

SECTION 01540

SECURITY

PART 1 GENERAL

1.01 RELATED REQUIREMENTS

- A. Section 01010 - Summary of Work.
- B. Section 01500 - Construction Facilities.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

3.01 SECURITY PROGRAM

- A. The Transportation Security Administration (TSA) requires ANC to control access and prevent unauthorized persons from entering Air Operations Areas (AOA). In compliance with this requirement, ANC has established procedures to authorize or deny access to the AOA and to identify and control persons while in these areas.

3.02 INSPECTIONS AND FINES

- A. TENANT shall be liable for any fines levied against ANC, by the Transportation Security Administration (TSA), resulting from actions by the TENANT, or those whom the TENANT is responsible for, that cause a failure in the maintaining of security in the area of construction, to include any points of entry into the Air Operations Area (AOA) utilized for the construction project. Failure to maintain security will also include failure to abide by the identification program or other requirements pertaining to the security of the AOA.
- B. TENANT personnel are subject to random checks for compliance with the badging and permit regulations. These checks may be conducted by either Airport Safety, Airport Operations, or the TSA.
- C. In order to maintain an accountability for all Airport Identification Badges issued, the TENANT is responsible for physically collecting and returning to the Airport Badge Office all outstanding badges no longer used for the construction project. Proof of return is State Receipt issued by the Airport Badge Office.
- D. A fine of \$300.00 will be levied against the TENANT for each unreturned badge either upon badge expiration or completion of the project, whichever is sooner.
- E. Temporary ramp permits shall be turned back to Airport Badge Office at 6040 DeHaviland, next to the Safety Building upon completion of work or expiration of the ramp permit(s), whichever is sooner. There is a \$50.00 fine for each permit not returned.

3.03 AOA ENTRY CONTROL

- A. TENANT is responsible for preventing unauthorized access to the AOA by way of the construction site, to include maintaining ANC perimeter gates in either a locked condition or attended by appropriately badged persons who ensure that only authorized personnel or vehicles are admitted through them into the AOA.

- B. Those persons designated to control access points into the AOA shall be instructed in the proper procedures of identification requirements for persons and vehicles. The TENANT will provide these persons with the capability to communicate directly with Airport Operations and or dispatch.
- C. The TENANT will be responsible for maintaining, as a minimum, a six (6) foot clear area on both sides of any perimeter fence line affected by the TENANT or any authorized representative.
- D. Any opening of the AOA security fence requires prior coordination with Airport Operations. The TENANT is responsible for providing an appropriately badged person at any unsecured AOA access gate or opening. Contact ANC Operations at 266-2600.

3.04 AIRPORT IDENTIFICATION BADGES

- A. The Airport Identification Badge, developed and adopted by the ANC, is the only identification system recognized as authority to enter the Security Identification Display Area (SIDA). Only persons identified by this system are permitted access. All Airport Identification Badges must be worn on the outermost garment above the waist.
- B. Any person found in the SIDA, not in compliance with this program, will be removed from the area and action will be taken against violators as appropriate under Alaska State Statute or Alaska Administrative Code.
- C. Airport issued Identification Badges are not required outside the SIDA area. For leaseholds and roadways outside the SIDA, ANC approves the use of a valid driver's license in conjunction with TENANT company identification cards issued from a person's employer.
- D. Control Authority
 - 1. The Airport Manager has been delegated authority for approving issuance, system control, implementation, and accountability of this program to the Airport Operations, Badge and Vehicle Permit Office.
 - 2. An individually - assigned Airport Identification Badge will be used by each TENANT employee granted access to the airport SIDA area for construction projects. It does not grant access to aircraft and is valid only for the area in which their construction is actually taking place and the approved routes to and from that area.

3.05 BADGE ISSUE PROCEDURES

- A. All fingerprint and badging requests must be channeled through the TENANT. The following briefly outlines those procedures. For further information and the required paperwork, you may contact the Airport Badge Office at 266-2409. The Airport Badge Office is located at 6040 DeHaviland Avenue. Hours are from 7:00 AM – 4:00 PM, Monday through Friday (closed holidays).
- B. Badging is a two step process.
 - 1. The first step is that each person requiring an Airport Identification Badge must submit to a FBI fingerprint based Criminal History Records Check. This takes place at the Airport Badge Office, Monday through Friday from 8:00 am to 2:00 PM. If the Records Check shows no TSA disqualifying criminal offense within the preceding ten years from the date of fingerprint submission the TENANT is notified and the person may proceed to step two. Allow one to two weeks for this process to take place.

