

# ONE DAY BEFORE SCHEDULED FLIGHT



Receive the Daily Flight Schedule (DFS), Passenger Flight Manifest and/or Cargo Flight Manifest.



Inform the local authorities and other counterparts about the planned rotations and ask for their support.

## BEFORE LANDING



Share weather, runway/helipad condition (dry/wet) and security updates with UNHAS radio room by 7:30 AM. If any changes, report to UNHAS immediately!



Arrive at the airport/airstrip at least 30-40 minutes before Estimated Time of Arrival (ETA).



Be visible to crew members and others by wearing a reflective jacket.



Check the airstrip and ensure it is clear from people, vehicles, animals. Clear all FODs (Foreign Object Debris) and garbage from the airstrip/helipad and surrounding areas.



Inform the local authorities and other counterparts about the planned rotations and ask for their support.

# DURING THE STOPOVER



Prevent population from coming close to the aircraft and secure landing zone perimeter.



Follow instructions of crew members during loading and offloading of the aircraft.



Support crew members at all times. Assist in handling of incoming/outgoing passengers and cargo.



In case of any issues, call UNHAS/WFP Logistics/Logistics Cluster focal points. Do not argue with crew members.



In case of an incident, submit an incident report to UNHAS immediately.

# BEFORE TAKE-OFF



Prevent persons and animals coming close to the aircraft and remain at the airstrip until the plane takes off to ensure the runway is clear at all times.