

ESCORTS

GENERAL

Escorting is defined as accompanying an individual or group that does not have unrestricted access to the restricted areas of the Airport. Individuals who do not have an airport issued ID media that authorizes access to the SIDA, sterile area, or restricted areas and have a need to conduct official business for a short duration may be escorted by a person with escort authority.

POLICIES AND PROCEDURES

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 - Not exceed 30 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.
- Standard Escort - Escorts that take longer than 30 minutes or require coordination with other organizations to complete.
- Tenant Required Escort - Tenants are required to provide their own escort services, unless otherwise pre-approved by Airport Operations.

Personnel Escorts

- Only individuals with Escort Authorization designated on their SIDA badge may provide escort to individuals without unescorted access authority in Sterile or Secured Areas of the Airport.
- Individuals being escorted must have official business of a temporary nature.
- Individuals providing escort must maintain visual and verbal contact with the individuals being escorted.
- 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.
- Individuals may not be escorted if they have a valid ID badge issued to them.

Vehicle Escorts

- An individual that escorts a vehicle through a vehicle entry gate shall remain with that vehicle when it is being driven.

- Vehicles shall be operated in strict compliance with the Airport's rules and regulations concerning vehicle operations and all signage shall be obeyed.
- An individual that escorts a vehicle is responsible for the actions of the escorted vehicle.
- It is recommended all escorted vehicles shall have their company name and/or logo positioned on both sides of the vehicle.

Compliance

The rules and procedures as set forth in this Operational Directive are enforceable by designated airport officials and law enforcement officials.

Emergency Notification

If an escorted person engages in activities other than those for which access was granted, the person providing the escort is required to maintain watch if possible and report the incident to Airport Law Enforcement or Airport Operations.

Escort Request Form

An Escort Request Form (see attachment) must be completed for all escorts that take longer than 30 minutes or require coordination with other organizations to complete.

- An Escort Request Form must be completed and submitted to Airport Operations a minimum of twenty- four hours prior to the requested time of escort for approval and consideration.
- After review, the company or individual requesting an escort will be advised of approval or denial.

ATTACHMENTS

- Escort Request Form