



ABIA ESCORT PROCEDURES AUTHORIZATION

Escort Procedures

SD 1542-06-01D Compliance and Procedures for authorized escorts; please read carefully as you will be ultimately responsible for the following procedures conducted as per TSA (Transportation Security Administration) CFR 1542. Failure to comply could result in Criminal and/or Civil penalties for non-compliance, as well as denial or revocations of access media (badge).

Escort

To accompany or monitor the activities of an individual who does not have unescorted access authority into or within a Sterile, Secured Area or SIDA, and/or Air Operations Area (AOA).

- While in the SIDA, each person, unless under escort, is required to continuously display an AUS approved identification media. Identification must be displayed above the waist on the outermost garment at all times. All employees are required to challenge individuals who are not in compliance with the display requirements.

Escort Procedures:

1. Each person acting as an escort must inform all individual(s) being escorted that they are in a security area of the airport and all security rules and regulations must be followed. The escort is required to be able to, at all times until the escorted individual has left the security area, physically control the escorted individual(s)' movement when escorted in the Secured Area and visually control the escorted individual(s) movement when escorted in the AOA and Sterile Area. Only individuals with current unescorted access authority are permitted to escort. Those who have authority to escort will have the designated silver background with (AUS) Sticker which gives them the authority to escort. Unless otherwise exempt the maximum number of individuals who can be escorted is three (3).
2. Any escorted persons engaged in activities other than those for which the escorted access was granted shall be challenged to the validity of the action. When necessary, the person shall be removed from the escorted area. When deemed necessary to have assistance to remove escorted persons from the area, **Law Enforcement Personnel (LEP) will be contacted through Airport Communications at 530-2242 (ABIA).**
3. Individuals escorted into a sterile area, who have not been cleared at the screening checkpoint, must remain under escort until they exit the area. The escort will remain within a distance of individual(s) under escort so that positive control over the individual(s) actions is maintained.
4. No individual who has been issued an active AUS identification media/ID may be escorted; i.e., left badge at home, or is not in possession of media/id. An individual whose badge is suspended or expired may not be escorted.
5. Unless otherwise exempt from this process, **the person conducting the escort must contact (by fax (530-7676) or telephone) Airport Communications 530-2242** who will verify your authority to escort. Airport Communications will record the date and time of contact. **The escort must verify the person being escorted possesses a valid (not expired) picture ID and it be available for inspection during the escort.** Failure to do so could result in the revocation of escorting privileges. You will provide Airport Communications with the following information:
 - a. The names and date of birth of all individuals being escorted (3 maximum).
 - b. Estimated length of time the escort will be conducted.
 - c. Approximate location of the escort.
 - d. Reason for the escort.

You may also check-in with the Security Officer located at the following locations in lieu of contacting Communications when these posts are manned by Security Officers. **These locations are the Loading Dock and Check Point Charlie (W123). If the Loading Dock is closed** you will need to contact Communications.

Exemptions:

A ***"Special Event Notification Form"*** may be utilized in instances where more than 3 people will be escorted. Special events or

circumstances will be evaluated on a case by case basis. Completion and submission of the form and **prior approval** from the ASC or ASC's designee must be received before conducting the escort. To ensure prompt approval completed forms should be faxed to 530-7530 at least 72 hours in advance to allow for this exemption. In an emergency situation when less than 72 hours' notice is available; submit the fax to Airport Communications at 530-7676. Approval **must** be obtained before conducting the escort.

Cargo and Belly Freight Operators, while providing escorts in their facilities and their adjoining fenced in areas at Gates W125 /W130 (Belly Freight), are **only exempt** from the notification process. Proper escorts must be conducted at all times while in the SIDA. Belly freight and fuel farm operators may make notification of an escort through the Security Officer Booth located near W123.

Fuel Farm Operators, while providing escorts in their facilities and their adjoining fenced in areas, are **only exempt** from the notification process. Proper escorts must be conducted at all times while in the SIDA. Fuel Farm Operators may make notification at the Security Officer Booth located near W123.

EMS, ARFF, AFD, Security Officers, Airside Operations, OPSEC, TSA and Law Enforcement Personnel are exempt from notification process and 3 person limitations.

ID Display:

All persons within, or attempting to gain access to the SIDA of the Airport, who are not under escort, shall display on their person, at all times while in the SIDA, an identification badge issued or approved by the Airport. The identification badge must be displayed with the photo visible to the front, readily visible between the neck and waist on the outermost garment.

Challenge

The act of attempting to ascertain the authority or purpose of an unescorted person, not wearing or properly displaying airport issued/approved identification, to access or remain in the SIDA of the airport, by directly requesting such person to display airport issued/approved identification.

Secured Area

A portion of an airport, specified in the **Airport Security Program**, in which certain security measures specified in Part 1542 of 49 CFR Chapter XII are carried out. This area is where aircraft operators and foreign air carriers that have a security program under Part 1544 or 1546 of 49 CFR Chapter XII enplane and deplane passengers and sort and load baggage and any adjacent areas that are not separated by adequate security measures.

Security Identification Display Area (SIDA)

A portion of an airport, specified in the **Airport Security Program**, in which security measures specified in Part 1542 are carried out. This area includes the Secured Area and may include other areas of the airport.

Sterile Area

A portion of an airport defined in the **Airport Security Program** that provides passengers access to boarding aircraft and to which the access generally is controlled by TSA, or by an aircraft operator under Part 1544 of 49 CFR Chapter XII or a foreign air carrier under Part 1546 of 49 CFR Chapter XII, through the screening of persons and property.



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I HAVE READ AND UNDERSTAND THE APPROVED ESCORT PROCEDURES FOR AUS		
COMPANY	EMPLOYEE (print)	EMPLOYEE BADGE #
SIGNATURE		DATE

- As Signatory Authority, you are verifying the above person has a legitimate business need to be granted escort authority as part of their job responsibilities at Austin-Bergstrom International airport. - The Airport Operator via the Airport Security Coordinator or designee has the ultimate right to refuse escort authority to anyone who is found to abuse such authority or is found not in compliance.		
COMPANY	SIGNATORY AUTHORITY (print)	SIGNATORY AUTHORITY BADGE #
SIGNATURE		DATE