SEA
Seattle-Tacoma International Airport

SEA Security Training Preparation Class

Revision date: June 13, 2023

PURPOSE OF THIS CLASS

This training is for the use of the Port of Seattle (POS) to prepare individuals for employment at Seattle-Tacoma International Airport. The POS and local Transportation Security Administration (TSA) Compliance have reviewed the contents of this training and determined that it does not contain Sensitive Security Information (SSI) that is controlled under Transportation Security Regulations, Title 49 Code of Federal Regulations (CFR), Parts 15 and 1520. However, future training provided to you by the POS or TSA may contain SSI. SSI is information that you are not permitted to disclose to persons without a "need to know," as defined by Transportation Security Regulations.

PURPOSE OF THIS CLASS

- This class will help you get ready for the SEA Security Training for your **Security Identification Display Area** (SIDA) badge.
- This class is not required to take the SEA Security Training.
- The SEA Security Training teaches you about **security rules** at SEA Airport.
- When you are ready, you will go to the Employee Service Center to take the SEA Security Training.

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This preparation class is facilitated by AIRPORT JOBS

a program of

PORT JOBS

HOW THE SEA SECURITY TRAINING WORKS

- Watch videos about important security rules at SEA Airport.
- You will answer questions to check your understanding.
- If you answer three (3) questions in a row incorrectly, the course will stop. You will then be required to retake the training on another day. You have 80 minutes to pass the training.

No cell phones, no Google translate, no pictures, no recording, no translation allowed when taking the SIDA training/test, no talking to others during test.

- ማንም ሰው ስልክ መጠቀም አይችልም, ማንም በጉግል ተርጓሚ መጠቀም አይችልም, ማንም ሰው ፎቶ ማንሳት አይችልም, ማንም ሰው ቪዲዮ መቅዳት አይችልም, የሲዳ የስልጠና ፈተና ሲወስዱ ምንም ትርጉም አይፈቀድም, በፈተና ወቅት እርስ በርስ መነጋገር አይቻልም::

- No puede grabar ni tomar fotografías con un celular o cualquier otro dispositivo. No puede hablar con personas cercanas a usted o usar el traductor de Google o cualquier otra aplicación de traducción al tomar el examen SIDA.

- Vous ne pouvez pas enregistrer ou prendre de photos avec un téléphone portable ou tout autre appareil. Vous ne pouvez pas parler à des personnes proches de vous ou utiliser Google Traducteur ou toute autre application de traduction pendant la formation ou le test du SIDA.

- Використання мобільних телефонів або Google перекладу заборонено. Також заборонено робити фотографії, звукозапис або переклад під час SIDA тренування і тесту. Заборонено розмовляти під час тесту.

- تیلفون حخه استفادی- گوګل اپ سره ترجمه کول- عکس نیول او رکورد کول- تیلفون کی خبری کول- یو بل سره دامتحان په وخت خبری کول- د ترینینګ موضوعاتو او سوالونه ترجمی کول د کورس او امتحان به سالون کی منع دی !

- استفاده ازتیلفون- ترجمه توسط گوگل اپ- عکس و ریکورد نمودن- در صحنه امتحان با یکدیگر صحبت کردن- ترجمه مطالب ترینینگ و سوالات درصنف درسی و سالون امتحان منع است.

AREAS AT THE AIRPORT

The airport is made up of specific areas:

