



AFC MISSION CHECKLIST

Call AFC immediately IF --- you experience an incident or accident. --- AFC - 800-474-9464 #

- *Notify AFC, as soon as possible. We would rather hear from you than the FAA or ATC!
The AFC Executive Director & AFC Board Chairman will address media, aviation & Passenger inquiries.*
- *Notify AFC immediately if you have concerns about Passenger or companions future trips with AFC Pilots. Your outbound flight experience may impact the Passengers return flight; which could be the next day!*

Call AFC immediately WHEN flights are CANCELLED or DELAYED

- Call linking Pilots & Passengers so no Pilots get in the air. Work out an alternate plan if possible.
- Report alternate plans to AFC Coordinator. Direct Passengers to call AFC to reschedule, if needed.
- Call AFC Office: Mon-Fri 8:30 AM – 4:30 PM CT: 816-421-2300 x201 or 866-569-9464 x201
 - Evenings & Weekends: **800-474-9464; Press # to leave a detailed message with call back number.**
- If a flight cancels; do not file a mission report. Notify AFC to report the cancellation ASAP.
- Use request@angelflightcentral.org for daily email communication for missions.
 - Do not leave an email to cancel a flight unless the flight is at least 3 business days away.

Mission Assignment & Linking

- Request Missions through AFIDS. Overnight emails are only a “snapshot” in time that changes daily.
 - Pilots who fly more than one aircraft must designate an aircraft and tail number when they request a flight.
 - Coordinators generally assign flights in the order requests are received.
 - The Pilot who requests the flight must be the PIC on the mission leg and complete the post mission report.
 - Pilots receive Itineraries when assigned and when all linking Pilots are assigned.
- **1st Leg Pilot** is the **Lead Pilot for the mission.** Call Passenger when flight is assigned & at least 24 hours before the flight, after weather briefing. Give Passengers time to put back-up plan in place if it looks like flight will cancel.
- **Lead Pilot** calls Passenger to verify:

⚡Verify appointment date/time, destination, companions	⚡Previous flight experience
⚡Your aircraft, rules, time enroute (no toilets, etc.)	⚡Safety concerns, weather, what to expect
⚡Verify equipment on-board (DOT oxygen, etc.)	⚡Verify ground transportation and lodging
⚡Maximum baggage 50# TOTAL; for all Passengers	⚡Verify back-up travel plans
⚡Remind Passenger they will sign a Liability Release	⚡FBO location & local time to meet
⚡Be sensitive to Passengers’ privacy & medical condition	⚡Car seat for children 40# or less
- **Lead Pilot** calls linking Pilot(s) to coordinate timing & location of handoff points (see pre-flight planning below).
 - ETA’s should coincide with the appointment time and length of ground transportation.
 - **Lead pilot** assures all linking Pilots can carry additional weight or Passenger must ship excess baggage.
- **Lead Pilot** contacts AFC for changes in date of travel, origin, destination, handoff airports, etc.
- **Linking Pilots** may call Passenger but leave coordination to Lead Pilot to reduce Passenger confusion.
 - Discuss ETAs, linking airports, possible weather, etc. with Lead Pilot.
 - Call AFC for cancellations or when Lead Pilot is unable to complete coordination of the linking mission.
- AFC informs Passengers of their Pilots’ names; but does not give out Pilots’ phone number without your approval
- AFC does not require Pilots to drive Passengers or assist with any ground expenses. However, if they drive...
 - AFC requires Pilots to file a current Drivers’ License and signed Driver Affirmation if they drive Passengers.

