



AFRICA FIRE MISSION

MISSION TRIP

Preparation Guide



TRAIN / EMPOWER / SUPPORT / ENCOURAGE





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WELCOME

Welcome and thank you for applying to be a part of our mission team! We are excited to have you join us serving Firefighters. Your commitment to train internationally will make a difference as we work together to develop the sustainable capacity of the fire service in developing communities. Together we will: Train, Empower, Support and Encourage firefighters and community members.

Please let us know what questions you have as you prepare to travel with us! We want to serve you as you prepare to serve. If you have any questions along the way, e-mail teams@afrefiremission.org and our staff or volunteers will get back to you quickly!

We will be sending regular updates regarding the steps along the way for preparation including trip finances, team meetings and visa applications.

Please add the team meetings to your calendar and do your best to attend them. Being a part of the team meetings is a critical part of being prepared for the trip. It is important that we get to know each other as a team and prepare together for an excellent trip. In case you can't attend, the meetings are recorded if you happen to miss one due to being on duty or other conflicts.

Looking forward to connecting with you in the coming weeks and months –



Nancy L. Moore
Executive Director
Africa Fire Mission
nancy@afrefiremission.org

PREPARATION CHECKLIST

Name:

Tasks:

- Application – due now
- \$300 Deposit – due now
- Resume – due now
- Color copy of passport – due now
- Start fundraising – crowdfunding (AFM will send a link), letters, host a fundraiser
- First payment \$ _____ due _____
- Get immunizations
- Apply for VISA (3 - 6 weeks before trip) _____
- Send VISA copy to AFM
- Second payment: see pledge for amount
- Date: _____

Meeting Dates (Eastern Time Zone):

- Meeting 1 _____ Time _____
- Meeting 2 _____ Time _____
- Meeting 3 _____ Time _____
- Meeting 4 _____ Time _____

TEAM MEMBER EXPECTATIONS

Africa Fire Mission expects professional conduct. You are representing Africa Fire Mission, our partner organizations and the Fire Service at all times on your trip and as you prepare to go.

During your trip:

- All trip participants are required to follow the trip schedule and participate in all group functions.
 - Be flexible, changes in the schedule will occur and information may not be available until the last minute.
 - Permission to deviate from scheduled activities must be obtained from the trip leader.
 - Always let the team leader know your whereabouts. NEVER wander off or go exploring by yourself.
- You will be expected to acclimate to the host culture. This may mean eating food you are unfamiliar with or participating in foreign customs. Embrace the opportunities to learn about a new culture.
- It is important that your dress is neat, clean, modest and appropriate for the activities of the day. Your appearance is important for your safety and AFM's reputation. Follow your team leader's guide regarding any uniform, personal protective equipment and the team dress code expectations.
- Giving gifts of any kind to nationals without consulting AFM staff or team leader is not permitted. The preferred method of giving is through structured programs by AFM's partners.
- The exchange of personal information and social media connections with nationals is not permitted without team leader approval. This can create an expectation of ongoing support that may be detrimental to AFM's ongoing mission.



- Trip participants are expected to respect the culture and traditions of our hosts.
- Extend politeness and courtesy to those with whom we come in contact (missionaries, nationals, team leaders, team members).

Fundraising

- Team members are expected to be transparent with financial matters and support raising.
 - Funds given toward this mission will be used for the costs of this trip.
 - If you are unable to go or funds are received by AFM in excess of the trip costs, all funds will be used at the discretion of Africa Fire Mission.
 - Payments for the trip need to be made on time. Failure to do so may result in not being able to participate in the trip.



TEAM MEETING AGENDAS

Team meetings take place through Zoom. Links will be sent via email in advance of the meeting.

Informational Meeting:

Mission Trip Goals
Travel Information/ Cost
Deadlines
Question and Answer
Elephant vs Mouse story

Meeting 1:

Orientation to Africa Fire Mission
Team Member Introductions
Passports
Fundraising training/policies
Schedule of payments
Instructor Cadres and Scheduled Cadre meetings
Relief vs Development CHE Lesson (short team teams river crossing videos 1-5) - <https://www.youtube.com/watch?v=mhZqS9dLebc&t=11s>
Question and Answer

Meeting 2:

Introduction to Mission Partners
State of partnering Fire Departments
Mission Philosophy: Community Health Education (CHE)
Team Member Introductions
Immunizations/Passports
Community Ownership (Short Team Teams) CHE Lesson (mountain story)
Instructor Cadres and Scheduled Cadre meetings
Question and Answer

Meeting 3:

Mission Philosophy: Community Health Education (CHE) part 2
Training Goals
Participatory Learning (CHE Lesson)
Team Member Introductions
Spiritual Development/ Spiritual Warfare (Devotional Guides and Prayer Partners)
Instructor Cadres and Scheduled Cadre meetings
Question and Answer

Meeting 4

Team Itinerary
Cultural Considerations
Final Details - Packing/Dress Code
Training Tips
Instructor Cadres and Scheduled Cadre meetings
Question and Answer