1) **Public Area** – you do not need an ID badge

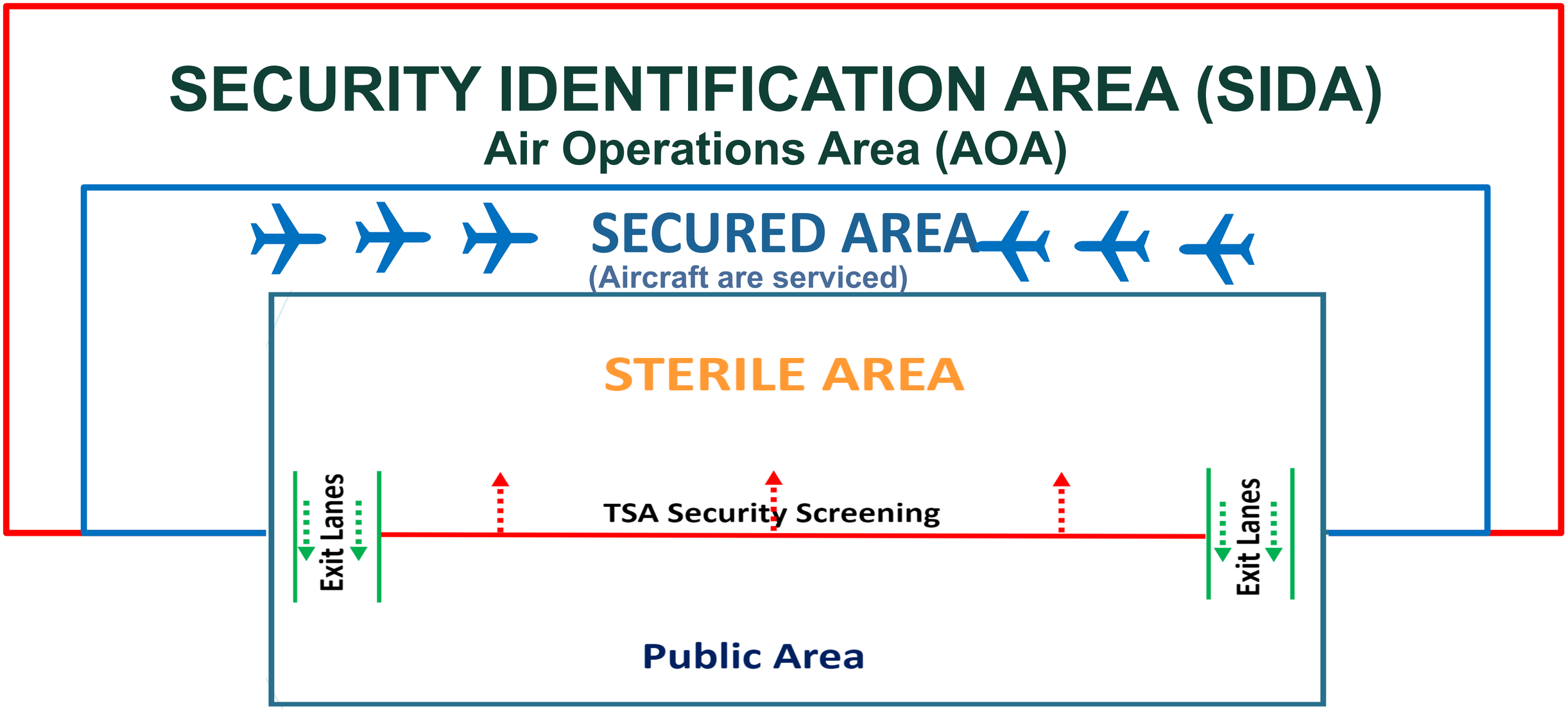
2) **Sterile Area** – begins at the TSA checkpoint- ID badge is required

3) **Secured Area** – the most restricted area of the airport- ID badge required

4) **Security Identification Area (SIDA)** – All areas within the perimeter fence-ID Badge required

5) **Air Operation Area (AOA)** – Aircraft movement, parking, ramp, cargo areas…ID Badge required

6) **Restricted Access Areas**= Sterile + Secured + SIDA + AOA- ID Badge required



Roadway - Car Drop Off

STERILE AREA-begins at the TSA screening checkpoint

- This area includes the shops, restaurants, and gate areas **inside** the airport.

SECURED AREA-includes parts of the airport

- where aircraft park,
- where aircraft are serviced,
- the baggage make-up area where passenger bags are sorted and loaded onto aircraft.

The Secured Area is the most restricted area of the airport.

Aircraft = airplane
Restricted area = only badge holders with authorization can go there

ID BADGES & PROCEDURES

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ID BADGE PURPOSE

Your ID badge is a layer of airport security

Your ID badge has two purposes:

1) It provides access into Restricted Areas of the airport.

2) Your badge is a form of identification and shows you have permission to be in the Sterile or Restricted Areas.

