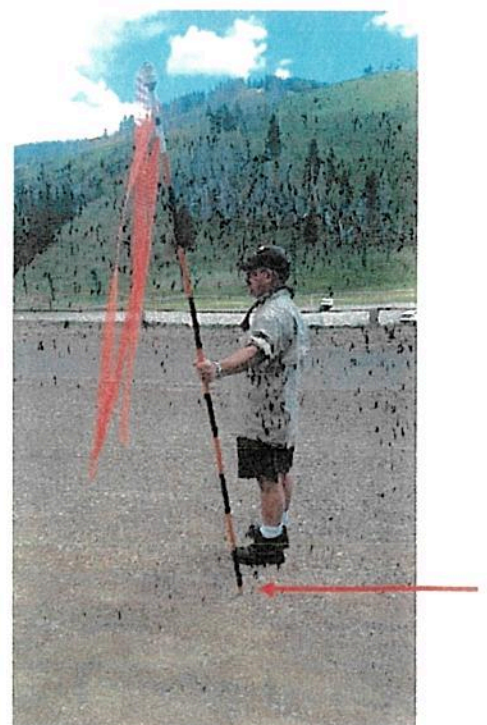


Wind direction

Proper way to hold Wind indicator



Wind direction



Wind direction