Pre-Flight Planning

- File your flight plan EARLY if you use Fltplan.com. AFC may be able to fill “deadhead” legs if you file early.
 - ∴ Use your NGF4 call sign number when filing your flight plan as the “flight number.”
- Check FBO’s / airports if waivers are needed to secure discounts or waive fees. (Pilot Toolbox on AFC website)
- Plan for 1st leg early in the day; especially if flight is 3-legs. Consider air speed of linking aircraft.
- Complete flight by night fall or reach agreement with linking Pilots and Passengers if flying at night.
- For return flights; note appointment time to assure realistic timing for the Passengers’ return to the airport.
- For return flights; check for any additional baggage or medical equipment acquired during stay.
- **For Safety & Comfort; consider:** ∴ Seat-belt extender ∴ Blanket & small pillow ∴ Bottle of water ∴ Snacks
 - ∴ Small step-ladder ∴ Headset for Passengers ∴ Small toy for child Passengers ∴ AFC # on speed-dial
- **Upload Liability Release** (top of itinerary email) to your mobile device or print from Itinerary or Pilot Toolbox.
 - ∴ Check box on Liability Release affirming you are current with all AFC & FAA requirements at flight time.
 - ALL passengers (including your co-pilot or companion must sign the Liability Release)
 - ∴ Ask Passengers if they are ok with your taking pictures (see photo release on bottom of Liability Release).

Mission Day – Before leaving home

- Pilots make individual self-assessment and final “go-no go” decision.
- **Lead Pilot** confirms all linking Pilots can fly, all legs are flyable and hand-off timing is in place BEFORE taking off.
- **Lead Pilot** confirms Passengers are able to fly and arrive on time at FBOs.

Mission Day – At Airport

- Confirm Passenger ID and search Passenger baggage; at Pilots’ discretion. You are TSA for your flight.
- Ask if Passengers have questions BEFORE boarding. Watch for non-verbal communication.
- Go over what to expect in flight with Passengers; particularly if there are weather issues on the day of flight.
- Encourage use of rest room by all before boarding. Ask if they can sit for the duration of the leg.
- Use Standard Precautions anytime you are working with the public (see AFC Pilot Handbook).
- Have **ALL** people on aircraft sign Liability Waiver and “send” to AFC **BEFORE** boarding the aircraft. – **REQUIRED**
 - **DO NOT TAKE the Liability Release on the plane.**
- Demonstrate how to safely enter and exit your aircraft.
- Review where air sickness bags, blanket, etc. are located in your plane.
- Instruct Passengers on headsets, window shades or anything specific to your plane.
- Secure and check all seat belts, seat extenders and children’s car seats. – **REQUIRED**
- **Activate your IFR flight plan** or **VFR Flight Following**
 - Use NGF call sign only when flying with an AFC Passenger on-board (see Pilot Handbook).
 - Use “angel flight” and your NGF number for radio communications.
 - Use “angel flight” communications for slow or early descent, emergencies and Pilot/Passenger safety.

Call AFC immediately IF--People, other than those on the itinerary arrive for the flight

- ∴ Baggage is over 50# ∴ Passengers do NOT have picture ID(s) ∴ Passengers’ weight is not accurate on itinerary
- ∴ Pilot identifies issues that may pose a problem or threat to Passengers, companions or aircraft.

In Flight Emergencies

If any **Passenger becomes unresponsive during flight** or you must land due to an **emergency on board:**

1. Radio for assistance immediately.
2. Request emergency ground assistance
3. Land at the nearest airport
4. Allow ground emergency personnel to assess the Passenger.

After Flight & Mission Report

DO NOT agree to fly Passengers on future missions. Direct Passenger to call AFC so Coordinators can verify medical status & mobility, companions, new dates; check if linking organizations will agree to assist with flight.

File your mission report in AFIDS no later than the last day of the month of the flight.

- Upload Mission Photos with your post mission report.
- “Commercial” must be added to your aircraft list if you paid for a flight. List the cost of the ticket in report.
- Report preferred FBO’s, so fuel discounts and waived fees will help future AFC pilots/missions.
- Call AFC if you received exceptional service that needs to be recognized.
- **Call AFC** with any information that may be relevant to Passengers’ return flight or future flights ASAP.

Thank you for your commitment to fly people in need; donating your time, talent and treasure, on behalf of AFC.