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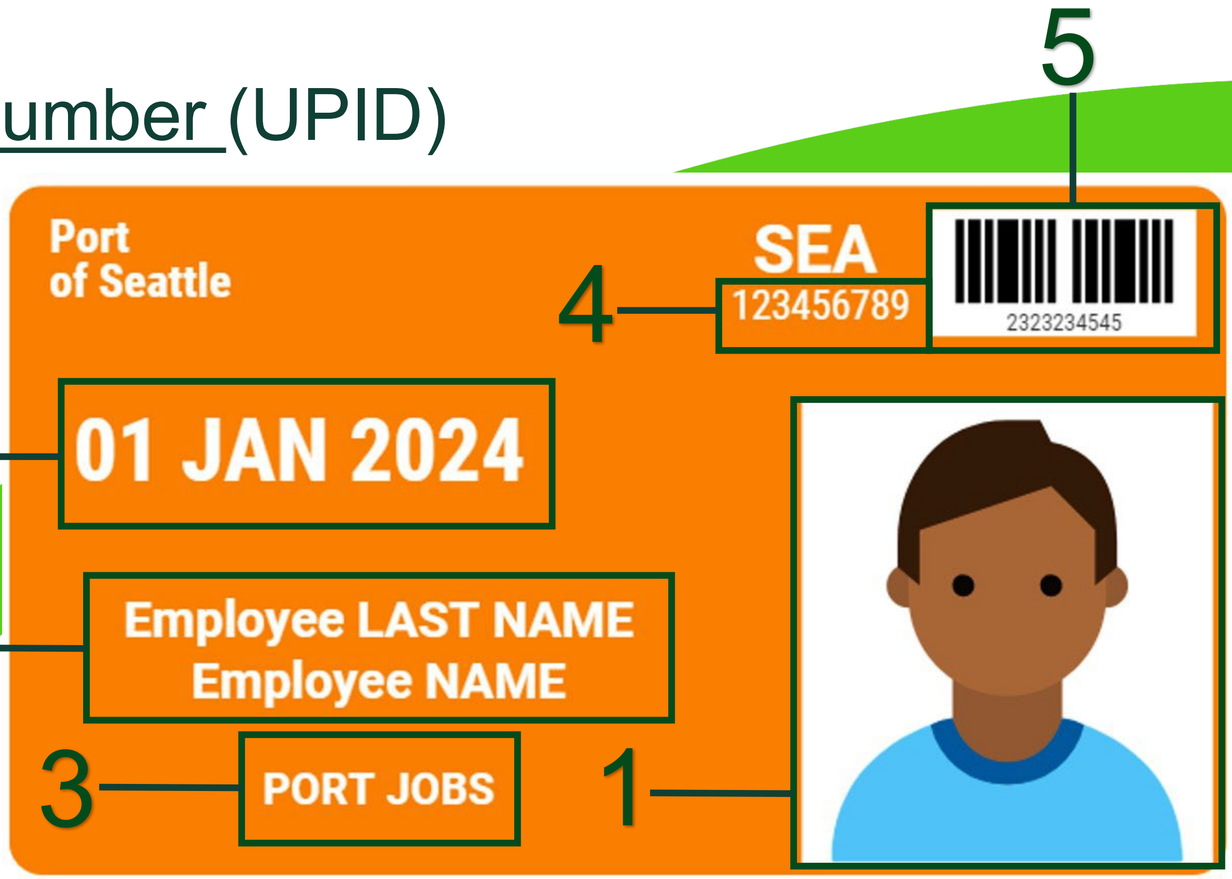
ID BADGE - FRONT

1) A photograph of your face
2) Your last and first name
3) Your employer
4) Your unique personal identification number (UPID)
5) An ID badge number
6) The ID badge expiration date*

