

For Questions Regarding
Contractor Security and Access,
Contact the Access &
Credentialing Office
843-767-7289

ACCESS FOR CONTRACTORS

**REPORT LOST OR STOLEN
BADGES TO THE
BADGING OFFICE
IMMEDIATELY**

Lost Badge Replacement:
1st: \$75.00
2nd: \$150.00
3rd: \$225.00

**There is a \$16.00 fee to
replace a damaged
badge.**

***For weekend, holiday
and after-hours
assistance, contact the
Airport Communications
Center at 843-767-1100***

Emergency:

843-767-

7005

***(Do not dial 9-1-1 for
Airport emergencies)***

**THERE IS A \$100.00
FEE FOR EACH BADGE
THAT IS NOT
RETURNED AT THE END
OF THE PROJECT.**

Access Badge Requirements

EVERYONE WORKING IN A RESTRICTED AREA MUST DISPLAY AN ACCESS BADGE!

- Always make sure your badge is displayed above the waist on your outermost garment. Do not cover your badge with a vest or jacket.
- Always maintain control of your badge. Do not leave it where someone else can pick it up.
- Never loan your badge to another individual.
- Your badge must be returned to the Airport when it is no longer needed. The general contractor will be charged \$250 for each non-returned badge.

Security Awareness

SAFETY AND SECURITY ARE EVERYONE'S RESPONSIBILITY!

- Be aware of your surroundings and report suspicious activities or security concerns to the Airport Police.
- Challenge anyone in a restricted area who is not displaying an ID badge. If you are uncomfortable approaching the individual, notify the Airport Police and keep the person in sight until an officer arrives.
- Report unattended or suspicious items to the Airport Police. For your safety, DO NOT TOUCH OR MOVE THE OBJECT.

Escort Requirements

- An employee with a valid Access Badge with an escort icon (E) may escort someone.
- The individual under escort must have an operational need to be in restricted areas.
- The escort must remain within 20 feet, in line of sight, and able to control the actions of the person under escort.
- Continuous escort must be maintained.
- An individual who has his/her own Access Badge MAY NOT be escorted.
- An individual may only escort in areas where they have access.
- No more than FIVE unbadged personnel may be escorted at a time by an authorized escort.



Access Through Vehicle Gates

You may not follow another vehicle or allow another vehicle to follow you when entering the secure area, unless the vehicle is under escort. This is considered piggybacking and is a security violation.

When preparing to enter a secure area, each driver must wait for the gate to completely close behind the vehicle in front of them before presenting his/her badge at the reader to ensure that a valid card swipe has been entered. After entering the secure area, you must stop and wait for the gate to completely close behind you; this applies to all gates, including those staffed by a gate guard. This prevents an unauthorized person from following you through the gate into the secure area. If the gate malfunctions and does not close, contact the Airport Communications Center at 843-767-1100. **You must remain** at the gate until an Airport representative arrives.

You may not be actively using a Cellular Phone when accessing the gate or driving in secured or restricted area. You may not smoke in the vehicles or within the airports restricted areas.

You are responsible for making sure your vehicle to meets the following requirements:

- Each vehicle must have company markings on both sides; the lettering must be at least 2" high in a contrasting color.
- Markings may either be painted on the vehicle or on a magnetic sign. Hand-drawn signs are not acceptable.
- Each vehicle, unless under escort, must have an airport-issued ramp permit displayed on the driver-side windshield. Marked Government vehicles and Non-traditional vehicles such as tugs, backhoes, etc. do not require a ramp permit but must display company markings.

Escorting Vehicles into the Secure Area

- You must have both driving privileges and an "E" on your badge to escort a vehicle into the secure area.
- You may not escort a vehicle driven by a non-badged person while you are a PASSENGER in that vehicle.
- You may not escort a vehicle driven by a badged person who does not have a driving indicator on their access badge.
- All escorted vehicles must be inspected before entering the restricted area; this inspection must be completed each time the vehicle enters the restricted area, regardless of whether or not it has already been inspected that same day.
- Ensure the driver of the vehicle you are escorting remains directly behind you.
- You may not escort more than two vehicles at a time without another escort vehicle.
- Stop to ensure the gate closes behind the vehicles you are escorting.
- All escorted vehicles must have an individual with an access badge with the "E" designator to remain with the vehicle at all times while inside the restricted area.

NOTICE OF POSSIBLE FINES

The Transportation Security Administration (TSA) audits the airport's compliance with federally-mandated security requirements. Violations of the Airport Security Program may result in penalties assessed by the TSA ranging from warning notices to civil penalties of up to \$10,000 against the individual. Any individual not following established procedures when performing gate guard duties is also subject to revocation of his/her security badge and denial of future employment as a gate guard at the airport.

What is a Security Violation?

VIOLATION OF THE FOLLOWING RULES AND REGULATIONS IS A SECURITY VIOLATION AND WILL RESULT IN ADMINISTRATIVE ACTIONS:

- Loaning an Airport ID to someone or using another individual's badge
- Failure to have a badge while working in restricted areas
- Leaving a door to a restricted area open and unattended
- Failure to remain at a vehicle gate until closed
- Conducting an improper escort (see 'Escort Requirements')
- Driving a vehicle in the restricted area without a ramp permit and company markings (unless under escort)
- Allowing someone to follow you through a door leading to a restricted area (unless under escort)
- Bypassing the screening process when traveling as a passenger on an aircraft

ACTIONS TAKEN BY THE AIRPORT:

- **1st Violation:** Badge confiscated for 24 hours; retake security training course.
- **2nd Violation:** Badge confiscated; retake security training course; 3-day suspension from working in a restricted area; meeting with supervisor and Airport Security Coordinator
- **3rd Violation:** Permanent revocation of ID badge

In addition to the actions taken by the Airport, the TSA may assess civil penalties. These penalties can be issued to the individual and/or the company, and can range in fines up to \$10,000. A Class B misdemeanor may also be issued by the Airport Police.



GOING THROUGH A VEHICLE GATE WITHOUT STOPPING TO WAIT FOR IT TO CLOSE IS THE NUMBER ONE SECURITY VIOLATION AT THE AIRPORT.

DON'T FORGET TO WAIT!

FAILURE TO FOLLOW THIS PROCEDURE WILL RESULT IN A SECURITY VIOLATION AND TSA FINES.



OBSERVE THE CLEAR ZONES

To prevent someone from easily gaining access to the restricted area by climbing a perimeter fence, a four-foot clear zone must be maintained on the public side of the fence.

Equipment and materials must be kept a minimum of four feet from the fence.

Working with Tools

- Tools required for construction purposes are allowed on the sterile concourse; however, they may not be taken through the screening checkpoint. You must have a SIDA badge and go through a card-controlled door to take tools onto the sterile concourse.
- Tools must be controlled at all times while in the sterile concourse. They must be removed or kept in a locked location when not in use so that they are not accessible to any passengers.

Information

Access & Credentialing Office.843-767-7289

Hours of Operation: Monday—Friday, 8 a.m. to 4 p.m.

Closed weekends and holidays.

Police / Fire

Non-Emergency.843-767-1100

Emergency843-767-7005

Access & Credentialing Manager.843-767-7261