Suggested Reading:

When Helping Hurts (especially chapter 7) by Steve Corbett and Brian Fikkert
Multiplying Truth and Light through Community Health Evangelism by Stan Rowland

TEAM TRIP SAMPLE* ITINERARY

Advance Team	Planning meetings with stakeholders, tour venue, determine last minute logistics, etc.
Day 1 / Thursday	Advance Team continues planning meetings with Stakeholders. Main Team departs from the US en route to partner country
Day 2 / Friday	Morning- Team members meet up together at the airport Evening - Team arrives. Collect bags, clear customs and travel to lodging Advance Team continues planning meetings with stakeholders
Day 3 / Saturday	Breakfast at hotel Mid-morning through mid-afternoon - Orientation, Team Building Evening - Team dinner, first impressions debriefing, instructional group breakout sessions
Day 4 / Sunday	Breakfast at hotel Morning and early afternoon - Visit local churches, team lunch Afternoon - Rest Early evening - instructional group breakouts and dinner Evening - Group planning and debrief and planning session
Days 5 - 9 / Monday - Friday	Breakfast at Hotel, Bible Study 8-5(ish) Fire Training Dinner Early evening - After Action Review (AAR) and Debrief
Day 10 / Saturday	Breakfast at Hotel Morning and afternoon - Tourist opportunities Early evening - Team dinner and final debrief Late evening - Team travels to airport for flights home
Day 11 / Sunday	Team members arrive at their homes throughout the afternoon and evenings
Optional Day / 10 - 14	2 - 4 Day Safari

* This is an example only. Trip schedules vary based on the mission and planning with our partners.



TRAINING TIPS

Integrating Community Health Education

- Plan to come alongside of the Firefighters and Community Members.
- Share your faith with the firefighters and with other partners.
- Ask questions and assume nothing. When you ask questions, allow time to respond – just as we are adjusting to accents, they are adjusting to ours. Also, in many cultures students are taught to listen and not ask or answer questions- if you really want an answer – WAIT for it!
- Have participants introduce themselves every time they address the group – this will help participants get to know each other.
- Relationships are important - Spend time (especially the first day) getting to know the firefighters, mission partners and community member - their strengths and their challenges as well as equipment available.
- Learn from the Firefighters and community members - remember that the people we are serving's are the experts - we are there to help grow their knowledge.
- Limit your personal examples and US fire examples during formal training (Do share these stories during breaks and lunch time) Local Firefighters know they probably don't have what your department has - be respectful of that. Instead ask for their examples and help them problem solve and build on their situations/struggles.
- Photos - be careful about sharing photos from home. We have photos from the countries where we are serving - if you need some photos for training, let us know.

- Avoid abbreviations or colloquialisms - if you use them explain them. NFPA, GPM'S, etc.

AFM's Community Health Education

Transforming nations through the seamless combination of fire training, fire prevention, evangelism and community development

- Development not Relief
- Mature Leadership
- Multiplication
- Integration - Physical & Spiritual
- Sustainable
- Teaching not Doing
- Prevention vs Cure
- Community Ownership
- Participatory Learning
- Local Resources

Use the SHOWD model to reinforce concepts and to ask trainees questions

First provide an example and then ask:

S = What do you SEE?

H= What is HAPPENING?

O= Does this happen in OUR place?

W=WHY does this happen?

D=What will you DO about it?

AFM'S COMMUNITY HEALTH EDUCATION

What outcomes are we looking for?

The Success of our training activities can be measured by the following transformational indicators. These are the outcomes that are consistently seen in mature CHE programs around the world, and what we are looking for in the lives of those we train. We know that this transformation can only be accomplished with long term commitment to the fire communities where we work.

Outcomes for Fire Services:

- 1. Shared vision:** The fire service community sees a better future and has hope that it can be achieved.
- 2. Leadership:** Fire Service leaders are positioned and equipped to lead the fire service community toward the accomplishment of its vision.
- 3. Ownership:** Firefighters and Government leaders are taking responsibility for the safety and well-being of their own fire departments and the community.
- 4. Cooperation:** Firefighters are united and working together for the common good.
- 5. Volunteers:** Firefighters are taking initiative and acting sacrificially to meet the legitimate needs of others. Volunteer firefighters are being trained and incorporated into the fire service, where appropriate.
- 6. Dignity:** Firefighters have recovered their identity as made in the image of God and their vocation as stewards of creation. Instead of being controlled or victimized by their environment, they are stewards of it. Firefighters have “pride and ownership”
- 7. Learning, Skill, and Resources:** Firefighters are equipped to identify needs and resources, put together a plan, and mobilize fellow firefighters and volunteers to accomplish their vision. Firefighters are continually reflecting on what is happening in order to learn how to be more effective in fire prevention and response.
- 8. Christian Community and Witness:** Firefighters are becoming followers of Jesus. Believers are meeting together for fellowship, prayer, Bible study and worship, and are sharing Christ with their neighbors in word and deed.
- 9. Multiplication:** Knowledge and skills learned are being transmitted to others.



