



**Hartsfield-Jackson Atlanta International Airport  
Department of Aviation Security Division**



# **Escorting Guide**

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## **Introduction**

Escorting is defined as accompanying an individual (or individuals) that does not have unrestricted access to the SIDA or sterile area into those areas. Escorting is only authorized for official business. Escorting is not allow for the purposes of taking family members, friends or associates into the restricted areas of the airport for tours or un-official company business.

Individuals that have unrestricted access to the Security Identification Display Area (SIDA) and sterile areas of the Hartsfield-Jackson Atlanta International Airport must possess and display the proper identification media as issued and authorized by the Department of Aviation's Security Division. SIDA is defined as the areas within the airport's perimeter boundary that requires an individual to continuously display an ID badge. Sterile area is defined as the areas inside of the central passenger terminal complex that are behind the screening checkpoints and includes all concourses where aircraft park to enplaned and deplane passengers.

Individuals that do not have an ATL ID badge that authorizes access to the SIDA or sterile area and have a need to conduct official business for a short duration may be escorted by a person with escort authority. The DOA security division will grant escort authority to individuals as requested by their employer.

## **Permitted purposes for escorting**

Escorting is only authorized when an operational need exist for a governmental agency, airline tenant, airline management tenant, concessions tenant, construction management tenant or contractor as authorized by the DOA Security Division. The following list can be used as guideline for justification to escort but is not all inclusive:

1. Escorting company officials, visitors and dignitaries
2. Escorting potential job applicants or potential employees into tenant leased space located in the sterile area or SIDA.
3. Escorting inspectors, consultants, prospective clients or contractors.
4. Escorting to conduct approved facility tours.
5. Escorting to perform passenger assistance as specified by the employer.
6. Escorting for emergency response to emergencies at the airport.
7. Escorting flight Crew and airline maintenance persons as required in the line of their job responsibilities.
8. Escorting for the delivery of materials or merchandise
9. Escorting for specialty jobs of short duration.
10. Escorting for charter operations

## Who can Escort

Individuals authorized by their company and validated by the DOA Security Division can escort if the purpose for escorting falls within the guidelines as listed in the Permitted purposes for escorting section of this document. The DOA Security Division will validate authority to escort by issuing a seal to each individual authorized to escort. The seal will be affixed to the ATL badge and presented at access points when performing escort duties. Companies that occupy space at the airport on a long term or short term basis fall into one of the following categories for the purpose of escorting as follows:

- Governmental agency – any agency issued a blue badge and designated as a governmental entity. This includes the Department of Aviation, Atlanta Police Department, TSA, Customs and Border Patrol, City of Atlanta, FBI and others as authorized by the DOA.
- Airlines and Airline Management– companies issued green ATL badges include airlines such as AirTran, American, ASA, Continental, Delta, Northwest, US Air, and all other airlines that lease space at H-JAIA. Airline tenant management companies include AATC and TBI. .
- Airline support companies - Support companies include but not limited to Delta Global, G.A.T., Gate Gourmet, AirServ and others. These companies will be issued brown contractor badges.
- Concessionaires include companies that engage in providing a service to passengers and employees at the airport. This includes stores that sell merchandise and restaurants that sell food and beverages. These employees will have either a white sterile area badge or brown SIDA badge.
- Contractors – this includes companies hired by DOA, airlines or tenants of the airport to provide a service for a specified duration of time. This can include vendors, delivery personnel, construction companies, cleaning companies and security guard service companies. These companies will be issued a brown or white badge.

## Methods of Escorts

**Walking Escort** - Escorting can be done by walking a person from an unrestricted area into a restricted area, such as through the checkpoints, or accompanying an individual into authorized areas in the SIDA. Individuals performing walking escort must maintain control of the individuals at all times while in the restricted area. **Control** can be defined as keeping the individual(s) being escorted within a distance where they can hear commands being given by the person escorting and having visual contact with the individual(s). Control must be exercised at all times while escorting in the SIDA and sterile areas.

**Work Group Escort** – Escorting for a specialty job in the SIDA or sterile areas can be authorized for contractors. This would include escorting an individual or group of workers that will perform a specific task for a tenant of the airport. The duration of the task or job cannot exceed 3 days. A maximum escort ratio of 1 to 5 shall be maintained at

all times in the SIDA or sterile area. Control must be exercised at all times while escorting in the SIDA and sterile areas.

### **Vehicle Escorts**

Vehicles may be escorted into the SIDA in conjunction with an approved reason to escort. Vehicles being escorted into the SIDA must possess a valid state registration. The escorted vehicle will be inspected before being allowed to enter the SIDA. Access gate 59 is the approved access points for escorts.

The escort must remain with the escorted driver at all times while on the SIDA and the vehicle must exit through the point of entry. The escort is responsible for accompanying the vehicle to the gate and signing the vehicle out of the SIDA. A maximum ratio of 1 AOA authorized vehicle to 2 non AOA authorized vehicles shall be maintained while escorting in the SIDA.