*Expiration date= the date your ID badge ends. You cannot use it after this date



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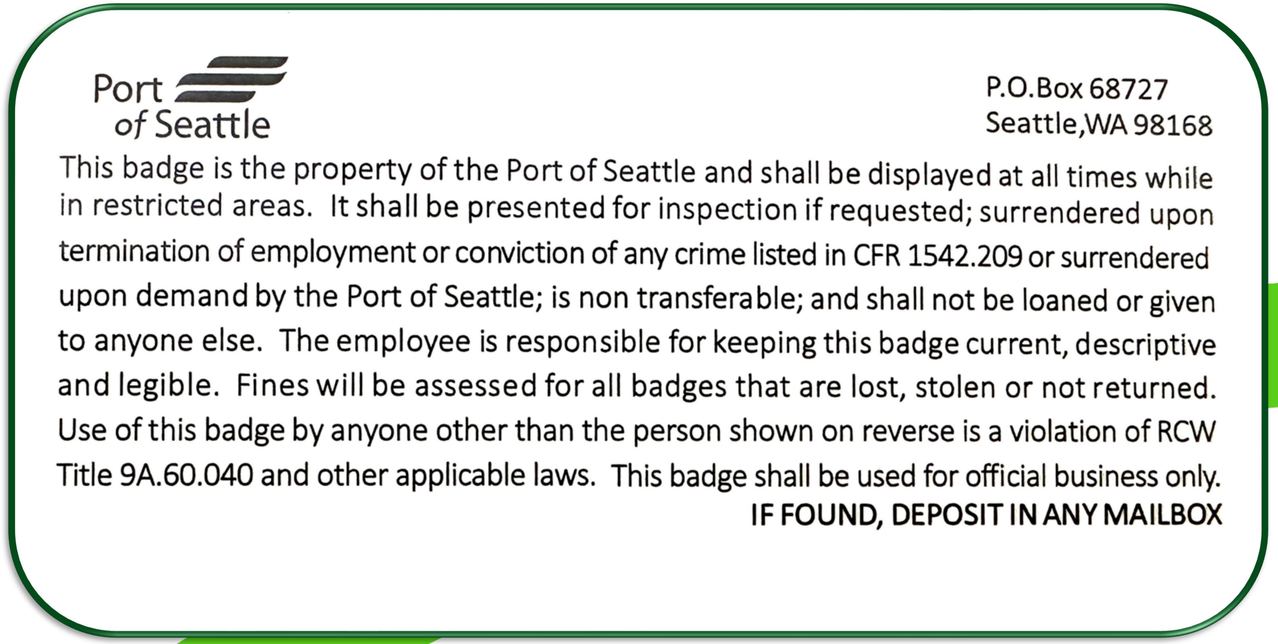
ID BADGE - BACK

- Your ID badge is the property of the Port of Seattle
- Your responsibilities as an ID badge holder
- The mailing address to return a lost badge to the Port of Seattle



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3 TYPES OF SEA ID BADGES

- The Employee Service Center issues <u>three (3) types of badges</u> to airport employees.
- The ID badge shows what areas of the airport that you can access for your job.

<u>Sterile (orange)</u>

<u>SIDA (red)</u>

<u>AOA (blue)</u>

STERILE ID BADGE

- Orange ID badge
- For employees who only need to access the Sterile Area for their job
- These ID badges may not be used to access the SIDA Area or the AOA

SIDA ID BADGE

- Red ID badge
- For employees who need to <u>access the SIDA, AOA, and Sterile Area</u> for their job

AOA ID BADGE

- Blue ID badge
- For employees who need driving privileges on the AOA
- If you have an AOA ID badge, you can also access the SIDA and Sterile Area

ID BADGE TYPE REVIEW

TYPE OF ID BADGE		PROVIDES ACCESS TO AREA
STERILE		Sterile Area Only
SIDA		Sterile Area + SIDA + AOA
AOA		Sterile Area + SIDA + AOA (Driving Privileges)

OTHER AIRPORT-APPROVED CREDENTIALS

There are other credentials that allow employees access to Restricted Access Areas of the airport.	
FAA Form 110A	FAA Flight Inspectors
Airline Company ID Badge	Worn by pilots and flight attendants
TSA Security Inspector Credentials	Credential presented by the TSA

HOW TO DISPLAY YOUR ID BADGE

While working in the Sterile/ SIDA/ AOA Areas, you must continuously display your ID badge.

YOU MUST WEAR YOUR ID BADGE:

- ✓ **So it is visible (can be seen)**
- ✓ **Between your neck and waist**
- ✓ **On your outermost clothing**

HOW TO DISPLAY YOUR ID BADGE

While working in the Sterile/SIDA/AOA Areas, you must continuously display your ID badge.

YOU MUST WEAR YOUR ID BADGE:

- ✓ So it is visible (can be seen)
- ✓ Between your neck and waist
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NEVER USE YOUR ID BADGE TO TRAVEL

- **When you travel as a passenger, you must always go through the TSA screening checkpoint.**
- **It is a serious security violation to use your ID badge to bypass the TSA screening checkpoint.**
- **Your ID badge will be confiscated and are subject to fines by the TSA.**

NEVER USE YOUR ID BADGE TO TRAVEL

LOST AND STOLEN ID BADGE

If your ID badge is lost or stolen:

- ✓ Notify your Authorized Signer at your company immediately
- ✓ The ID badge will be deactivated to prevent unauthorized use
- ✓ Never leave your ID badge in your car to prevent theft

If you find an ID badge that belongs to another employee:

- ✓ Take it to the Employee Service Center immediately or drop it in any Post Office mailbox

EXPIRED ID BADGE

Your ID badge will expire on the date displayed on the front of the ID badge.