Outcomes for Community Members:

1. **Shared vision:** The community sees a better future for the fire service and has hope that it can be achieved.
2. **Leadership:** Leaders are positioned and equipped to lead the community toward the accomplishment of fire protection.
3. **Ownership:** Community members, Firefighters and Government leaders are taking responsibility for the safety and well-being of their own fire departments and the community.
4. **Cooperation:** Community members are united and working together for the common good, especially in areas of fire prevention.
5. **Volunteers:** Community members are taking initiative and acting sacrificially to meet the legitimate fire safety needs of others.
6. **Dignity:** Community members have recovered their identity as made in the image of God and their vocation as stewards of creation. Instead of being controlled or victimized by their environment, they are stewards of it.
7. **Learning, Skill, and Resources:** Community members are equipped to identify needs and resources, put together a plan, and mobilize fire department and volunteers to accomplish their vision. Community members are continually reflecting on what is happening in order to learn how to be more effective in fire prevention and response.
8. **Christian Community and Witness:** Community members are becoming followers of Jesus. Believers are meeting together for fellowship, prayer, Bible study and worship, and are sharing Christ with their neighbors in word and deed.
9. **Multiplication:** Knowledge and skills learned are being transmitted to others.

Outcomes modified from Global Community Health Evangelism Network (chenetwork.org)



Africans are very gracious people and we want to try out their culture while we are in Africa. Ask questions and learn from the Firefighters, Mission Workers and Community Members you are working with. If you are unsure, please ask your mission team leader. Relationships are critical. Take time to talk to an African during down time or time that may feel unproductive.



CULTURAL CONSIDERATIONS

In order to be most effective in our work we need to learn a little bit about the culture we will be experiencing and how to interact in it. Ask questions and learn from the Firefighters, Mission Workers and Community Members you are working with. If you are unsure, please ask your mission team leader. Relationships are critical. Take time to talk to those we are there to serve during down time or time that may feel unproductive.

Cultural Considerations Africa

Greetings

- DO greet with a handshake. Men often hold hands when walking together.
- DO grasp the right wrist with your left hand when shaking hands with an elder (it shows respect).
- DO remember that Muslim men and women may not shake hands with the opposite sex.
- DO ask questions when greeting.

Socializing/Conversation

- DO learn a few words in local language. Africans usually like when guests to their country try to make an effort to speak their language.
- DO understand that Africans will sometimes use analogies, metaphors, and stories when conversing. This is to avoid bluntness. DO the same with them.
- DO be aware of the volume and tone of your voice. A loud tone can be perceived as confrontational. A soft spoken voice is better received.

Public Etiquette

- DO take cues from local partners in how you relate to children (hugging, holding hands, touching heads). Always lean toward less contact if you are unsure.
- DO ask permission before photographing someone. FYI, taking pictures of people on the streets from the bus can elicit a strong, negative reaction.
- DO be aware that people may approach you begging —DO NOT give them money or things.

- DO NOT pet, hug, kiss or even touch any animal in Africa (dogs, cats, chicken, pigs, goats, etc.).
- Couples: DON'T kiss or hold hands in public.
- DON'T show anger or strong emotion in public. In African culture, display of anger means mental instability.
- DON'T talk about or discuss alcohol in public. For many Africans alcohol is highly looked down upon. Keep discussion of alcohol limited (i.e. within the team)

Table Manners

- DO behave formally when dining with Africans.
- DO wash your hands before and after eating
- DON'T use your left hand while eating.
- DON'T expect beverages with your meal (in some settings). Some Africans believe it's impolite to drink and eat at the same time. In those cases, you will probably be served a drink afterwards.

Tipping/Gifts

- DO tip service people. Note: we will collect money to tip our driver and hotel staff at the end and give it in one amount. Example: suggested amounts:
- baggage porters = 50¢ - \$1.00 USD
- waiters = \$1.00 USD per meal.
- hotel room staff = 50¢ US per day
- safari = \$10.00 USD per day/person
- DO expect to barter. In general, initial asking prices at markets can be up 10x the value.
- DON'T pay more than you want to pay. Bottom line. Be willing to walk away.
- DON'T let someone put something in your hand to pressure you to buy it.



LANGUAGE

Language Preparation

In many countries where we work, training participants speak English. In some countries, we will work with translators. Regardless of the cultural context, it is helpful to learn a few words of the language for the country we will be working in. Learning even a few words will help you connect with our training participants.

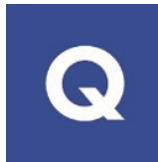
Language Tips:

- Connect with a native speaker locally to help you practice.
- Study a few words every day.
- Download Google Translate on your phone and download the local language for offline use.
- Watch, listen and read in the local language to prepare for what you will hear and to help familiarize yourself with the language.

