

JUNEAU INTERNATIONAL AIRPORT  
**EMPLOYEE IDENTIFICATION BADGE PROCEDURES AND RESPONSIBILITIES**

1. **Do Not Loan Your Badge** to anyone; not even a co-worker. \_\_\_\_\_
2. **Smoking is prohibited** in the Airport Operations Area (AOA). \_\_\_\_\_
3. **Badges must be worn at all time while on the 135-AOA, Sterile Area, and SIDA ramps or in other SIDA** badge display areas, including air cargo building and baggage make-up areas. \_\_\_\_\_
4. **Badges are the property of the Juneau International Airport and may be suspended, revoked or access denied** at any time that the Airport believes that it is in the best interest of the Airport or airport security. Badges are a privilege. \_\_\_\_\_
5. **Badge holders understand the type of information required on badges or credentials (airline crew members or federal agents) in the SIDA, Sterile Area, 135-AOA areas,** and ensure they are current and valid. \_\_\_\_\_
6. **Badge holders shall “challenge”** any individual in the SIDA, Sterile Area or 135-AOA who is not displaying a proper badge or credential, and who is not under escort. \_\_\_\_\_
7. **Badge holders shall report security breaches or suspicious activity/persons** immediately to the Airport Police. \_\_\_\_\_
8. **All badge holders must swipe their badge** prior to entering the ramps, Sterile Area or SIDA. When multiple employees enter through a secured door/gate at the same time, each employee must swipe their badge prior to entry. \_\_\_\_\_
9. **Badge holders shall ensure that no one gains illegal entry** through gates or doors while entering or exiting the SIDA, Sterile Area and/or 135-AOA areas. Ensure doors and gates close securely behind you. \_\_\_\_\_
10. **SIDA, Sterile, Sterile-AOA, and 135-AOA badge holders must have “EA” authority** on their badge to provide escort in the SIDA, Sterile Areas, and 135-AOA areas. \_\_\_\_\_
11. **Escorted person(s) must be under your control** at all times, and within sight and hearing range. \_\_\_\_\_
12. **Badge holders must have “Double Checkered Flags” on their badge to have authority** to drive on the ramps. \_\_\_\_\_
13. **Report lost or stolen badges immediately to Airport Police.** Fees apply for lost or stolen badges. \_\_\_\_\_
14. **Badges must be returned to the Airport** upon termination of employment. \_\_\_\_\_
15. **Employee Parking Lot use is restricted** to on-duty employee use only. If a vehicle is parked for more than 24 hours without Airport Manager approval, arrangements must be made to move the vehicle or it will be towed at the owner’s expense. \_\_\_\_\_
16. **Badge holder is responsible for any fines, civil sanctions and/or prosecution** resulting from a security infraction, violation or security breach by the badge holder. \_\_\_\_\_
17. **Badge must be worn on the outermost clothing and above the waist.** \_\_\_\_\_
18. **Badges issued for a company shall be used for company business only** and not for personal reasons. \_\_\_\_\_
19. **No Airport badgeholder may board an air carrier for travel** without being screened by TSA. \_\_\_\_\_

I, the undersigned, have read and understand and will comply with the above Employee Identification Badge Procedures and Responsibilities governing Airport Identification Badges. Failure to comply may result in the loss of Airport Identification Badge privileges and/or fines.

\_\_\_\_\_  
Signature of Badge Holder (sign at Badging Office)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone Number

\*\*\*\*\*  
Airport Witness/ID Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Type(s) of ID/Work Verification received: 1) \_\_\_\_\_ 2) \_\_\_\_\_

*Photocopies of ID/Work verification in badge recipients file \_\_\_\_\_ (initial)*

**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:**

1. 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; if authorized (see #2 below)
  - Sterile-AOA may escort in the Sterile Area and 135-AOA ramp; 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 in the 135-AOA ramp or GA-AOA areas only
  - GA-AOA may escort in the GA-AOA area only (general aviation area)
2. SIDA, Sterile-AOA, Sterile, and 135-AOA area badged individuals must be authorized to provide escort. SIDA, Sterile-AOA, Sterile, and 135-AOA area individuals must display escort authority (“EA”) on their badge. GA-AOA do not need this authorization on their badge but will still be trained in escort procedures.
3. Escort of unauthorized person(s) is only for those persons with a need to be in a Restricted Areas, 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
4. Know who you are escorting. Request photo identification (unless known) and request work credentials or paperwork (unless known).
5. Escort authority may only be transferred to another badgeholder with escort authority for that area.
6. Escort is only for unauthorized persons, not for a badgeholder who has lost/forgotten their badge.
7. Vehicles may be escorted under the same escort procedures.
8. Escort must notify the Airport or Airport Police of unusual activity or possible threatening situations.
9. Escort authority may be suspended or revoked by the Airport at any time. Escort authority is a privilege.

**Challenge Procedures:**

1. All badgeholders are required to challenge persons in any Restricted 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.
2. Ensure that the individual has a badge or credential appropriate to the area that they are in. If they cannot produced a badge or credential, ask if they are under escort of another badgeholder. If they are not under escort, challenger shall escort the individual out of the Restricted Area and notify Airport Police immediately of any intentional breach.
3. Any badge or credential produced upon request must have a photo which 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*)

1. 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).
2. 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).
3. **STOP and WAIT** for gate/door to close prior to leaving the area; or relock the access point. Report any malfunctioning gate/door or suspicious persons/vehicles within the fenced area immediately by notifying Airport Police (586-0899), Airfield Maintenance (789-4001) or Airport Management (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