Travel process for all AHS staff and physicians travelling to and from Fort McMurray...

Since the wildfire disaster in Fort McMurray began, we have been amazed at the selfless support of our staff and colleagues across the province, offering to help wherever needed.

Hundreds of you have volunteered to be deployed to Fort McMurray, to ensure that people in Fort McMurray – including residents and first responders – have access to health care services should they need it.

We are grateful to those of you who have travelled north. We know this is challenging, not simply from a work perspective, but also a personal and logistical perspective.

We know that some of you have experienced some problems with booking travel to Fort McMurray, and we have taken steps to fix that.

As of tomorrow morning, we will implement a new travel booking process that will make things easier for all staff & physicians travelling to and from Fort McMurray for work.

All AHS staff and physicians requiring flights, ground transportation and/or accommodation must adhere to the following process:

- The authorized manager of a program or department sends a listing of staff/physician to <u>ProvincialRotationServices@ahs.ca</u>, with an attached template filled out.
- Names must be received, <u>at the latest</u>, two days before the staff/physician member's first approved deployment date.
- Provincial Staffing Services will forward the completed travel request information to Marlin Travel.
- Marlin Travel will email itineraries to travelers to clearly identify flight times and accommodation and transfer details by 5 p.m. the day prior to travel.

For those travelling, there is one flight each day to Fort McMurray - departing Calgary at 7:30 a.m., and Edmonton at 9 a.m. - and one return flight, departing Fort McMurray at 5 p.m.

All passengers are to report to the airport no later than 45 minutes prior to departure.

As we continue to support the re-entry of residents into Fort McMurray, we know that we will need the continued support of our physicians and staff from across all Zones.

We thank you again for your dedication.

Dr. David Mador, Director, AHS Emergency Coordination Centre