Try out these free language Apps:



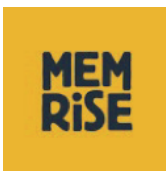
DUOLINGO



QUIZLET



BEELINGUAPP



MEMRISE



BUSUU



ROSETTA STONE

Swahili (for Kenya)

NOTE: (PRONUNCIATION GUIDE) – Swahili words are basically pronounced the way they are written. The stress in almost all instances is on the second last syllable. Habari would therefore be pronounced as haBAree and Jambo as JAmbu. The letter ‘i’ is pronounced as the ‘ee’ in ‘sweet’ and letter ‘u’ as the ‘oo’ in ‘pool’. There are no silent letters.

There are basically five ways to say hello in Swahili:

1. Hujambo or jambo (how are you?) – Sijambo (seeJAmbu) (I am fine / no worries)
2. Habari? (any news?) – nzuri (nZOOree) (fine)
3. U hali gani? (oo HAlee GAnee) (how are you) – njema (fine)
4. Shikamoo (a young person to an elder) – marahaba
5. For casual interactions: mambo? Or Vipi? Or Sema? (scroll down to street language section for explanations).

Other replies to the above greetings that might be used in place of nzuri:

- njema (NJEma) – fine
- salama (saLAAMA) – peaceful / all’s well
- sawa (SAwa) – okay
- vyema (VYEma) – well
- naendelea vyema (naendeLEa VYEma) – I am doing well

Asking ‘How Are You?’ in Swahili?

- Hujambo (how are you? – to one person) – Sijambo (I am fine).
- Hamjambo (how are you? – to two or more people) – Hatujambo (We are fine).
- Habari? (literal translation is: news?) – nzuri (fine – to mean there is no bad news).
- U hali gani (how are you – to one person) – nzuri (fine).
- Mhali gani (how are you – to two or more people) – nzuri (fine).

Variants to Habari According to Time of Day

Habari? simply means news? As in ‘is there any news in your life I should know?’

The standard reply is nzuri to mean that everything is fine. If there is something troubling you then you can say mbaya (MBAya) which means bad. The other person will then proceed to ask what is wrong.

If you want to be specific – to state the time of day – you can use the following:

- Habari za asubuhi (good morning) – nzuri (fine)
- Habari za mchana (good afternoon)
- Habari za jioni (good evening)
- Habari za kutwa? (how has your day been?)

Bidding Goodbye in Swahili

- Kwaheri (kwaHEree) (Goodbye)
- Tuonane kesho (too-o-NAne Kesho) (see you tomorrow) – Inshallah (eenSHAllah) (God willing)
- Uende salama (oo-E-nde saLAma) (go with peace) – Tuonane inshallah (we will see each other God willing).

Fire = Moto

Fire Brigade (Fire Department) = Zimamoto



Basic Chichewa

Chichewa language is spoken in almost all parts of Malawi.

English	Chichewa
Hello	Moni!
Whats up?	Zikuyenda bwanji?
How are you?	Muli bwanji?
I'm ok and you?	Ndili bwino kaya inu?
Thanks.....	Zikomo!
Sorry.....	Chonde pepani!
See you later	Tiwonana
What is your name?	Dzina lanu ndani?
Yes	Inde
No	iyayi/ayi
Food	Chakudya
Water	Madzi
Morning	M'mawa
Noon.....	Masana
Evening	Usiku
Thank you very much	Zikomo kwambiri
Please	Chonde
Fire	moto
Help	thandizeni

Reference: <https://zamtransinternational.weebly.com/bemba.html>

Videos on basic Bemba from Orphan Medical Network International: <https://www.youtube.com/watch?v=MI-i7fpkY6g>



MISSION TEAM FINANCE AND FUNDRAISING POLICY

Purpose

Team Members which are a part of AFM's Trips are encouraged to raise funds for their trips. As AFM is a 501c3 we operate under the following policy for individuals raising financial support for their mission trip:

Policy

1. AFM works hard to keep the costs of short term mission trips reasonable.
2. Team Members are encouraged to raise support for their trips.
3. If payment is made via check– **the check should be made out to AFM not the team member**. Team members are responsible to communicate this to the donor. For tax deduction purposes the donor gifts must be made out to AFM and there should not be a gift designation on the check itself but rather on an attachment to the check
4. We suggest that you ask donors to send checks, made out to AFM, directly to you so you can track donations intended for your trip; then you can send the check to AFM. If team members believe that donations may be or have been sent directly to AFM, **the team member is responsible** for notifying AFM of the anticipated donation and the name of the donor.
5. Use of AFM's Crowdfunding site will allow donors to make tax deductible donations and will allow for lower fees to AFM, donors and team members. Use of AFM's crowdfunding site also simplifies tracking of donations. If the person or project is not specified in the donation, funds may be designated for the general fund of AFM.
6. Use of other Crowdfunding is acceptable, however funds received through crowdfunding may not be tax deductible for the donor and the team member will incur any fees associated with the crowdfunding site.
7. Team members are encouraged to host personal fundraisers such as dinners or events to raise awareness about the work AFM is doing and the participants role in training in Africa
8. Once donations are received by AFM - including trip fees from team members, the **donations are not refundable**. AFM does obtain trip insurance that will allow you to recover your airfare and some other costs in the case of an emergency.
9. **Team members are responsible** for communicating to potential donors that if something should happen that does not allow them to travel with the team, donations will be used for other AFM goals and projects.
10. There will be 3 deadlines for payment of trip expenses 1) application fee and deposit 2) first payment (generally half of mission costs) and 3) second payment (generally the second half of the total mission cost). Missing a trip deadline could result in your not being able to travel with the team.

