# First Contact Briefing Checklist

## First Call

- ☐ Exchange contact information
- ☐ Verify when passengers need to arrive at destination
- ☐ Discuss meeting time/place and FBO contact information
- ☐ Advise passengers of the possibility of a cancellation due to weather, etc. and let them know of your back-up plan
- ☐ Remind passengers of lack of toilet facilities inflight (and to avoid/limit coffee and tea intake)
- ☐ Advise passenger to bring along sunglasses, reading material, sweaters, etc., for inflight comfort
- ☐ For observation flights, discuss details and area to be searched/observed, including area maps needed; explain minimum safe altitudes and visibility levels to be obeyed

## Confirm Details and Special Needs

*[This should be a confirmation of items discussed with the trip coordinator]*

- ☐ Number of passengers, accurate weights, and baggage weight (obtaining accurate weights is critical, but it requires a tactful approach to preserve dignity and privacy)
- ☐ If supplemental oxygen is needed and you provide it, you will brief them on proper use before the flight (if they bring their own check that the system is FAA approved)
- ☐ Approved child restraint seats are required during taxi, takeoff, and landing
- ☐ Are passengers ambulatory and able to get in and out of your airplane? (Have a collapsible step stool available if needed)
- ☐ Will you need to stow a wheelchair? (Most treatment facilities can provide one upon arrival)
- ☐ Will there be any animals on the flight? If so, discuss the need to secure them and have them walked prior to the flight
- ☐ Will there be photography/video equipment, and should doors be removed for observation flights?

## Identify Flying Experience

- ☐ Give a brief and light explanation of GA flying and safety, especially if they are nervous or this is their first flight on a GA aircraft
- ☐ Based on your passenger's anxiety level, consider bringing an assistant (even a non-pilot) to help out

*NOTE: Your volunteer organization may provide a briefing card and pilot identification badge during orientation*