

# ACCESS FOR CONTRACTORS

REPORT LOST OR STOLEN  
BADGES TO THE BADGE  
OFFICE IMMEDIATELY

Lost Badge Replacement:

1<sup>st</sup>: \$60.00

2<sup>nd</sup>: \$90.00

3<sup>rd</sup>: \$150.00

There is a \$20.00 fee to  
replace a damaged  
badge.

*For weekend, holiday  
and after-hours  
assistance, contact the  
Airport Communications  
Center at 843-255-2960*

**Emergency:**  
**911**

**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 \$100 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 Airport Police or Security.
- Challenge anyone in a restricted area who is not displaying an ID badge. If you are uncomfortable approaching the individual, notify Airport Police or Security and keep the person in sight until an officer arrives.
- Report unattended or suspicious items to Airport Police or Security. For your safety, DO NOT TOUCH OR MOVE THE OBJECT.

## Escort Requirements

- An employee with a valid Access Badge with Escort designation may escort someone.
  - The individual under escort must have an operational need to be in restricted areas.
  - The escort must remain within sight and sound and be able to control the actions of the person under escort.
  - A continuous escort must be maintained.
  - An individual who has his/her own Access Badge MAY NOT be escorted.
  - Badge holders with lost, stolen or suspended badges cannot be escorted.
  - An individual may only escort in areas where they have access.
- Only a manageable number of people may be escorted 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 ahead 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 843-255-2960. You must remain at the gate until an Airport representative arrives.

Using a Cellular Phone while accessing the gate or while driving in secured or restricted areas is prohibited. There is NO SMOKING, including in a vehicle, on county property or within the airports restricted areas.

### **You are responsible for making sure your vehicle 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.
- Driving in the Movement Area is prohibited unless trained by HXD Operations or you are escorted.
- Driving in the Movement Area is prohibited unless "Driver" is displayed on your badge or you are escorted.
- **VEHICLES ENTERING A SIDA MUST BE INSPECTED BY AIRPORT STAFF.**

## ***Escorting Vehicles into the Secure Area***

- For Ramp driving, you must have Escort on your badge to escort a vehicle into the secure area.
- 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 a badge holder with an Escort designation 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 \$14,950 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 AIRPORT 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 company markings (unless under escort)
- Allowing someone to follow you through a door leading to a restricted area (unless under escort)
- Bypass 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 \$14,950.*



**NOT WAITING FOR A VEHICLE GATE TO CLOSE IS A 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 five-foot clear zone must be maintained on the public side of the fence.**

**Equipment and materials must be kept a minimum of 5 feet from the fence.**

### Working with Tools

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

## Information

**Badge Office. . . 843-441-5443**

Hours of Operation: Monday-Friday.  
APPOINTMENTS REQUIRED.  
Closed weekends and holidays.

**Airport Communications** (if unable to contact Security/Badge Office)...**843-255-2960**

**Police / Fire**

Emergency . . . . . 9-1-1