



DATE: 03/28/2016

SUBJECT: FLIGHT ROUTES FOR OCF2 / COMPLETE FLIGHT – FLIGHT REQUESTS

RELEASED TO: OPERATIONAL CONTROL SPECIALISTS

RELEASED BY: [REDACTED]

All flight requests are to have a complete route entered in the request. Weather WILL BE assessed at the flight origin, along each route leg and at each destination. For an HAA operation, a complete route consists of the flight's point of origin, point of patient pick up, destination hospital, any proposed fuel stops and the final destination. For operations other than HAA, ensure the pilot's intended route is entered and complete.

When a customer communication center enters a flight request that does not comply with this requirement, contact them telephonically and have them enter the proposed routing. If the Communication Center does not know of a destination to enter, have them enter the farthest reasonable possibility. Destinations can be edited if needed.

Maintain a call log within the Operational Control Center and document these occurrences.