IMMUNIZATIONS FOR MISSION TRIPS

AFM will strive to provide accurate information regarding immunizations required and recommended for Mission Trips. However, AFM is not an expert in immunizations and it is the responsibility of all team members to review and obtain needed and suggested immunizations with a medical professional prior to travel.

- Participants should be up to date on all routine immunizations such as, but not limited to:
 - Measles/Mumps/Rubella
 - Diphtheria/Pertussis/Tetanus
 - Polio
 - Menactra Meningococcal Meningitis
- Participants should consult with a medical professional and review Center for Disease Control recommendations for the area(s) you will be traveling (<http://wwwnc.cdc.gov/travel/destinations/list>)
- Depending on the area of the world and the type of work you will be doing you may consider the following immunizations along with others recommended by your medical professional:
 - Hepatitis A
 - Hepatitis B
 - Typhoid – oral preferred
 - Yellow Fever - for some areas of Africa, the Yellow Fever immunization is required for reentry into the United States
 - Malaria —oral; Note: Chloroquine is NOT an effective antimalarial drug in Kenya
 - Colera
 - COVID-19
- It is recommended that you obtain and bring your “Yellow Card,” which will list your immunizations. It is your responsibility to know the immunization requirements for the country you will be traveling to.
- Health Departments sometimes have lower cost immunizations.
- Travel Clinics such as PassPort Health can be very helpful in simplifying the process and providing expert recommendations for travel. (<https://www.passporthealthusa.com>)



TEAM MEMBER DRESS CODE

You are representing your local Fire Department throughout our entire trip. We will stand out and we need to leave a positive impression and support those we are serving to be viewed in a positive light. We are modeling respect for the Fire Service profession through what we wear.

Dress to Impress

Firefighter Teaching Days:

Uniform Pants, Dress Pants, or Kakis
Collared Shirt: i.e. AFM or Fire Department Golf Shirt
Closed toed shoes
Hat as needed for sun protection
If Hands on Training: Dress Appropriate to the task including PPE/Safety Equipment.

Non-teaching days/evenings

Men: Long Pants (jeans are fine), Shirts with Collars, nice T-Shirts
Ladies: Long Pants (jeans are fine), Capri's, Shirts with Collars or Blouse (modest); Nice T-shirts; Dress/Skirts -at least calf length (dress modestly)
Closed Toed Shoes
Hat as needed for sun protection

Fire Training Graduation Day:

Class A/Dress Uniform or nicest uniform you have

Non-firefighters:

Men: Suit or nice pants/shirt.
Ladies: Nice pants/shirt (modest), or Dress/Skirts at least mid calf (dress modestly)
Most AFM Training Trips have a formal graduation, we need to be models of professionalism

Sundays:

Men: Long Pants, Shirts with Collars
Ladies: Dress/Skirts at least mid calf, blouse (dress modestly, longer skirts are encouraged – some countries this is required)
Closed Toed Shoes



