

GATE GUARD PROCEDURES

For Questions Regarding
Gate Guard Procedures,
Contact the Badging Office
843-767-7289

GUARD RESPONSIBILITIES

- ✓ **Check ID badges for all drivers and passengers**
- ✓ **Check vehicles for company markings and ramp permits**
- ✓ **Conduct vehicle inspections**
- ✓ **Remind driver to wait for gate to close and watch to ensure it closes**

Gate Entry

You are responsible for checking the ID of the driver and all passengers inside the vehicle each time they enter the gate, even if they have been in and out previously during the day.

- You must physically touch and visually inspect the ID badge to make sure that it has not been altered.
- Compare the photo to the badge holder.
- Check the expiration date to make sure the badge is valid.
- Make sure the driver has the driving indicator on his/her badge "(D" on green and orange badges and "M" on red badges).

Police and Fire personnel assigned to the airport with an airport-issued ID are exempt from the verification process when responding to an emergency. Their card will allow access to the gate if they are authorized to enter.



You are responsible for checking each vehicle to ensure that it 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.
- Do not allow access to emergency vehicles unless under proper escort or the requirements above are met.



Automated Gates

These gates are controlled by a card reader and opened by the Airport Communications Center. After guards visually inspect an ID badge and ensure the badge is not on the Airport Stop List, the driver will present it to the reader to ensure it is valid. Dispatch will verify the driver is the individual listed on the badge, that their privileges are still active. Dispatch will open the gate for valid badge swipes. If dispatch indicates an invalid badge, the individual is not allowed to enter the gate. If this happens, contact the Airport Communications Center at 843-767-1100 and they will instruct you on whether a police officer will respond or if the individual should be referred to the Access & Credentialing Office. The badges and identification of all individuals in the vehicle must be verified. If an individual does not have a badge, their State issued Driver's License or Identification Card must be verified and they must be escorted by a badged individual with escort procedures.

Once all people have been verified, REMIND THE DRIVER TO WAIT AT THE GATE UNTIL IT HAS CLOSED before leaving.

Manual Gates

These gates are secured with a chain and padlock; when not in use, they must be closed and locked. An Airport representative will open and close the gate, and it is your responsibility to ensure that the gate is secure before leaving your post.

At a manual gate that does not have a verification reader, you must check the ID badge of each driver and passenger entering the restricted area. The names must be compared against a stop list that will be provided each day (contact the Communications Center if you do not have an updated list). If a badge is on the list, notify the Communications Center at 843-767-1100. You must check the badge against the list every time the individual enters the gate.

During operation times, the gate must be pulled shut or barricaded so that each vehicle is required to stop, thereby preventing an unauthorized vehicle from gaining access.

Individuals and Vehicles Under Escort

Individuals:

An individual who does not have an Airport-issued Access Badge may be escorted into the secure area of the airport if there is an operational need.

Visitors and delivery drivers may be escorted without a badge, as long as they remain with the escort. The individual conducting the escort must have an "E" on the front of his/her badge indicating that they are authorized to conduct escorts in the secure area.



Vehicles:

A vehicle entering the secure area of the airport must be escorted and inspected if it does not have:

- A driver with an Access Badge and driving privileges
- Company markings on both sides
- A valid ramp permit

of Vehicles must be escorted by a lead vehicle which meets the above criteria (markings/ramp permit). A badged individual with escort authority may not escort a vehicle while acting as a passenger in it.

Remind Escorts that escorted vehicles must have an airport badged individual with the vehicle at all times even when parked.

Ensure that the escorting vehicle stops to wait for the gate to close behind the vehicle(s) under escort.

Using the Radio

Use Security Channel

To contact the Airport:

- Call Communications
- Give your gate number
- Say, "BASE FROM GATE GUARD [gate number]"

The orange button on the side of the radio is an emergency call button. When activated, it will alarm in the Airport's Control Center, identifying your location. If you press this button by mistake:

- Notify the Communications Center immediately
- DO NOT turn off the radio to reset it
- Wait for instructions from Communications

Security Enforcement

IMMEDIATELY REPORT ANY SECURITY BREACH TO THE AIRPORT AT 843-767-1100

You must have a phone or Airport-issued radio for direct contact with the Communications Center available at all times so that any unauthorized access can be immediately reported. When you contact the Communications Center to report a security breach, you will be asked to provide a description of the vehicle and direction of travel.

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.

Contact Information

Access & Credentialing Office. . . .843-767-7289 Police / Fire

Hours of Operation:

Monday—Friday, 8 a.m. to 5 p.m.

Closed weekends and holidays.

Non-Emergency.843-767-1100

Emergency843-767-7005

Questions:

email: CHSpassid@iflyCHS.com

Access & Credentialing Manager.. 843-767-7261