

**M. Mayo Air Policies**

# M.A. 325

## Helicopter Communication Procedure

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<b>ECC Cross Reference:</b>	<b>KHJ 550</b>
<b>Effective Date:</b>	<b>July 2008</b>
<b>Reviewed:</b>	<b>July 2008</b>
<b>Revised:</b>	<b>January 2009</b>
<b>CAMTS Ref. #</b>	

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**PURPOSE:** To establish minimum communication standards for all helicopters using Mayo Clinic Rochester Helipads (Saint Marys Hospital helipad and Rochester Methodist Hospital – Charlton helipad).

Any medical helicopter with legitimate reasons to use Mayo Clinic Rochester helipads must have current documentation on file demonstrating certification of aircraft liability insurance with at least \$50 million coverage. This information can be forwarded to Paul Drucker at: [drucker.paul@mayo.edu](mailto:drucker.paul@mayo.edu) or via fax at 507 255-2037. **Refer to M.A. 880 Use of Mayo Hospital or Mayo Health System Hospital Helipad.**

**GUIDELINE:**

**If you cannot make direct contact with Mayo Clinic, you are not allowed to land.** All helicopters on approach to Mayo Clinic Hospital helipads must make direct contact with the Mayo Clinic Medical Transport - Emergency Communications Center (ECC) prior to landing. Deviate to the Rochester International Airport for ground transport if direct communication is not established.

Any helicopter program that does not follow this process will be contacted and future access to the Mayo Clinic Hospital helipads may be denied. This process is intended to protect your teams and patients.

**Arrival Process:**

1. All helicopters shall provide 15 minutes notification of inbound intentions either via radio or by phone from the helicopters communication center.

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- a. Telephone number to ECC is: 800-237-6822.
  - b. The following frequencies are available to contact ECC (Saint Marys Hospital or Rochester Methodist Hospital). They are listed in *order of preference* for contact:
 

i. Mayo FM	155.400	PL 32
ii. Mayo AM	130.075	
iii. Regional	155.385	PL 26
iv. National	155.340	PL 17
2. Patient report will be provided to ECC 10 minutes prior to arrival using the frequency list above.
  3. Approximately 1-2 minutes prior to landing the incoming aircraft personnel shall provide a 'short final' update.
  4. Upon landing, ECC will contact your communication center confirming your safe arrival.
- It is recommended all visiting helicopters contact Rochester Approach at 119.8 en-route to or on departure from Mayo Clinic helipads for additional aircraft advisories.

**Departure Process: All helicopters departing from Mayo Clinic Hospital helipads must announce intentions prior to departing.**

1. Prior to departing, visiting aircraft shall announce departure intentions and communicate a flight plan. The visiting helicopter's communication center will be notified by phone of this flight plan and departure time by ECC.
    - a. Flight should include the following information:
      - i. Number of personnel on board
      - ii. Destination
      - iii. Fuel
      - iv. Planned altitude
      - v. VFR or IFR
      - vi. ETE
- It is recommended all visiting helicopters contact Rochester Approach at 119.8 en-route to or on departure from Mayo Clinic helipads for additional aircraft advisories.

**ECC Contact Information and Helipad Information:**

1. The following frequencies are available to contact ECC. They are listed in order of preference for contact:

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- a. Mayo FM      155.400      PL 32
  - b. Mayo AM      130.075
  - c. Regional      155.385      PL 26
  - d. National      155.340      PL 17
2. Pilot controlled lighting is available at 123.05
- a. Saint Marys Hospital – 5 clicks activate helipad perimeter lights and beacon
  - b. Rochester Methodist Hospital – 5 clicks activate helipad perimeter lights, 7 clicks activate the helipad flood lights. There is no beacon at the Rochester Methodist Helipad.
3. Saint Marys Hospital AWOS is available at 124.175.
4. Additional helipad information is available at:
- a. Rochester Methodist Hospital Helipad:
    - i. [http://www.anti-torque.com/mnamc/lz\\_data/RchMethodist.pdf](http://www.anti-torque.com/mnamc/lz_data/RchMethodist.pdf)
  - b. Saint Marys Hospital Helipad
    - i. [http://www.anti-torque.com/mnamc/lz\\_data/RchStMarys.pdf](http://www.anti-torque.com/mnamc/lz_data/RchStMarys.pdf)