VISA INSTRUCTIONS

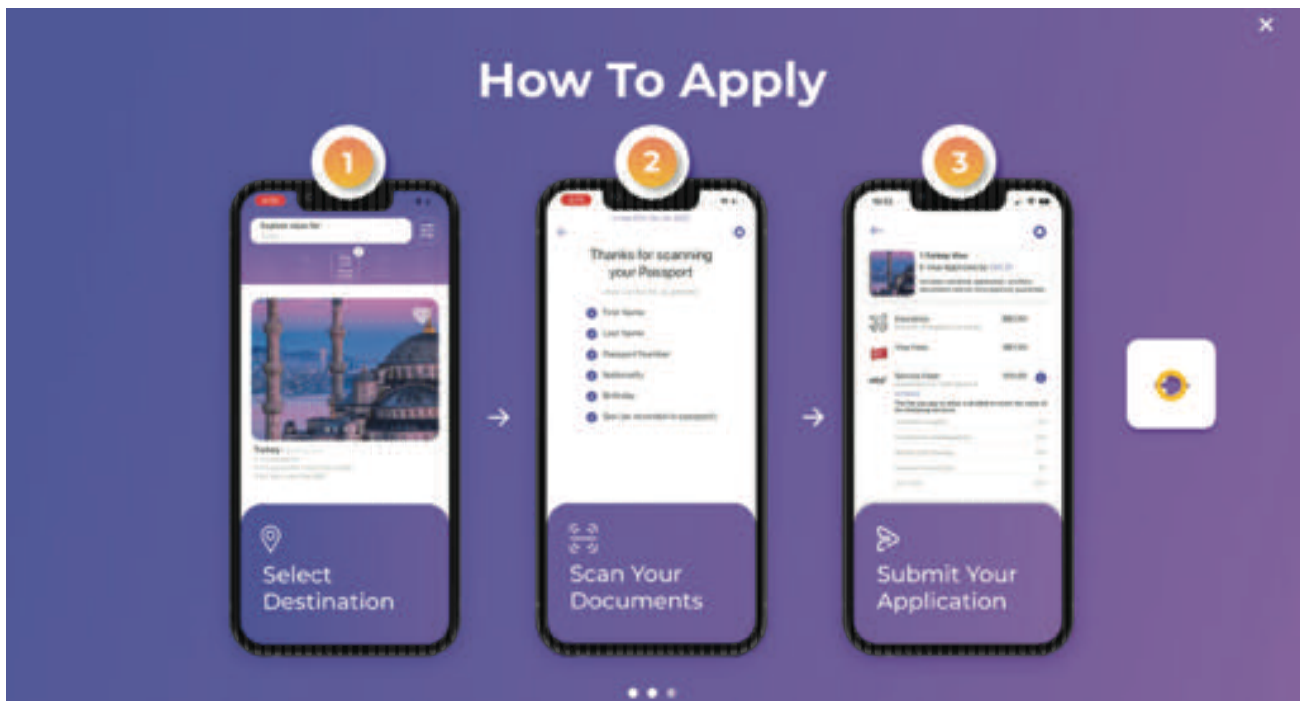
Visa Instructions

When it is time AFM will prompt you to fill out your visa application through Atlys.

- Let us know if you have any questions or difficulties
- Your visa will be reimbursed by AFM in cash during the mission
- Send a copy of your visa to teams@africafiremission.org

Application Instructions

- Download the app Atlys
- You will need your passport and travel itinerary
- On the application list that “tourism” is your reason for travel
- AFM will notify you of your hotel information for application





PRESS RELEASE EXAMPLE

Part of our advocacy efforts include sharing the needs of the firefighters across the world. We request that you work with your fire department's Public Information Officer to release information to the press regarding your trip. AFM's public information officer, Bob Rielage, can support your efforts as well. Please contact him at Robert@africafiremission.org

For Immediate Press Release:

AFM is a non-profit organization founded by firefighters. Its goal to better train and equip the firefighters across the world to meet the challenges of 21st century firefighting. Currently, AFM volunteers from across the United States and Europe are working with Fire Departments throughout Ethiopia, Kenya, Malawi, Zambia and Ukraine to distribute surplus firefighting gear and to train fire departments in those regions to a higher level of firefighter safety and community risk reduction.

AFM's preferred model is to hold a country-wide one-week Fire Academy, hosted in a central location that is easily assessable by representatives of that country's firefighters. AFM fosters a firefighter to firefighter partnership that spans international borders while helping fire departments better protect the lives of millions of men, women and children from the threat of fire.

Personalize this paragraph

Locally, [insert Firefighter rank and name] of the [Insert FD name] has been active with AFM as a [member, fund-raiser, instructor etc.] and has/will [traveled, sponsored, obtained fire gear] for one of the missions to [name country] Currently, [name] is working with AFM to assist with an upcoming Fire Academy in [name country] If you would like to help [name] ,he/she can be reached by contacting the [name FD or the AFM] at [provide phone or some contact information].

For more information, or if you'd like to volunteer to help with an upcoming Mission, visit www.africafiremission.org or contact either AFM Executive Director Nancy Moore nancy@africafiremission.org at 513-502-3323 or Public Information Officer Robert Rielage Robert@africafiremission.org at 513-728-9978.

PACKING LIST

It is recommended that you inventory your luggage and keep a list visible in your suitcase and a copy with you. This deters theft. Also include a note with the name, location and phone number of the hotel.

Please verify the number of pieces of luggage and weight you are allowed prior to arriving at the airport.