It is your responsibility to renew your ID badge before it expires.

It is not your employer's responsibility to renew your ID badge.

CHALLENGING IS EVERYONE'S RESPONSIBILITY

Challenging means: Stop anyone in the Sterile/SIDA/AOA who is not displaying their ID badge.

You must challenge:

- **Any person who is not displaying their ID badge**
- **Any person without a ID badge who is not being escorted by someone authorized (they should be with an employee with an ID badge.**

Ask the question: May I see your ID badge?

ID BADGE CHALLENGE

If you challenge a person and they do not show their ID badge or their escort:

- ✓ **Contact the Airport Communications Center immediately at 206-787-5229 (option 3)**

If you challenge a person and they are uncooperative:

- ✓ **Watch the person if possible**
- ✓ **Do not try to physically restrain the person**
- ✓ **Call 911 (police)**

CHALLENGE CARD

Help keep the airport secure.
Challenge!

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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?

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ALWAYS AWARE

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

ACCESS CONTROL PROCEDURES

ID BADGE ACCESS PROCEDURE

1) Present your ID badge to the access control reader.
2) Place your finger on the pad.
3) Enter your personal identification number (PIN). If you are approved access, the door will unlock.
4) Go through the door by yourself.
5) Stop, wait, and turn around to make sure the door is closed and completely secure.

NO PIGGYBACKING

Piggybacking = allowing another person to follow you through a door without demonstrating ID badge access.

Do not Piggyback and never let someone follow you through an access control door.

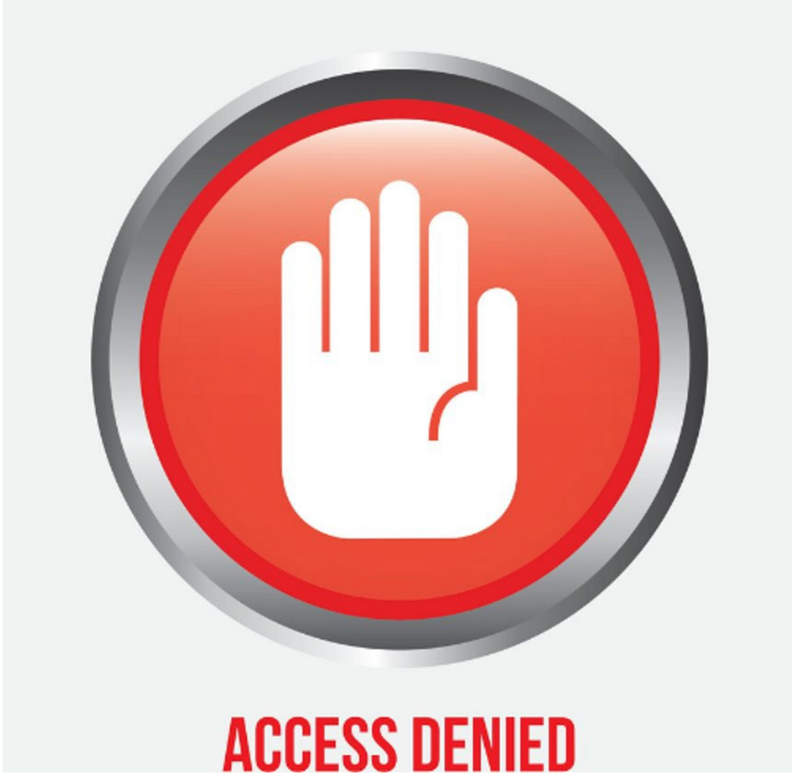
Piggybacking is a serious security violation. You can be cited for this behavior.

ACCESS DENIED

Sometimes you put your ID badge to the card reader, but you are denied access (red light or audible voice saying “Access denied”).

