

SECURITY FOR CONTRACTORS

For Questions Regarding Contractor Security, Contact the Badging Office 801-575-2423

REPORT LOST OR STOLEN BADGES TO THE BADGING OFFICE IMMEDIATELY

Lost Badge Replacement: \$75 per occurrence

Returned badge refund: Unexpired: \$50 Expired: no refund

There is no fee to replace a damaged badge.

For weekend, holiday and after-hours assistance, contact the Airport Control Center at 801-575-2401

AIRPORT POLICE / FIRE

Non-emergency: 801-575-2401

Emergency: 801-575-2911

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

THERE IS A \$400.00 FEE FOR EACH ESCORT-REQUIRED BADGE THAT IS NOT RETURNED AT THE END OF THE PROJECT.

Badge Requirements

EVERYONE WORKING IN A RESTRICTED AREA MUST DISPLAY A SECURITY 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 \$400 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 Airport 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 Airport badge MAY NOT be escorted.
- An individual may be issued a total of no more than 7 escort-required badges and/or passes annually.

Temporary Badge

This badge is issued to individuals who will not be issued a permanent Salt Lake City Airport ID badge but will be working at the Airport for a temporary period not to exceed a total of 7 days. This badge may be used to work under escort in both the SIDA and sterile areas.

Sterile Area Pass

These passes are issued on an as-needed basis for individuals attending meetings and site visits, making deliveries and conducting inventory in the sterile area. These passes are for access through screening checkpoints only, and may not be used in the SIDA.

Vehicle Requirements

All vehicles, except those under escort, must have company markings and a ramp permit.

Company Markings are required on both sides of the vehicle with letters at least 2" high in a contrasting color; these markings must also match the company name listed on the driver's badge. Hand-drawn signs are not appropriate markings.

Ramp Permits are issued to each construction vehicle and are not transferable. The permit must be placed on the windshield.

Non-traditional vehicles such as tugs, backhoes, belt loaders, forklifts and golf carts are not required to have a ramp permit; however, they must have company markings on both sides of the vehicle.

Although the vehicle is owned by the company, it is the driver's responsibility to ensure it meets all requirements.



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 Control Center at 801-575-2401. You must remain at the gate until an Airport representative arrives.

Piggybacking is allowed when exiting the secure area, provided the last vehicle through the gate waits for it to close. However, if you open the gate with your badge, it is your responsibility to ensure that any vehicles exiting after you on your card swipe remain at the gate until it has closed. To avoid a security violation, remain in the area until you are certain the gate has closed.

Escorting Vehicles into the Secure Area

- You must have an 'E' on your badge to escort a vehicle into the secure area.
- The driver of the escorted vehicle must display an escort-required badge.
- You may not escort a vehicle driven by a non-badged person while you are a passenger in that vehicle.
- All escorted vehicles must be inspected before entering the restricted area; this inspection must be conducted each time the vehicle enters the restricted area, regardless of whether or not it has already been inspected that same day.
- Once the inspection has been completed, a "Vehicle Under Escort" form is placed inside the vehicle as verification that it is allowed to be in the restricted area.
- 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.

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; pay \$100 badge reinstatement fee
- **2nd Violation:** Badge confiscated; retake security training course; pay \$200 badge reinstatement fee; 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 over \$10,000. A Class B misdemeanor may also be issued by Salt Lake City 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

Airport Badging Office.801-575-2423

Hours of Operation: Monday—Friday, 7:15 a.m. to 5:00 p.m.

Closed Thursdays, 11:30 a.m. to 1:00 p.m.

Closed weekends and holidays.

Police / Fire

Non-Emergency. 801-575-2401

Emergency 801-575-2911

Airport Duty Manager. 801-575-2460

**For more information, including the Airport's Contractor Safety Manual, please visit our website:
www.slairport.com/badging**