Personal Bag

- Passport (must be good for 6 months after return to US; some countries require a certain number of blank passport pages as well. Plan to carry your passport with you at all times)
- Visa (if required – for most countries you will need to obtain your visa prior to departure)
- Boarding ticket
- Immunization record (Yellow Card and COVID Vaccine Card)
- COVID Test showing negative result
- AFM Travel Itinerary and/or Humanitarian Aid Travel Letter
- Emergency Contact information for the US
- Credit card (recommend a visa or mastercard) and cash for exchange recommend crisp bills of \$50 or greater, dated 2015 or later (money pouch recommended)
- Basic toiletries: small hand lotion, tissues/toilet paper
- Basic first aid: small Neosporin and a few Band-aids
- Medications – prescriptions (in original container). Other recommended medications include: Tylenol, Sinus, Cough Drops, Imodium AD, Pepto Bismol, Cipro or Azithromycin (ask your doctor!), Anti-Malaria Meds (See CDC's recommendation on this and check with your doctor)
- Ear plugs/eye mask/neck pillow
- Jacket/long sleeve shirt/sweater
- Camera
- Snacks
- Entertainment (tablet, book, magazine, etc.)
- Small flashlight
- Bottled water (purchased AFTER security check)
- EMS Gloves

Carry-on

In event of lost baggage, make sure you can exist for a few days with carry-on only!

Check size and weight requirements of the airlines.

- Color Copy of Passport
- Clothing: something to sleep in, underwear, socks, & change of clothes/shoes
- Anti-bacterial hand gel
- Small towel/wash cloth (towels are available at hotel)
- Travel-sized Toiletries: toilet paper (carry some with you when away from the hotel), shampoo, deodorant, hair-related items, shaving items, toothbrush/tooth paste (only use bottled water to brush when traveling), contacts, dental floss, make-up, small mirror, etc



- ❑ Converter(s)/Adaptors for anything electrical needing plugged in (consider a powerstrip and one adaptor); check the voltage and plug adaptor needed for the country you will be traveling to; Prepare for 220V
- ❑ Extra pair of glasses, contacts, eye solutions
- ❑ AFM Mobilization Guide
- ❑ Bible, small notebook, pen
- ❑ Sunglasses

Checked Bag(s): Generally you will get at least 2 bags, sometimes 3. You may be asked to take mission supplies in your second/third checked bag. Your team leader will let you know what's needed.

Personal Items:

- ❑ Toiletries: shower soap, nail clipper/file
- ❑ Sunscreen: wear daily
- ❑ Bug spray/wipes with DEET: wear daily (Malaria is prevalent in some parts of Africa. May also want to bring a spray to treat your clothes and your hotel room - recommended Permethrin Clothing Insect Repellent. Mosquito nets will be provided in the hotel when needed.)
- ❑ Medications - any that you choose to check instead of carry on.
- ❑ Undergarments/Socks
- ❑ Sunday clothes (see Dress Code)
- ❑ Training Clothes (see Dress Code)
- ❑ Non-work/evening outfits (Laundry is available at hotel)
- ❑ Fire Department Dress Uniform or Nicest Uniform for Academy Graduation (see Dress Code)

- Return flight outfit
- Pajama's/night clothes
- Comfortable shoes and clothes for hotel
- Work shoes
- Dirty clothes bag
- Hat
- Rain Jacket and Umbrella
- 2nd color copy of passport, extra photo

Training Items:

- Work Gloves; EMS Gloves
- Safety Glasses
- PPE (Pants, Coat, Fire Helmet, Boots) (if doing hands on training)
- Computer (at least 1/cadre); Electric Plug Adaptors/Converters; USB Drives
- Clicker (at least 1/cadre)
- Copies of AFM approved Handouts (based on

projected class size; if requested 2 weeks ahead of the class, AFM can have items printed in country in some cases)

Recommend but Optional:

- White Board/Flip Chart Markers
- Extension Cord (1/cadre)
- Other supplies identified by lead trainer

*Africa Fire Mission will assign a team member to carry the team EMS Kit and Supplies for team emergencies.

Basic packing instructions:

- Pack as light as possible for your personal items
- Since you have to take off your shoes in airport security, consider wearing easy to slip on travel shoes and pants without belts for the trip there/ back.
- Leave pocket-knives, scissors and any other sharp objects at home or put them in your checked baggage.
- Most countries now prohibit or strictly limit the size of containers with liquids, gels, aerosols and pastes (including the empty containers) during security check-in. For carry-on baggage, limit any container of liquids, gels, aerosols and pastes to a maximum size of 3.4 oz/100ml. Place all such items in a single quart-size, clear plastic, zip-top bag. You will remove your quart-size bag from your carry-on and place it in the provided bin at the security check





FINAL DETAILS

Emergency Contact Information:

- We recommend that you add Dave and Nancy Moore and your team leader on Facebook Messenger and/or Whatsapp; ask your emergency contact to connect with us as well in case of emergencies at home.
- Please leave a color copy of your passport with your family as well as hotel contact information.
- Africa Fire Mission's office can be notified regarding any emergencies and the office staff will get in touch with the team.

Airport Etiquette:

- Stay calm and focused.
- Help each other get your bags, and once you have your bags proceed through customs.
- Keep an eye on your carry-ons.

Immigration:

- You will need to present or obtain your visa (depending on the country) after you get off the plane, this can take some time.