### **Contractor Escorting**

Contractor Escorting:

Contractor's Escorting Requirements for Construction Contracts on AOA (Runways and Taxiways) / Construction Contracts on secured area (Apron surrounding Terminal and Concourses):

All escorted vehicles and personnel must remain under the direction of authorized escorting personnel at all times. Escorting is limited to badged prime Contractors. Subcontractors will not be allowed to escort unless specifically approved by the DOA Security Division. Contractor employees approved to escort must escort prime Contractor employees and subcontractors' employees to their work sites. The ratio of badged to unbadged employees will not exceed five (5) employees per one (1) SIDA badged employee.

Maximum vehicular escort—one (1) prime contractor vehicle or approved badged escorting subcontractor is permitted to escort two (2) subcontractor vehicles. All vehicles requiring escort must access and egress the AOA through Pre-approved gates. Vehicles requiring escort shall not be permitted access or egress through any other entry or exit point within the AOA for any reason whatsoever.

Construction Contracts within Sterile Area: (inside Terminal, Concourses)

All employees of prime Contractor and subcontractor must be badged to work in the sterile area. For any work requiring access to the sterile area (beyond the Passenger Screening Checkpoint area and on Concourses), a tool inventory must be conducted daily by the prime Contractor or designated representative. A copy of this inventory should be provided to the construction manager or project manager for verification. In general, tools will not be allowed to pass through the checkpoint area.

## **Procedures to Escort**

Government employees (blue badges), airline employees, and airline management company employees (green badge) are authorized to escort at anytime through access gates 59 or the security screening checkpoint. The individual conducting the escort must however possess the validation seal issued by DOA Security prior to performing the escort. No other authorization documentation shall be required as authorization to escort.

Employees of companies other than government, airline, or airline facility management must receive pre-authorization from the DOA Security office prior to escorting. The following procedures will be used for escorting:

1. An Escort Request Form must be completed and submitted to the DOA Security Office a minimum of 24 hours prior to the requested time of escort for approval consideration. The form must be submitted by the tenant or prime construction contactor.
2. After review, the form will sent back to the company of request via fax or email.
3. If approved, the form must be presented at the access point authorization to escort.

### **a. Escorts through the security screening checkpoint**

- i. The document checker at the screening checkpoint will verify authorization by reviewing the form and verifying that the person providing the escort has a validation seal on the ATL badge.
- ii. Persons escorted through the checkpoint must undergo screening pursuant to TSR 1544.201 or TSR 1546.201 prior to entering the sterile area.
- iii. The individual providing the escort must ensure that the individuals being escorted are controlled at all times while in the sterile area.
- iv. The individual providing the escort must ensure that the individuals being escorted exit the sterile area upon completion of their business.
- v. Failure to follow these procedures will result in penalties as listed in the section of compliance of this document.

### **b. Escorts through access gates**

- i. The security officer will also verify that the person providing the escort has a validation seal on the ATL badge.
- ii. Individuals without an ATL badge must present photo identification and will be logged in by the security officer.
- iii. The vehicle will be inspected by a security officer.
- iv. An escort pass will be issued for the vehicle and allowed to enter into the SIDA.
- v. The person on record at the access gate for providing the escort will remain responsible for the individual(s) being escorted until they have left the SIDA.

- vi. The vehicle and individual(s) being escorted must exit from the same access gate they entered and sign out with the security officer.
- vii. Failure to follow these procedures will result in penalties as listed in the section of compliance of this document.

### **Rules for escorting**

1. An individual that has begun the badging process by completing the badge application cannot be escorted. That person must wait until the criminal history records check (CHRC) process is complete and get the ATL badge.
2. An individual that has a disqualifying crime as revealed in the CHRC cannot be escorted for any reason into the SIDA or sterile areas.
3. An individual cannot be escorted for more than three consecutive days while performing work at the airport. Individuals that will require access for more than three days must complete the badging process prior to entering the SIDA or sterile areas.
4. Individuals that are required to perform work at the airport frequently for short durations must also complete the badging process and will not be approved for escorting.
5. Individuals approved to be escorted must present an approved and valid Escort Authorization Request Form when requested by compliance officials.
6. A person may be escorted into the SIDA or Sterile Area for the purpose of conducting official business only. Violators will be subject to fines.
7. Persons who have unescorted access authority are required to continuously accompany or supervise persons in a manner sufficient to take action if the person engages in activities other than what access has been granted for.
8. Individuals escorted into a Sterile Area must remain under escort until they either exit the sterile area.
9. Escorts must inform all escorted individuals that they must remain with the escorted party at a distance that continuously enables direct verbal communication until they have exited the SIDA.

### **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 police by calling 911 immediately.**

### **Authority**

49 CFR, Part 1542, Section 211(e) requires that airport operators establish and implement procedures for escorting individuals who do not have unescorted access authority to a secured area or SIDA. This guide was created based on the regulation and the escort plan approved by the TSA for the H-JAIA.

## **Compliance**

The rules and procedures as set forth in this guide are enforceable by designated airport officials, law enforcement officials and TSA officials. Violations of the procedures are considered as violations of the approved Airport Security Program and subject to the following penalties:

- Revocation of Badge
- Revocation of authorization agent status
- Breach of Rules Notice
- Monetary Fine
- Civil Aviation Fine
- Arrest
- Imprisonment

## **Contact**

Questions or issues concerning this guide can be forwarded to the DOA Security Division at (404) 530-6667 or to the Aviation Security Director via email at [richard.duncan@atlanta-airport.com](mailto:richard.duncan@atlanta-airport.com).

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