



Lafayette Regional Airport

222 Jet Ranger X Drive, Lafayette LA 70508 - 337-266-4401 - Fx 337-266-4410

For Questions
Regarding
Escort
Procedures:
Contact the
Access
Control
Office at
337-266-4401

"E" Icon
allows you to
escort others
in your
approved
areas.



Escort Procedures – January 2014

Escorting is defined as accompanying an individual or group that does not have authorized access to the SIDA, and sterile areas to conduct official airport business for a short duration. SIDA is defined as the areas within the Airport's perimeter boundary that require an individual to continuously display an ID badge. Sterile areas are areas inside the central passenger terminal complex that are behind the screening checkpoints and include all concourses.

Who can escort? To conduct an escort into the SIDA or sterile areas of the airport, you must have a LFT ID Badge with an "E" icon printed on it. Persons who have the authority to escort into the Sterile and SIDA areas are only granted such authority after determination that escort authority is required in order for the person to conduct the duties of their position, and considered any personal history of civil aviation security violations.

Who can I escort? Escorts should be based on operational need. You may escort someone who is attending a meeting, or providing a service to your company such as a repair or delivery, etc.

SIDA and Sterile Escort Guidelines

- Proper identification media while escorting.
- Badge holders must ensure that the escorted individual is continuously accompanied or monitored.
- Escort ratio is 1:5. One properly badged individual may escort up to five (5) non-badged individuals.
- Individuals awaiting the outcome of their criminal history records check and security threat assessment may be escorted. Upon approval of said documents individual must be badged as soon as possible.
- Persons escorted through the checkpoint must undergo screening pursuant to TSR 1544.201 or TSR 1546.201 prior to entering the sterile area.
- It is acceptable to transfer escort responsibility to another authorized individual.
- Escorts are required to be within a distance not to exceed fifty (50) feet and must be under continuous visual and verbal control.
- Airport Administration/Maintenance /Operations and some contractors are allowed to use the SIDA controlled door next to the elevator on the 2nd floor to Sterile Area. Contractor's tools / equipment that may arouse concerns for other passengers if they observe those items being screened.

• Contractor must maintain positive control of all tools and equipment while in Sterile/SIDA area – do not leave tools unattended

• If any person being escorted becomes engaged in activities other than those for which escorted access was granted, they must be escorted out of the area immediately.

• If the individual refuses to leave, the badge holder must immediately contact airport security by dialing the phone number on the back of the ID badge: 337-266-4461.

• **SIDA and Sterile area badgeholders who do not have their ID In their possession, CANNOT be escorted.**

Sterile Emergency Vendor Escort Guidelines

Emergencies: Certain situations may require individuals to access the sterile area without submitting to screening, including response by medical emergency personnel, fire department or other service agencies. Those individuals escorted into the sterile area without being screened will remain with their escort at all times. On-duty screeners and law enforcement representatives assigned to airport security may escort those individuals into the sterile.

Vendors: Individuals with a valid Concession identification badge, providing Sterile Area access, may escort others, and must submit to screening at the checkpoint and follow current TSA prohibited items' list.

Transient Crew

None. Escort authority is not extended to transient flight crew members possessing only an aircraft operator-issued identification.



Escort Procedures (continued)

(revised: January 2014)

AOA General Aviation Escort Procedures

- Any individual possessing a valid AOA General Aviation Badge is also granted escort privileges in those area they have access, and:
- Badge holders must ensure that the escorted individual is continuously accompanied or monitored while within the AOA general aviation area.
- Escort ratio is 1:5. One properly badged individual may escort up to five (5) unauthorized individuals. If you ever need to escort more than 5 individuals, contact the badging office to make the appropriate
- Escorts are required to be within a distance not to exceed fifty (50) feet and must be under continuous visual and verbal control of their escort.
- If any person being escorted becomes engaged in activities other than those for which escorted access was granted, they must be escorted out of the area immediately.
- If the individual refuses to leave, the badge holder must immediately contact airport security by dialing the phone number on the back of the ID badge:
337-266-4461.
- Any special events where groups will be admitted, and exceed escort ratio, must be coordinated through the Airport Badging Office.

*Construction Escort Allowances

All escort procedures previously discussed apply, except as follows:

- **Escort Ratio: 1:10 (GA ONLY – SIDA remains 1:5)**
- **Escort Distance: Within 100 feet and must be under continuous visual and verbal control. (GA Only; SIDA 50')**

*Accredited School Escort Allowances

Any tenant that operates an accredited learning institution, will be allowed increased escort ratio.

Note: All other escort procedures previously discussed apply, except as follows:

Escort Ratio: 1:15 (GA ONLY)

Escort Violations

- 1st Offense:** Written notice of violation.
- 2nd Offense:** Confiscation of ID badge and access privileges for 5 days and attend security training prior to reissuance.
- 3rd Offense:** Confiscation of ID badge and access privileges for thirty (30) days and attend security training prior to reissuance.
- Thereafter:** Permanent revocation of ID badge.

Vehicle Escort

- A visitor vehicle requiring access to the secured, SIDA or AOA must be granted access by a badge holder who has vehicular access authorization, and escort authority; the badge holder will be responsible for proper escort of the vehicle while in the controlled areas.
- This provision will be utilized to accommodate fuel deliveries, cargo shipments or similar situations requiring infrequent access.
- Pedestrians are NOT allowed to open a vehicle gate and allow an unauthorized access, this includes a vehicle or another person, this must be performed by a lead vehicle with proper markings (logos on both side of the vehicle or airport approved vehicle permit). Pedestrians are not allowed to walk-thru a vehicle gate, there are sufficient doors and pedestrian gates on the airport to provide entry. The only acceptable exception is to support life safety activities.
- The escort vehicle may be a car, truck, tug, or any other motorized vehicle.
- A vehicle under escort is the only acceptable exception for an unmarked vehicle to be on the airport without an airport vehicle permit/tag or logo markings.
- Vehicle escort ratio is 1:1 (one badged operated vehicle to one unbadged vehicle operator).
- Construction projects ratio is 1:2 (Note: Due to size of most construction vehicles – only escort ONE vehicle at a time through the vehicle gate, thereafter on the ramp you may escort two vehicles.)

If the person you are escorting fails to remain with you, or if you observe an improper escort by someone else, contact:
337-266-401

* = revised section