



# ESCORT PROCEDURE HANDBOOK

Effective Date: Pending final review

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## **Welcome to the Seattle-Tacoma International Airport (SEA)!**

As a current Airport-issued ID media holder at SEA, you play an important role in maintaining the safety and security of the airport and the traveling public. The Port of Seattle (POS) works closely with the Transportation Security Administration (TSA) to implement and enforce compliance of security regulations.

It is important that you take the time to become familiar with the escort procedures at SEA as described in this handbook. Should an Airport-issued ID media holder not follow these procedures, they will be held accountable for violations of security procedures and regulations.

Any employee with a valid Restricted Access Area (Red) or AOA/AMA Driving (Blue) Airport-issued ID media has the authority to escort (accompany) any individual(s) who has an official business need to enter the Restricted Access Areas of the airport.

Escorting individuals within the Restricted Access Areas of the airport is a privilege and can be suspended or permanently revoked if policies and procedures are not followed.

# WHO CAN ESCORT?

Any employee with a valid Restricted Access Area (Red) or AOA/AMA Driving (Blue) Airport-issued ID media has the authority to escort individuals who have an official business need to enter the Restricted Access Areas of the Airport.



Airline personnel with a valid Airport-issued ID media can escort same company employees holding a valid Airport-approved ID media issued by their respective airline. The ID media must be continuously and visibly displayed on the outermost garment above the waist.

## WHO CANNOT ESCORT?

Employees with a valid Sterile Access Area **Airport-issued** ID media (Orange) are strictly prohibited from escort privileges.



Employees with a valid Airport-issued ID media [Restricted Access Area (Red) or AOA/AMA Driving (Blue)] and Blue) who have received an escort security violation will have their escort privilege suspended or permanently revoked.

### First Offense:

- 2-Year loss of escorting privileges
- ID media confiscation (3 days)
- \$200 fine
- Retake SIDA Training

*Reference POS Rules and Regulations: Section 8: K*

*Reference Security Violation Handbook*

Individuals needing to enter the Restricted Access Areas of the airport for official business need due to an infrequent or one-off situation (e.g., a delivery, or emergency facility repair) may be escorted into the Restricted Access Areas.

Individuals who have applied for an Airport-issued ID media and are currently awaiting the results of their background check can be escorted into the Restricted Access Areas for a period of no more than five (5) days. Multiple escorts of the same individual on the same day will be treated as one day.

The number of individuals being escorted shall be limited to no more than five (5) per person escorting. This will allow escorts to maintain positive control of the individual(s) being escorted. Requests to escort more than five (5) individuals must have written approval from the Airport Security Coordinator or designee.

An employee that has a valid Airport-issued ID media can NEVER be escorted into the Restricted Access Areas if the ID Media is not in their possession.

Individuals without an official business need cannot be escorted. For example: you cannot escort a friend or family member into the Restricted Access Areas to meet an arriving flight.

If an individual is in the ID Media application process and has already been escorted into the Restricted Access Areas five (5) days, they are no longer eligible for escort and must wait for the results of their background check.

To escort an individual into the Restricted Access Areas, the Airport-issued ID media holder must ensure that the individual they are escorting has:

- An official business need to enter the Restricted Access Areas
- A valid, unexpired, government-issued photo ID
- No prohibited items are on their person or within their belongings (verbal inquiry: i.e., asking the question).
- No valid Airport-issued ID media

The escort and the individual being escorted shall pass through a staffed POS access point for escort verification and registration.

If granted access into the Restricted Access Areas, the escort must maintain positive control of the individual(s) being escorted and remove them immediately if they fail to follow the escort procedures. Positive Control is defined as:

- Maintaining line of sight of the individual being escorted
- Ensuring the individual being escorted is within listening distance of the individual escorting

Escort privileges may be suspended or permanently revoked for failure to follow proper escort procedures.



If there is a need to escort more than one individual, the number being escorted shall be limited to no more than five (5). The individuals being escorted must always remain within line of sight of the escort and within reasonable listening distance; thereby, maintaining positive control of the individual(s) being escorted. Requests to escort more than five (5) individuals must have written approval from the ASC or designee.

Control of the individual(s) being escorted may be transferred to another Airport-issued ID media holder from the same company. The transfer must; however, be acknowledged and accepted by both parties.

Vehicles may be escorted into the Security Identification Display Area (SIDA), preferably on a one-to-one ratio. The escort must be based solely on official business need (e.g., construction material or equipment delivery). The escort must always remain with the vehicle being escorted while present in the SIDA.

