**Fallback Planning for Tomo Plans**

**Purpose:** Fallback planning is useful if the machine that a patient was originally planned on, goes on. We create Elekta fallback plans for Tomo patients so they can be treated on Elekta if Tomo goes down. This procedure describes how to create an Elekta fallback plan in RayStation, for an approved Tomo plan. Note that if the patient is treated using the fallback plan, you should sum this dose with the dose from the imported Tomo plan.

1. Export DICOM data from Tomo Planning.
   1. In Z:\TreatmentPlans\Exported Tomo Plans, create a folder called *<patient last name>, <patient first name> <Tomo plan name>*.
   2. On one of the Tomo computers, run the DICOM receiver.
   3. Open Tomo Planning. Choose DICOM Options > DICOM Export.
   4. Select the patient’s plan, dose (optimized dose after end of planning), planning image, and structure set.
   5. Export to “Delta\_4 Local” if on PS1, or “Delta\_4 Local PS\_2” if on PS2.
   6. Copy the exported files from the temporary folder to the folder on the Z: drive. Delete the files from the temporary folder.
2. Import the Tomo plan into RayStation.
   1. Open the patient in RayStation.
   2. Click Import and navigate to the folder on the Z: drive. Select *All files (\*.\*)*. Click Search.
   3. Check all items and click *Import*.
   4. Change the new exam’s imaging system to *HOST-3707*.
3. If localization geometry is not approximately in the center of the BBs on the new exam, move it.
4. Remove holes from the external geometry on the new exam.
5. Under Edit plan for the Tomo plan, check “Consider imported dose as clinical”.
6. Add clinical goals to the Tomo plan.
7. Approve the Tomo plan.
8. In Plan Evaluation, click Create fallback plan.\*
9. When fallback computation finishes, navigate to Automated Planning > Fallback Planning to compare the Tomo plan with the fallback plan.
10. To use the fallback as an “actual” plan, click Copy to plan list.

\*There should be a fallback plan protocol for any type of fallback plan you need. If there is not, create a protocol:

1. Create a plan. You may use a plan protocol to do this, but stop the protocol before optimization (if applicable).

2. In Automated Planning > Fallback Protocol Management, select an existing fallback protocol type or create a new one. Click New under Protocols.