Customs:

- You may need to complete a customs form in addition to immigration forms, if this is the case you will present this form as you leave the airport.
- Gather your luggage (any luggage that you checked in under your name). If your luggage is lost, report it at the airport. Use the address for the hotel that you have been given prior to travel. Give Nancy Moore's e-mail address: nancy@afrirefiremission.org along with your e-mail address for contact. Be sure to keep the receipt they give you. (we have trip insurance which will cover lost or stolen items, however you must follow these procedures for the insurance to be utilized). Ask for lost luggage to be delivered to the hotel.
- After you pick up your checked luggage, everybody should just walk casually, through the "nothing to declare line" out of the airport, they may want to scan your luggage – that is completely normal.
- If you are stopped, don't be concerned. Answer their questions honestly. Let the customs officials know you are there to train firefighters and that any supplies will be used for training purposes. While it is becoming less common, agents may be looking for a bribe. If they ask for money, do not give it to them unless they file a customs duty form and charge you through the system in place through customs. If you have trouble, find a team leader. If you do have to pay a tax, please obtain a receipt so AFM can reimburse you.
- Your team leader will meet you outside the customs area after you clear customs.

Money exchange

- AFM will be giving you \$100-250USD cash for your meal stipend and Visa reimbursement. (this varies by trip and how many meals will be provided by AFM or the hotel vs you)
- Team Leader will collect your money for exchange the first morning after you arrive.
- Put the money you wish to exchange in an envelope with the money exchange form in bills \$50 or larger and 2015 or newer, crisp bills only (recommend \$50 or larger for a better exchange rate)
- How much to exchange? The airports all accept credit cards and US Dollars. You will have the opportunity to purchase gifts made in our mission partner's job training program or from local markets. Most people spend \$100-200. Consider getting gifts for people that supported your trip financially.
- You can exchange more money if you need it at local ATM's or banks (with your passport).

Packing/Baggage Reminders (see packing list)

It is recommended that you inventory your luggage and keep a list visible in your suitcase, this deters theft. Also include a note with the name, location and phone number of the hotel. Please verify the amount of luggage and weight limits that you are allowed.

Remember to bring these things (consult with your team leader regarding how many bags are included with your flight – this information should be included with your flight information):

1. 1-2 suitcases with team supplies - if applicable, based on approved luggage and team needs
2. Your personal suitcase (check airline requirements)
 - Have one name tag on your luggage that includes your personal address.
 - A colorful ribbon, duct tape or strap can help you easily identify it on arrival. (we will send you AFM luggage tags to use as well for identification)
3. Your smaller carry on (check airline requirements)
4. Your personal item

Staying in touch with home:

- If you're taking a phone but you don't have an international plan, you can download the app Messenger or What's App for Wi-Fi calls and messaging. Be sure to turn off cellular data so you don't incur any unexpected charges.
- If you would like to purchase a SIM card for your phone - contact your US carrier prior to travel to ensure that your phone is unlocked. We will generally be able to get SIM cards within 24 hours of being in country - your patience with this will be helpful.

Insurance and Credit Cards:

- AFM has purchased trip insurance for everyone. This includes some medical coverage and evacuation plans should they be needed. You should also check with your own health insurance company to see what, if any, coverage they would provide to you overseas.

- Notify your credit card companies that you will be traveling. This will help avoid any payment issues should you choose to use a credit card while traveling. Credit cards usually give the best exchange rate for purchases. You can also use ATM's for obtaining cash; also check with your credit cards regarding any trip protection they may offer.

The Flight:

- Drink extra water before leaving and take every opportunity they offer for water on the plane (8oz water per hour of travel, no caffeine). Staying well-hydrated will support your health and help your recovery from jet lag.
- Sleep: Do your best to get some extra sleep the 2 weeks before departure so you don't begin the trip exhausted.
 - For the flight, the goal is to transition your body into the local time zone ASAP. To do that, you need to make every effort to sleep as much as possible during the flight across the ocean and as little as possible on the final flight. You will want to stay awake the first part of the flight and sleep the second, but you need to work to do the opposite of your instincts.
 - A normal dose of a mild sleep aid can be helpful. Take this as soon as you get on the plane before the meal service. Then, as soon as they take your dinner tray, put on the eye mask, plug in the headphones, and try to sleep. Hopefully you can get 4-5 hours of sleep.
 - After leaving Europe, try to stay awake or limit sleep to an hour or two so you're able to sleep when we get there. Acclimating to the new time zone helps prevent sickness, gives more energy for the mission, and makes the trip more enjoyable.
- Bring a jacket or sweater as the plane is often chilly during the night. Long compression socks help too.
- If you wear contacts, you'll probably want glasses for on the plane—the air is very dry.

Laundry:

Laundry service is generally available at hotels where we will stay. It will be turned around in 1-2 days and is generally inexpensive. (some trips may have limited laundry service- ask your team leader if you have questions before travel).



AFRICA FIRE MISSION

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Core Values:

PARTNERSHIP / COMMUNITY OWNERSHIP / DEVELOPMENT / TRANSFORMATION

SUSTAINABILITY / ADVOCACY / INNOVATION