Possible reasons are:

- **You do not have authorization to access that location**
- **Your ID badge is expired**
- **You entered an incorrect PIN number**
- **The card reader is broken and out of service**



ACCESS DENIED - continued

If the card reader does not grant you access:

- **Contact your company's Authorized Signatory, the Employee Service Center, or use the intercom to contact the Airport Communications Center (ACC).**

If someone asks you to open an access control door because their ID badge is not working or they left it at home, <u>DO NOT use your ID badge to let them in.</u>

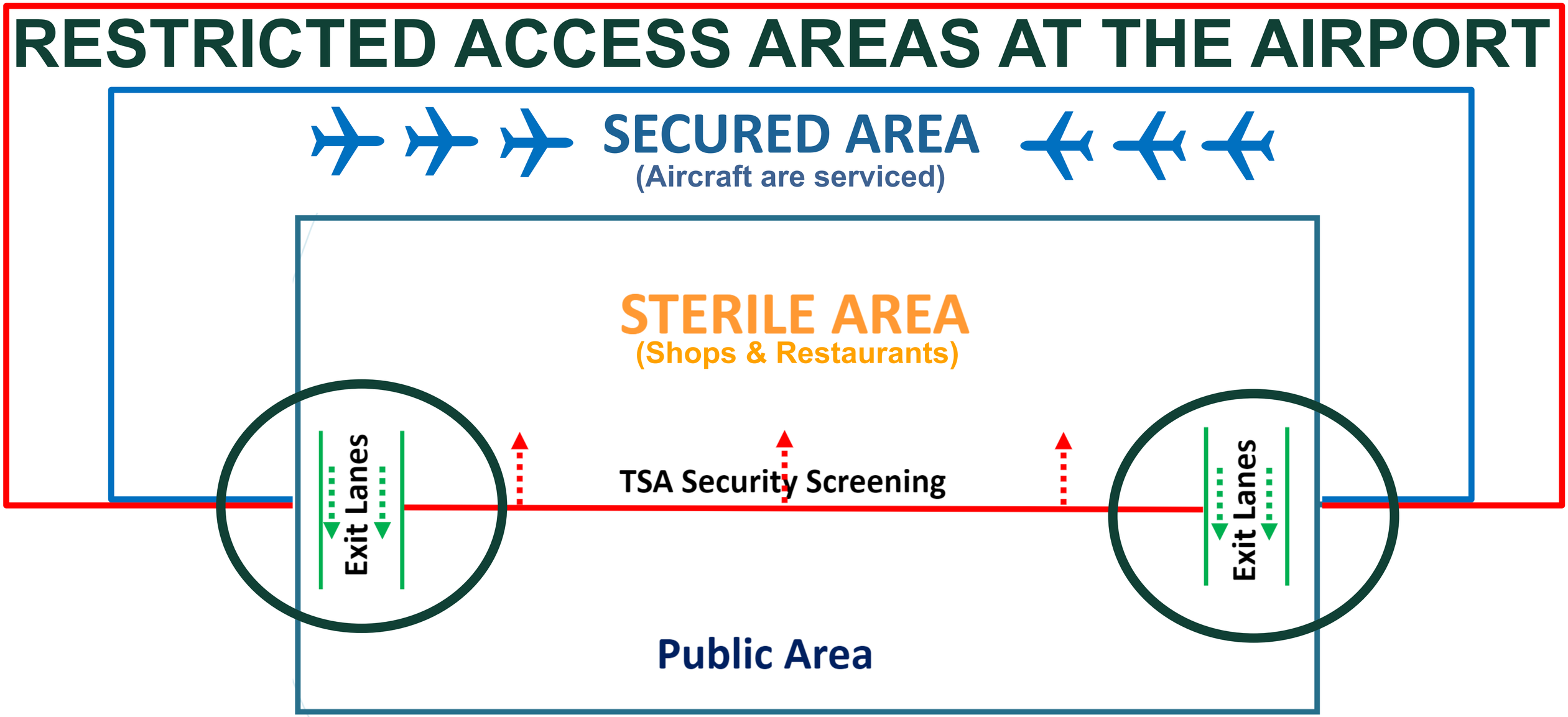
EXIT LANES

Exit Lanes: Are the corridors that allow passengers and employees to exit the Sterile Area

- Exit lanes connect Sterile Areas to public areas
- Exit lanes are tightly controlled so prohibited items do not enter the Sterile Area
- No one can access the Sterile
- Area through an exit lane, except for Law Enforcement, TSA and some Port of Seattle personnel.

B EXIT

RESTRICTED ACCESS AREAS AT THE AIRPORT



Roadway - Car Drop Off

ESCORTING & PROCEDURES

ESCORTING – WHAT IS IT?