The escorting vehicle and driver must meet the following criteria:

- The vehicle must be marked with commercially designed signage with lettering at least 2 inches high
- The signs must be displayed on both the driver and passenger sides of the vehicle
- Magnetic signage is acceptable
- Handmade signage is NEVER acceptable
- The company name on the vehicle must match the company name on the Airport-issued ID media
- The driver must have a valid Airport-issued ID media allowing access to the Security Identification Display Area (SIDA)
- The driver must have an AOA/AMA Driving (Blue) Airport-issued ID media
- Construction vehicles must have an operational amber rotating beacon

All escort violations must be immediately reported to the ACC (Airport Communications Center) at 206-787-5229 (option 3). Escort violation examples may include the following:

- Failure to maintain positive control of the individual(s) being escorted
- Observing an improper escort
- Finding an individual in the Restricted Access Areas without an Airport-issued ID media and the individual states they are being escorted, but became separated from their escort

Per the POS SIDA Training and the POS Rules and Regulations, all Airport-issued ID media holders are required to challenge any individual in the Restricted Access Areas who is not properly displaying an Airport-issued or Airport-approved ID media. The below Challenge Card is a reference tool to assist in the challenge process.



**Help keep the airport secure.  
Challenge!**

**SEA**  
Seattle-Tacoma  
International  
Airport

**Do you see something unusual?**

- Is their badge **visibly displayed** above the waist on the outside of their clothing?
- Is their badge the **correct color** for the work area?
- Does the **photo match** the badge holder?
- Is their badge **expired, altered** or **damaged**?
- Do they **belong** in the work area?

**SEA-TAC AIRPORT**  
Port of Seattle | AVIATION SECURITY  
ALWAYS AWARE

**Dial 911 for emergencies. Call 206-787-5229 (Option 3) for unusual badge activity.**

Escorting an individual without an Airport-issued ID media must be conducted in compliance with the Port of Seattle Rules and Regulations wherein it states that the Airport-issued ID media holder must maintain positive control of the individual being escorted as outlined below:

- Always under positive control
- Maintain line of sight
- Be within listening distance
- Control of escorts may be transferred to another Airport-issued ID media holder upon acknowledgment and acceptance of escort responsibility by both parties
- Transfer of escorts can only occur between Airport-issued ID media holders of the same company

Failure to comply will result in a violation with the associated penalties outlined below.

### First Offense:

- 2-Year loss of escorting privileges
- ID media confiscation (3 days)
- \$200 fine
- Retake SIDA Training

*Reference POS Rules and Regulations: Section 8: K*

*Reference Security Violation Handbook*

**WARNING: If you are found escorting an individual with a “V” on your badge, it will result in a 2-Year badge revocation and must reapply in writing to the ASC.**



# Escorting?

**PLEASE READ AND ACKNOWLEDGE THE FOLLOWING:**

- ① The person being escorted must be on official business to enter the Restricted Access Areas.
- ② The person being escorted has a valid, unexpired, government issued photo ID.
- ③ The person being escorted has no prohibited items on their person or within their belongings (firearms, ammo, knives, etc.)
- ④ The person being escorted does not have a valid AIRPORT-ISSUED ID MEDIA or access privilege.
- ⑤ The person being escorted has not exceeded 5 days or has a variance letter.
- ⑥ Once access is granted, the person responsible for escorting must retain strict control of the escorted (in line of sight, and within listening distance).

**IF GRANTED ACCESS INTO THE RESTRICTED ACCESS AREAS:**

Should an escort fail to maintain positive control of the individuals they are escorting, or if an improper escort is observed, report the incident to ACC (Airport Communications Center) immediately at 206-787-5229 (Option 3)

**AVIATION SECURITY**

**SEA** Seattle-Tacoma  
International  
Airport

Use the **SEE SAY Airport App** to report any suspicious persons or activities, human trafficking, maintenance issues, restrooms that need attention, etc. Call (206) 787-SAFE to report airfield safety hazards. Reports submitted are immediately routed to ACC; thereby, speeding up response times and eliminating the need for a phone call.

Using your phone's camera app, scan the QR Code below. Follow the pop-up prompts to go directly to the download site for the app.



**In the event of an emergency, dial 911.**

**For Airfield Safety issues, dial 787-SAFE.**

## IMPORTANT CONTACT INFORMATION

The Port of Seattle values your partnership and commitment in keeping SEA safe and secure for our fellow employees and the travelling public. If you have any questions or concerns pertaining to escort procedures or any other Aviation Security matters, do not hesitate to reach out to the Port of Seattle Aviation Security Department at the email listed below.



## IMPORTANT PHONE NUMBERS

ACC:	206-787-5229
ARM:	206-787-5229 (option 3)
AIRFIELD SAFETY HAZARDS:	206-787-SAFE (7233)
SUPERVISOR, AVIATION SECURITY:	206-787-7895
POS POLICE/EMERGENCY:	911
POS POLICE/NON-EMERGENCY:	206-787-5401
POS FIRE/NON-EMERGENCY:	206-787-4563

## SUBMIT QUESTIONS

GENERAL SECURITY QUESTIONS: [AskAVSEC@portseattle.org](mailto:AskAVSEC@portseattle.org)

# IMPORTANT PHONE INFORMATION

## SOURCE:

Document
POS Airport Security Program
POS Schedule of Rules and Regulations No. 5 Section 8: Security
SEA SIDA _Script with Video Markup – Final 210604
Security Violation Handbook – Currently under revision and pending approval

## REVISION HISTORY:

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