

Juneau International Airport Escort/Challenge, Gate/Door Use-Recurrent Training

(Refer to Airport Security Gate/Door Access Rules for all rules you are required to follow)

Escort Authority (the privilege of bringing an Unauthorized Person into a Restricted Area)

Escort means that the person(s) under escort must be in sight and within hearing range of the authorized escort.

- Escort may only be performed by a Badgeholder in areas authorized by the badge type:
 - SIDA may escort in the SIDA, Sterile, 135-AOA or GA-AOA (general aviation air operations area), if authorized (see #2 below)
 - Sterile may escort in the Sterile area only (no ramp privilege), if authorized (see #2 below)
 - 135-AOA may escort on the 135 ramps or GA-AOA only
 - GA-AOA may escort in the GA-AOA area only (general aviation ramps)
- SIDA, Sterile-AOA, Sterile, 135-AOA badgeholders must display an escort authority endorsement ("EA") on the badge to provide escort. GA-AOA do not need this endorsement on their badge but will still be trained in escort procedures.
- Escort of unbadged individual(s) is only for those persons with a need to be in the restricted area, including:
 - Escort of contractor for repair or work
 - Escort of another employee during their training period
 - Escort of a (screened) vendor
 - Escort of a ticketed (and screened) passenger
 - Escort of emergency personnel, armed law enforcement or special security personnel
 - Escort for other reasons as approved by Airport Management
- Know who you are escorting. Request photo identification (unless known) and request work credentials or paperwork (unless known).
- Unbadged person(s) must remain under escort for the duration that they are in the restricted area.
- Escort authority may only be transferred to another badged employee with escort authority for that area.
- Escort is only for unbadged individual(s). NEVER escort a 'badged' individual who has lost/forgotten their badge or their badge has expired/revoked.
- Vehicles may be escorted under the same escort procedures.
- Escort must notify the Airport (907-789-7821) or Airport Police (907-321-3802) of unusual activity or possible threatening situations.
- Escort authority may be revoked by the Airport at any time. Escort authority is a privilege. Past history of violation(s) may result in denial or revocation of Escort Authority.

Challenge Procedures (a demand to produce appropriate badge or credential within a Restricted Area)

- All JNU badged individuals are required to challenge persons in any part of the AOA (all areas). SIDA, Sterile-AOA, Sterile, and 135-AOA badges must be displayed at all times while in those areas; GA-AOA badges must be produced upon request.
- Ensure that the individual has a badge or credential appropriate to the area that they are in. If they cannot produce a badge or credential, ask if they are under escort of another JNU badged individual. If they are not under escort, challenger shall escort the individual out of the restricted area and notify Airport Police (907-321-3802) immediately of any intentional breach.
- Any badge or credential produced upon request must have a photo that matches the individual, and be current (not expired). Credentials include Federal Inspectors (FAA, TSA, U.S. Customs, etc., Law Enforcement, and Airline crew (Alaska Airlines, Delta Air Lines, etc.).

Gate/Door Use (accessing the Restricted Areas of the airport)

- Access to the restricted area (all AOA) must be through a controlled gate or door. All gates and doors are controlled through automated proximity or swipe card, or by key, padlock or cipher code. All persons accessing must have an approved JNU badge or credential (or be under escort).
- Never allow another person or vehicle to gain access to the AOA (all areas) unless they are under escort. All persons/vehicles entering the AOA (all areas) must swipe/scan/unlock (etc.); no 'piggybacking' off another badged individuals entry (unless under escort).
- STOP and WAIT for gate/door to close prior to leaving the area; or relock the access point. Any malfunctioning gate/door or suspicious persons/vehicles within the fenced area must be reported immediately by notifying Airport Police (907-321-3802), Airfield Maintenance (907-789-4001) or Airport Management (907-789-7821).

I have read and acknowledged the rules associated with Escort Authority, Challenge Procedures and Gate/Door Use.

Signature (Both sides must be signed)

Date