



**Guidelines to agencies making referrals to Angel Flight West
re: transportation for Haiti Earthquake victims and/or relief workers**

Angel Flight West, thanks to private pilots and the generous donation from Alaska Airlines, is able to book tickets through Alaska Airlines and/or provide transportation via other relief aircraft to assist with the following:

1. Reunite families separated during the earthquake.
2. Transport families out of Haiti who have located safe housing elsewhere with family or friends
3. Move high risk people to a safe location.
4. Move relief and/or medical personnel to assist with the situation in Haiti

Guidelines for patient travel:

1. Passengers must be medically and emotionally stable
2. Passengers must be able to sit upright during the flight—we cannot accommodate people on stretchers nor can any medical treatment be administered enroute other than portable oxygen which must be supplied by the passenger or agency and is at the discretion of the pilot. (for private planes only, oxygen must be arranged with airlines for commercial flights, a fee may be charged and will be the responsibility of the passenger)
3. Passengers should be ambulatory and able to board aircraft with little or no assistance. We may be able to accommodate people with walkers or portable wheelchairs.

Note: At this time Angel Flight is accepting a variety of missions and is judging whether they can be efficiently completed on a case by case basis. Please see below for limitations:

1. If you are requesting a ticket for yourself or others, we would like to emphasize that we are offering this service to people who don't have sufficient resources to pay for a commercial ticket or book their flight with mileage plans of their own.
2. All commercial flights will be booked through Alaska Airlines, although most of them will be flown via their Partner Airlines (American, Delta etc)

3. Because of this, many will include stops and/or plane changes, please be understanding of this situation and know that we will do our best to provide you with the travel schedule that best suits your needs. Additionally, we may not be able to provide assistance from some cities.
4. Flights are currently available in and out of Santo Domingo, Dominican Republic and may soon be open at Port-au-Prince.
5. We are attempting to work with other relief agencies on the possibility of flying passengers into Miami or Orlando and attempting to coordinate flights on relief planes going into Port-au-Prince. Doing so will reduce the number of miles needed to book each flight, thereby allowing us to have more miles to help others.
6. All and any baggage fees charged by the airlines will be the sole responsibility of the passengers. Please check in advance what those fees are and additionally what luggage limitations there may be.
7. If we are able to coordinate flights on General Aviation aircraft (private aircraft), additional baggage restrictions may exist, although there would not be a fee.

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1-310 397-9636 Fax
coordination@angelflightwest.org



INTAKE SHEET
HAITI EARTHQUAKE RELIEF 2010
 FAX - 310 397-9636 Phone – 888 426-2643

Today's date: _____ Call us with questions and TO CONFIRM TRAVEL REQUESTS

Referring Agency:	Home Medical Facility :
Contact Person:	Contact Person:
Email Address:	Email Address:
Tel.()	Tel.()

MEDICAL: (Not needed for relief workers)	Are passengers ambulatory?
Doctors name and fax# for medical release	
Doctor _____	Fax# _____

TRAVEL ROUTE INFO (allow for at least 3 day lead time)	
Departure Date _____	Return Date _____
Departure City _____	Destination City _____
Airport code _____	Airport Code _____

ALL passengers must be briefed that they will be traveling on either Commercial Airlines and/or private planes and will need to follow any baggage and/or safety protocol as defined by those parties.
 Agency affirms passengers have been briefed: ___ YES

WE MUST BE ABLE TO CONTACT DESTINATION PRIOR TO APPROVING AND PROCESSING THIS REQUEST.

DESTINATION INFO:	Destination referring agency:
Primary Daytime Phone #:	Contact Name:
Address if known:	After hours phone #:
	City, State, Zip
How will passenger travel from destination to airport upon arrival?	

Traveler Names: Transportation Security Administration requires the collection of Secure Flight information (full legal name, gender, birth date) for each traveler. Enter all traveler names as they appear on the traveler's government-issued photo identification. Also if any traveler has a redress # from TSA this information should be provided to the appropriate airline by calling prior to arriving at the airport.

Passengers are: Evacuees Relief Personnel (medical, police) Other _____

First Name/Middle Name /Last Name	Gender	DOB (MM/DD/YY) / /	WT.	Role (MD, Nurse, EMT, other)
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Baggage must meet restrictions of airlines/pilot. Excess baggage charges on airlines will be the responsibility of the traveler