

ST. PETERSBURG-CLEARWATER INTERNATIONAL AIRPORT  
ESCORT POLICIES AND PROCEDURES

**PURPOSE**

To establish standard procedures for providing escorts to individuals who do not have unescorted access authority to the Secured Areas, Airport Operations Area (AOA), or where required at the airport.

**GENERAL**

Escorts represent a time consuming process which often prevents personnel from completing their normal assignments and activities. There are three categories of escorts: Basic Escorts, Standard Escorts, and Tenant Required Escorts.

*Basic Escort* requests do not exceed 20 minutes in duration and are flexible in their start time. Basic Escorts will be scheduled at the discretion of the Airport Operations Supervisor on-duty. Examples of Basic Escorts include; moving an aircraft on the airfield, reading an electric meter, dropping off or picking up equipment, or providing a short tour.

*Standard Escort* requests are those escorts that take longer than 20 minutes or require coordination with other organizations to complete. Examples of Standard Escorts include; painting on the airfield, photo shoots, fence repair, or phone/utility connections. Standard Escorts must be prearranged with Airport Operations at least 24 hours in advance.

*Tenant Required Escort*

In most cases, tenants are required to provide their own escort services, unless otherwise pre-approved by Airport Operations.

## ESCORT PROCEDURES

1. Only individuals with Escort Authorization designated on their SIDA badge may provide escort to individuals without unescorted access authority in the Sterile or Secured Areas of the Airport.
2. Individuals being escorted must have official business of a temporary nature.
3. Individuals providing escorts must continuously accompany and monitor the individual while in the non-public areas of the Airport.
4. Individuals providing escort must maintain visual and verbal contact with the individuals being escorted.
5. Individuals being escorted (including tools and equipment) must be under the control of the individual providing the escort. At no time will tools and equipment be accessible to passengers or others.
6. Individuals may not be escorted if they have been issued a SIDA badge.
7. If individuals providing an escort feel uneasy or uncomfortable about the situation they should contact their supervisor, Airport Operations, or a Law Enforcement Officer for support.

### **Law Enforcement may be contacted by:**

1. Phone at (727) 410-3777 (not for public distribution)

### **Law Enforcement contact for emergency only:**

1. Duress alarm via the security access control system by changing any digit of your PIN to a "9". (Provided it is not already a 9)
2. Paging "Mr. Blue" via the Airport's public address system.

**\*PLEASE NOTE THAT ESCORTS INTO THE AIRPORT'S STERILE AREAS MAYBE LIMITED OR NOT AVAILABLE DUE TO FEDERAL REGULATIONS CONCERNING STERILE AREA ESCORTS.**

## VEHICLE ESCORTS

1. An individual that escorts a vehicle through a vehicle entry gate shall remain with that vehicle when it is being driven.
2. Vehicles shall be operated in strict compliance with the Airport's rules and regulations concerning vehicle operations and all signage shall be obeyed.
3. An individual that escorts a vehicle through a vehicle entry gate is responsible for the actions of the escorted vehicle.
4. All escorted vehicles shall use their 4 way flashers or be equipped with a yellow beacon. During daylight hours vehicles may use an approved orange/white flag instead of a beacon.
5. It is recommended all escorted vehicles shall have their company name and/or logo positioned on both sides of the vehicle.

## ESCORT VIOLATIONS

### A. Individual without Escort Authorization

**1<sup>st</sup> Offense** - Suspension of their ID for a period of 3 days and retraining.

**2<sup>nd</sup> Offense** - Suspension of their ID for a period of 30 days.

**3<sup>rd</sup> Offense** - Permanent revocation of their ID.

### B. Individual with Escort Authorization

**1<sup>st</sup> Offense** - Suspension of their ID until retraining is completed.

**2<sup>nd</sup> Offense** - Suspension of their ID for a period of 30 days.

**3<sup>rd</sup> Offense** - Permanent revocation of their ID.

REQUEST # \_\_\_\_\_



## ESCORT REQUEST FORM

COMPANY AND PERSON REQUESTING ESCORT:
CONTACT PERSON AND PHONE NUMBER:
DESCRIPTION OF ESCORT NEEDED:
AREA OF ESCORT: (CHECK ONE) AIRFIELD/MOVEMENT AREA ( ) AOA ( ) TERMINAL ( ) SECURED AREA ( ) CUSTOMS ( )
ESTIMATED DURATION OF ESCORT:
REQUESTED DATE AND TIME:
MEETING POINT FOR ESCORT:
<b>THIS SECTION TO BE COMPLETED BY AIRPORT OPERATIONS DEPARTMENT PERSONNEL</b>
APPROVED ( ) NOT APPROVED ( ) BY:
IF ESCORT IS NOT APPROVED, PLEASE EXPLAIN:
SCHEDULED DATE AND TIME OF ESCORT: