

STEP 1:
IDENTIFY THE SOURCE OF THE FUMES OR ODOR

Possible odor from electrical panel, galley equipment, lavatories, carry-on luggage, food, passengers...

Possible odor from engine start, exhaust fumes (GPU), aircraft engine exhaust, or hydraulic fluid fumes in the cabin....

Outside Air Source?

In Cabin Source?

Assess – Get assistance

STEP 2: If Inflight Proceed to STEP 3.
If on the ground, QUICKLY ASSESS if there is an obvious cause for the fumes related to ground operations, deicing operations, engine exhaust from nearby aircraft, another aircraft in close proximity starting up. If NOT or the fumes are related to APU operation or the engines, or engine startup
If NO proceed **STEP 3:**

Use best judgement to ascertain whether odor will subside on its own or is the situation severe enough to notify flight deck.
When in doubt always advise flight deck
If the flight crew is not present notify :

1. Gate Agent
2. Tower Operations
3. Daily Operations

(888) 222-4737 (682) 315-7070

YES

NO

STEP 3:
Report the following detail to the flight deck:

1. Fumes in the cabin. Odor smells like _____.
2. THERE IS / IS NOT Smoke / Haze in the cabin
3. Fumes appear to be coming from the cabin air vents
4. Started during _____ phase of flight.
5. Fumes are **Light / Moderate / Severe**.
6. Fumes are most noticeable in what area of the aircraft **FWD / MID / AFT** Cabin?
7. Number of flight attendants / passengers that are having symptoms (IF ANY).
8. Number of flight attendants / passengers taking

STEP 4: SEEK MEDICAL ATTENTION IF NECESSARY

STEP 5: Report the Incident by filing **CERS Report, ASAP Report**, and File for **IOD**.
To report an injury on duty (IOD), please call: **1-844-RPRT-IOD (1-844-777-8463)** Keeping copies of all paperwork and medical documents for your records. **Contact MedAire**
If within the US +1 (877) 346-9174
If outside the US +1 (480) 333-3801

Contact APFA 817-540-0108 X8288
If you have any questions.