

Lafayette Regional Airport

222 Jet Ranger X Drive, Lafayette LA 70508 337-266-4401 -337-266-4427

ESCORT PROCEDURES REVISED FEBRUARY 2019

Escorting is defined as a badgeholder with escort privileges accompanying an individual or group that does not have unescorted authority access to enter the Airport Operation Area (AOA), comprised of the Secure Identification Display Area (SIDA), Sterile or General Aviation (GA) areas, to conduct official business. The AOA is defined as the restricted areas within the Airport's perimeter boundary that requires an individual to have an Airport ID badge with unescorted authority and access to enter.

The SIDA is an area within the AOA where the ID badge is continuously displayed. Sterile areas are areas inside the central passenger terminal complex that are behind the screening checkpoints and include all concourses. GA area is all other area of the airport.

Who can escort? To conduct an escort into the AOA, SIDA or sterile areas of the airport, you must have a LFT Airport Identification 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 their assigned work duties.

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.
- Badgeholders 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 CFR 1540.105, CFR 1544.201 or CFR 1546.201 prior to entering the sterile area.
- It is acceptable to transfer escort responsibility to another authorized individual using a positive turnover.
- 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 and Operations and some contractors are allowed to use the SIDA controlled door (by-pass) next to the elevator on the 2nd floor to enter Sterile Area. Prohibited tools/equipment that may arouse concerns for other passengers if they observe those items being screened are not allowed in the Screening area and should be inspected at the by-pass door.
- Contractors must submit to an inspection of their tools before entering the Secure or Sterile areas. Please call the AVCOM to schedule an appointment.
- 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 police/AVCOMM 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 Airport Badge 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 escort access to the Sterile Area, may escort others provided they submit to screening at the TSA checkpoint but no items on the current TSA prohibited items' list may be in their possession.

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AOA General Aviation Escort Procedures

- Any individual possessing a valid General Aviation Badge (GA) is also granted escort privileges in the area they have access.
- Badge holders must ensure that the escorted individual is continuously accompanied or monitored while within the AOA/GA 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 Security Office to make the appropriate Notification.
- 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 AVCOMM 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 the 1:5 escort ratio, must be coordinated through the Airport Security 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') Construction crews must be contained in a specific, delineated area and not go outside of it.**

***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) However the school must contact the Security Office prior to escorting into the restricted area.**

Escort Violations

1st Offense: Written notice of violation.

2nd Offense: Revocation of ID badge and access privileges for 3 days and must attend security training prior to reissuance.

3rd Offense: Revocation of ID badge and access privileges for seven (7) days and must attend security training prior to reissuance.

Thereafter: Permanent revocation of ID badge.

Vehicle Escort

- A visitor's vehicle requiring access to the Secured, SIDA or AOA must be granted access by a badgeholder who has vehicular access authorization, and escort authority; the badgeholder will be responsible for proper escort of the vehicle while in the restricted areas.
- This provision will be utilized to accommodate fuel deliveries, cargo shipments or similar situations requiring infrequent access.

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- Pedestrians (without a vehicle) are NOT allowed to open a vehicle gate and allow access. This includes a vehicle or another person, this process must be performed with the use of a lead vehicle with proper markings (Placards or logos on both side of the vehicle or an airport vehicle permit for personal vehicles).
- 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.
- Vehicle escort ratio is 1:1 (one badged operated vehicle to one unbadged vehicle operator). Note the 1:5 badge restriction still applies to persons within a vehicle.
- Construction project ratio is 1:2 (Note: Due to size of most construction vehicles –only escort ONE vehicle through the vehicle gate at a time, once both vehicles are through the gate you may proceed escorting the two vehicles.)