2. Step two is the Security and Ramp Driver training. This training class is available at the Airport Badge Office on Monday, Wednesday or Friday at 8:00am. Training takes approximately 90 minutes. Upon completion of step two, an Airport Identification Badge may be issued.
- C. In lieu of an Airport Identification Badge, for those employees working in the same area together, there needs to be only one employee with an Airport Identification Badge while the other employees in the area may be issued a visitor badge. Note: there must be an Airport Identification Badged employee monitoring them at all times. A person using a visitor badge is not required to view the training video, but is expected to follow all regulations while on the restricted areas of the airport.
- D. Any falsifications can result in revocation of the badges by the party in question, and any fines incurred from the violations will be passed to the responsible party.
- E. The request letter will be considered valid for 30 days from the date it was originally signed and dated.
- G. Upon issuing an Airport Identification Badge, each badged employee will be issued a set of airport rules and regulations they shall be held responsible for while working in restricted areas of the airport.
- H. The fingerprinting fee is \$29.00 and badge fee is \$10.00. Payment is required at time of service for each. All fees shall be paid by the TENANT.
- I. At Airport Operation's option, an Alaska Public Safety Information Network records check will be made on the employee, to include checking current driver's license status for ramp license requests.
- J. The TENANT shall be responsible for the maintenance of records necessary to ensure the retrieval of badges from employees and contractor(s).
 1. Whenever a badged person's employment authorized by the TENANT is terminated, the TENANT is responsible for immediately recovering the Airport Identification Badge and returning it to Airport Badge and Vehicle Permit Office.
 2. When someone terminates employment, the TENANT shall immediately notify the Airport Badge Office at 266-2409 so the badge can be deactivated. If someone terminated his or her employment outside of the normal working hours, the TENANT shall notify Airport Dispatch at 266-2415 of the termination. A fee of \$300.00 will be levied against the TENANT for each badge not recovered and turned into the Airport Badge Office from a terminated employee. All badges must be returned to the Badge Office within five (5) days of an employee's termination date or the completion of the project, whichever is sooner.
- K. All persons holding an Airport Identification Badge shall immediately notify their employer if they lose their Airport Identification Badge. Employers shall immediately notify the Airport Badge Office at 266-2409 during normal business hours or Airport Safety Dispatch at 266-2415 after normal business hours. The employment status of any person losing a badge will be confirmed by the Badge Office prior to the reactivation their badge. A replacement request letter and a \$50.00 lost badge fee is required for a replacement Airport Identification Badge.
- L. The ANC requires each TENANT and badge holder to agree to abide by the provisions of this identification program. The TENANT shall designate one or more badge control officer(s) to act as the point of contact for coordination in matters of badge program administration and security matters.
- M. Any person requiring a ramp driver's license must first successfully complete the Airport's Ramp Driving Program. This program consists of a one hour classroom presentation including a test. Employees must pass the written test before a ramp license will be issued. Classes are on Monday, Wednesday or Friday at 8:00 AM in the Badge Office. Call 266-2409 for further information or to schedule groups of more than 4 persons.

3.06 VEHICLE ACCESS ON AOA

- A. The TSA requires the ANC to control access and prevent unauthorized vehicles from entering the AOA. In compliance with this requirement, the ANC has established procedures to authorize or deny access to the AOA and to identify and control vehicles while in the AOA.
- B. Proper individual identification, ramp operator's licenses, and vehicle permits must be obtained through Airport Badge and Vehicle Permit Office before attempting to enter an Air Operations Area.

3.07 VEHICLE IDENTIFICATION STANDARDS

- A. All TENANT vehicles requiring access to the AOA shall display a temporary ramp access permit as issued and instructed by Airport Badge and Vehicle Permit Office. Permits for temporary access shall be available from 7:00 AM to 4:00 PM Monday through Friday at the Airport Badge and Vehicle Permit Office, located at 6040 DeHavilland, phone 266-2409. All permit requests must come through each TENANT's Badge Control Officer.

3.08 AREA OF AUTHORIZATION

- A. TENANT vehicles are only authorized in the areas where their contract work is being performed and on the access routes to and from that area.

3.09 AUTHORIZED VEHICLES

- A. Any TENANT vehicle is authorized onto the AOA when it is within its area of authorization, the temporary ramp permit is properly displayed, and all occupants have the required airport identification properly displayed.

END OF SECTION