

Juneau International Airport Security Rules & Procedures—Recurrent Training
(Refer to Airport Security Rules & Procedures for all rules you are required to follow)

Gate/Door Use and Access Rules:

1. Upon entering or exiting a gate/door, persons/vehicles must **STOP and WAIT** for gate/door to close prior to proceeding on. The exception to the rules is if there is more than one person/vehicle **exiting** the Restricted Area, the first person/vehicle may transfer the responsibility of the gate/door closure to the next person/vehicle exiting. **The last exiting person/vehicle must ensure that the gate/door has closed behind them prior to leaving the area.**
2. User may **escort** an unauthorized person through an access gate/door, provided they are escorted by the user **at all times** within the Restricted Areas. Unauthorized Person(s) must also be escorted out of the Restricted Areas.
3. Failure to follow proper access procedures or airfield rules may result in fines in excess of **\$10,000 per incident**. Both City and Borough of Juneau and Federal fines may be assessed to violators.
4. Badges/access cards are the property of the Juneau International Airport and may be confiscated or de-activated at any time the Airport believes that it is in the best interest of the security or safety of the Airport. The Airport may be directed by the Department of Homeland Security (Transportation Security Administration) to limit or close access into all or part of the airport perimeter during times of national emergency or heightened security threat levels. The Airport will make every effort to notify users of such occurrence.
5. User must report any malfunctioning gate or suspicious persons/vehicles within a Restricted Areas immediately by notifying **Airport Police (586-0899), Airfield Maintenance (789-4001) or Airport Management (789-7821)**.
6. User operates gates/doors entirely at their own risk and are responsible for the costs to repair or replace gates/doors or other property on the airport which they, or anyone they escort, damage; including their own vehicle/property.

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 or a badgeholders that badge has expired.
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, CBP, etc.), Law Enforcement, and Airline crew (Alaska Airlines, Delta Air Lines, etc.).

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

Signature
(Both sides must be signed)

Date