ESCORT: Means to continuously accompany and monitor an individual in the SIDA or Sterile Area who does not have an ID badge.

Only people with SIDA or AOA badges are authorized to escort individuals who do not have an ID badge.

- ✓ **Sterile (orange) ID badge holders are prohibited from escorting.**
- ✓ **Continuously accompany = stay with a person at all times.**

ESCORT PROCEDURES

Escort procedures include:

- **Stay with the person(s) at all times. This includes their equipment and tools.**
- **Escort no more than five (5) people at a time.**
- **You must be able to see and hear the person(s) (maintain verbal and visual control).**
- **Everyone must stay together. If one person needs to leave the area, the entire group must leave together.**

NOTIFY THE AIRPORT COMMUNICATIONS CENTER

WHEN TO NOTIFY THE AIRPORT COMMUNICATIONS CENTER

Call 206-787-5229 (option 3) if you see any of the below.

- Violations of the security procedures in this training.
- A person without a badge who is in the SIDA, Secured Area, or Sterile Area.
- Open and unattended access-controlled doors or gates.
- Signs of forced entry into the SIDA, Secured Area, or Sterile Area.
- Unattended items such as passenger's bags without their owner.

FULL EMPLOYEE SCREENING

FULL EMPLOYEE SCREENING

- All employees with ID badges (and those under escort) must go through Full Employee Screening.

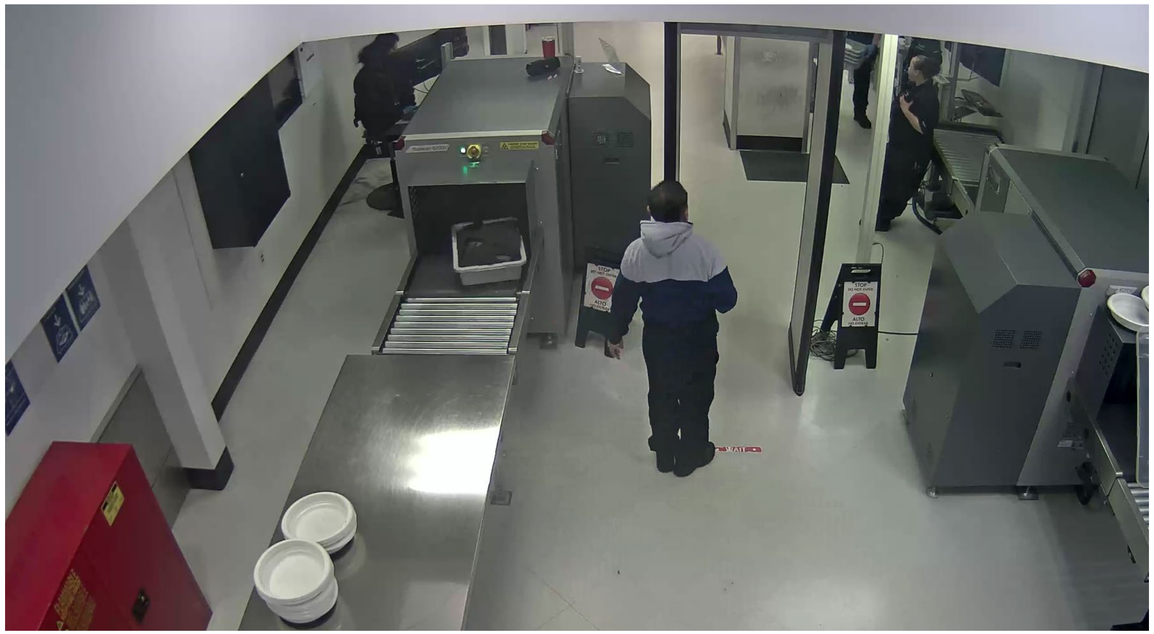
- Port of Seattle Aviation Security personnel screen employees and their belongings prior to entering the Restricted Access Areas at SEA. They ensure that employees do not have prohibited items, such as guns, ammunition, knives, etc.)

FULL EMPLOYEE SCREENING LOCATIONS

There are two FES screening locations

North FES

South FES



FULL EMPLOYEE SCREENING

If you fail to comply with Full Employee Screening prior to entering the Restricted Access Areas at SEA

- **Your access privileges may be suspended = you will not be able to enter the Restricted Access Areas to do your job.**

- **Your ID badge may be revoked (taken away).**

Thank You!

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