

Security Patrol Procedure for Helistop Activities

Arrival

1. Confirm with Control the Helistop operation is authorized
2. Proceed to BOA floor 21 and use stair 2 to access the roof
3. Proceed to Helistop equipment room. Mechanical room under the stairs to the helistop
4. Open red Helipad Lighting Control Box and push "Carrier Test" button 3 times and the LED labeled "Energized 10" should come on. The Helipad lights are now on. Do not push or adjust anything else except the Timeout selector switch. It is currently set at 60 minutes and this should be enough time. Radio in "Helipad landing lights on". Frequency is 123.025.
5. Open grey Helipad Safety Equipment box and put on earmuffs, goggles, and a vest.
6. Proceed to top of Helipad and do a sweep looking for debris that could be thrown around by the helicopter's rotors and remove anything found. Make sure stair railings are down and that the window washing equipment is down. If the window washing equipment is up; first contact window washers if they are on site, then the Bellevue Place engineers to lower them.
7. Go back down stairs to where you are eye level with the helipad deck and wait for the arrival.
8. The approach path should be up or down the I-405 corridor and then inbound along NE 8th St. Then helicopter should land facing south or southeast so its tail rotors are not near your stairwell or the emergency stairwell diagonally across from you. If this is not the path taken or the landing direction; radio in the path and/or landing direction discrepancy.
9. Radio in landing time – Complete contact with skids/wheels and settled; not first touch.
10. Radio in shutdown time – When engine is clearly spooling down.
11. When rotors stop; lift up and lock into place the main stairwell railings. On wheeled helicopters wheel blocks must be placed in front of and back of one set of main wheels.
12. After receiving hand signal from pilot advising you it is OK to approach, proceed towards helicopter and stand in between the passenger exit door and the tail so occupants do not go towards the tail. Greet guests with "Welcome to the Bellevue Collection".
13. Get pilot's name and radio that in along with the number of occupants including the pilot and the helicopter's N number.
14. Escort the guests down the helipad stairwell to the roof, and then down the internal stair to floor 21 to the passenger elevators. Radio in guests clear the roof.

*If the helicopter is not staying; proceed to the Departure instructions step 9.

15. Return earmuffs, goggles, and vest to the Helipad Safety Equipment box.

2.1.6 Confidentiality

Names of individuals, firms and organizations that are authorized to use and who use the Bellevue Place Helistop are confidential. KDC is not required to identify users either to the general public or the City of Bellevue. KDC employees are not authorized to provide names of individuals or firms that use this facility or that request or inquire about such use except as specifically directed by the ASD or VPS.

Security Patrol Procedure for Helistop Activities

Departure

1. Confirm with Control the Helistop operation is authorized
2. Proceed to BOA floor 21 and use stair 2 to access the roof
3. Proceed to Helistop equipment room. Mechanical room under the stairs to the helistop
4. Open red Helipad Lighting Control Box and push "Carrier Test" button 3 times and the LED labeled "Energized 10" should come on. The Helipad lights are now on. Do not push or adjust anything else except the Timeout selector switch. It is currently set at 60 minutes and this should be enough time. Radio in "Helipad landing lights on". Frequency is 123.025.
5. Open grey Helipad Safety Equipment box and put on earmuffs, goggles, and a vest.
6. Proceed to top of Helipad and do a sweep looking for debris that could be thrown around by the helicopter's rotors and remove anything found. Make sure stair railings are up and locked in. Make sure that the window washing equipment is down. If the window washing equipment is up; first contact window washers if they are on site, then the Bellevue Place engineers to lower them.
7. Meet guests and pilot on floor 21 lobby or other pre-arranged location and escort them up to the roof and onto the helipad. If the pilot stayed with the aircraft; Do not let anyone up the helipad stairs if the rotors are moving; motion to pilot from the helipad stairwell to kill engine. Do not approach helicopter while rotors are moving.
8. Stand in between the tail and the passenger door to keep guests away from the tail. Pilot loads guests and their baggage. Pilot closes all doors. Thank them for visiting the Bellevue Collection. Get pilot's name and radio that in along with the number of passengers including the pilot, and the helicopter's N number.
9. Check for any debris on the pad that might get blown around by the rotors, remove any found.
10. Wheel blocks shall be removed. Signal removal of blocks by moving both arms in and out from sides. Start with arms straight down. Then unlock and lower Helipad stairwell railings and go back down stairs to where you are eye level with the helipad deck.
11. Radio in first indication of engine start up.
12. Radio in departure time – complete lift off of helicopter from the pad.
13. The departure path should be east along NE 8th St. to the I-405 corridor and then north or south from there. If this is not the path taken; radio in the path direction discrepancy.
14. Return earmuffs, goggles, and vest to the Helipad Safety Equipment box.

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Helistop Operations and Usage Details

Facility Purpose –

- To provide access to the down town core.

Private use Helistop –

- For use by owner and specifically invited guests by the owner.

Confidentiality –

- Information regarding person(s) arriving or departing by the Helistop is to be kept confidential. This includes names of the parties on board, time and dates of arrivals and departures, pilot identification, tail or “N” number, company name of the carrier, where flight originated from or the destination of departing flight.
- The Media, City Officials or the General Public are not entitled to this information.

Operational Hours –

- Monday to Friday 9:00 AM to 6:00 PM
- Saturday 10:00 AM to 5:00 PM
- No flights on Sunday or legal holidays.
- Flights limited to 5-per week as described, 4 during the work week and 1 Saturday.

Helicopter Usage (Limitations) –

- Twin Engine Turbine EC-135 Eurocopter/Airbus H-135 is authorized at this time.
- Twin Engine Turbine Airbus H-145 is authorized at this time.
- JP-4 Fuel Only. No Gasoline.
- 10,000 pound restriction.

Security Patrol Procedure for Helistop Activities

Pilot Responsibilities –

- Will load and unload luggage, KDC Security Staff will not assist in the loading or unloading of any arrival or departure.
- Will not conduct any “hot unloads or hot loading” of any flight.
Note: “Hot” means anytime that the rotors are operational.
Security cannot stop a “hot unload”, but will report it to control for documentation.
Security can prevent a “hot loading” of the flight by preventing passengers from entering on to the landing pad until rotors have stopped.
- Land facing south so the tail-rotor is away from both stairways.

Flight Route-

- Arrivals will be from the east following NE 8th from I-405.
- Departures will be to the east following NE 8th to I-405.
- All arrivals and departures must stay south of NE 10th St.
- All arrivals and departures must stay east of Bellevue Way.

Characteristics of Helistop –

- 16 green LED lights around the edge of landing pad.
- 6 low profile floodlights.
- Safety Net (metal).
- 2 exits from landing pad. SW corner and NE corner. NE corner ladder is located under the safety net.
- Emergency hatch from roof to Floor-21 via stair-1 located under the safety net near the emergency ladder on the NE corner.

Security Responsibilities –

Safety Equipment – The following safety equipment **WILL** be worn during any arrival or departure of any usage.

- Eye Goggles
- Reflective Safety Vest
- Hearing Protection

The above items are stored in a locked locker (GS Opens Lock) next to the lighting control panel and is clearing marked.