



Security Identification Display Area (SIDA) Study Guide

EVERY YEAR AT AIRPORTS LIKE JFK, EWR, LGA, SWF, there are real and possible threats to civil aviation security. Groups and individuals world-wide target the aviation industry and other modes of transportation for acts of violence and terrorism. Unlawful acts against aviation include hijacking, aircraft sabotage, bombings, and terminal assaults. The events of September 11, 2001, changed airport security. The Transportation Security Administration (TSA) was formed and became the governing agency for airport and airline security.



The rules and procedures in this training course are important in preventing unauthorized access to restricted areas, and minimizing the potential for unlawful activities.

The Port Authority of NY & NJ, under guidance of the TSA, has developed this training course to familiarize those persons with a need to be in the restricted Security Identification Display Area (SIDA), as well as the Secured and Sterile Areas of the airport. These established rules and procedures are for the safety and security of all persons. Failure to comply may result in loss of Airport Security ID Card privileges, loss of employment, and penalties against the individual and the company they represent.

This Study Guide is a summary of the requirements to obtain an Airport Security ID Card as provided by Federal regulations. Other training (such as an airfield driver or DR-1 endorsement) may be required for additional privileges. All personnel applying for an Airport Security ID Card must undergo a fingerprint-based criminal history records check (CHRC) and a Security Threat Assessment (STA) prior to being issued and Airport Security ID Card.

I. DEFINITIONS

Most of these terms are airport-specific terms:

Aircraft – for the purposes of this study guide, aircraft is defined as a fixed wing aircraft (examples are 747, 777, A320, A380, jet or propeller aircraft) or helicopter.



Air Operations Area (AOA) – This area includes aircraft movement areas, aircraft parking areas, aircraft loading ramps, and aircraft safety areas, and any adjacent areas (such as general aviation areas).

Airport Police – Port Authority Police Department (PAPD) officers working at the Airport.



Airport Security Manager – the Airport's primary contact for security-related activities, communications, training and compliance with TSA regulations.



Airport Security Program (ASP) – an airport operator’s security program required and approved by the TSA. Airports must follow approved programs and ensure those security measures outlined in the program are complied with by all tenants and users of the Airport.

Airfield – A part of the AOA, that support aircraft operations, such as runways and taxiways.



Challenge – a demand to produce and display an Airport Security ID Card in accordance with TSA regulations. Personnel with an Airport Security ID Card are required to challenge anyone (see “challenge procedure”) not appropriately displaying an Airport Security ID Card in the restricted areas of the airport.

Challenge Procedure – the process by which individual(s) with unescorted access to the restricted areas of the airport are required to identify and communicate with, approach, and/or point out to appropriate authorities, individual(s) or vehicles present in restricted areas but not displaying airport approved identification.

Escort – when an individual that has airport approval to escort individual(s) or accompany or monitor the activities of individual(s) who do not have unescorted access to the restricted area.

EWR – Newark Liberty International Airport

FAA – Federal Aviation Administration that regulates the Aviation Industry





General Aviation (GA) – General aviation (GA) is the term for all civil aviation operations other than scheduled air services and non-scheduled air transport operations. General aviation flights range from gliders and powered parachutes to corporate business jet flights.

JFK – John F. Kennedy International Airport

LGA – LaGuardia Airport



Piggybacking – When an unauthorized person enters a restricted area using the access privileges of a person who is authorized to gain entry. This is an illegal and unauthorized act.

Public Area – Areas normally accessible to the general public, including the public portions of all terminal buildings, parking lots and roadways.

Secured Area – Goes beyond the SIDA area (see SIDA definition below) by requiring access controls and is the highest level of security. A SIDA ID is still required to be displayed in the secured area.

Security Identification Display Area (SIDA) – A portion of the airport, in which security measures specified in Title 49 of the Code of Federal Regulations are carried out. This area includes the secured area.

Security Responsibilities – As an Airport Security ID Card holder you must not tamper or interfere with, compromise, modify or circumvent any security system or security procedures at this airport. No one may divulge security information or records that are labeled as sensitive security information unless approved by the Transportation Security Administration.

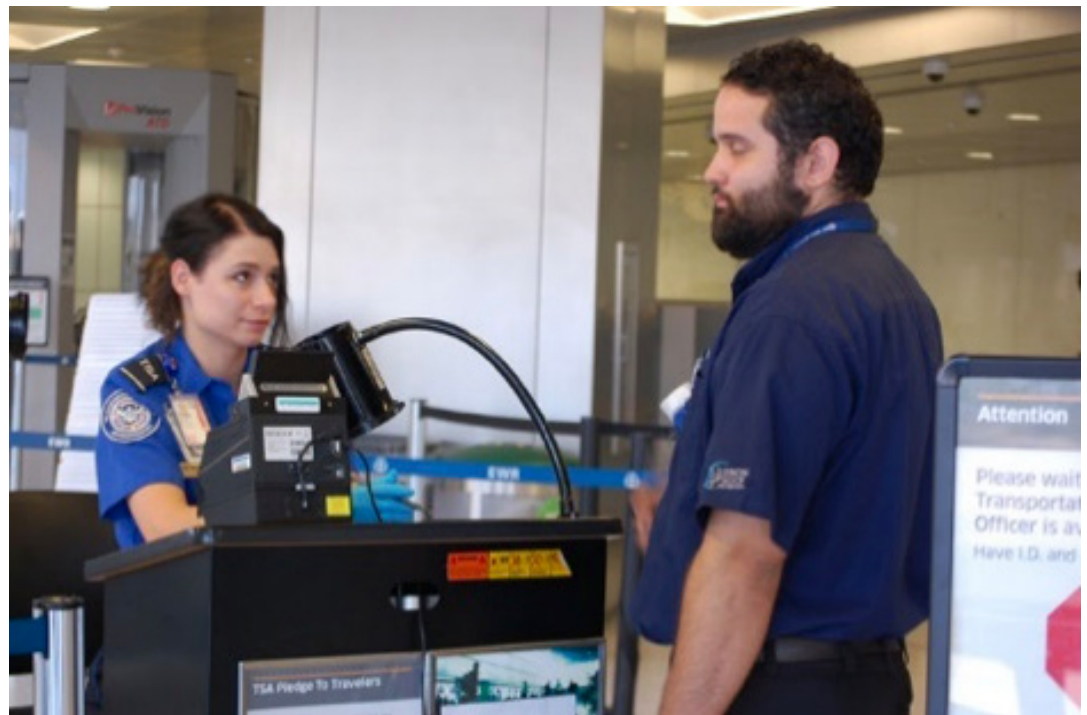


Sterile Area – An area of the airport which provides access for boarding onto and off of aircraft (also referred to as the Gate Area). Access to this area is highly restricted, and only ticketed passengers and individuals with an Airport Security ID Card may enter this area via the TSA Passenger Screening Checkpoint.

SWF – Stewart International Airport

TEB – Teterboro Airport

Transportation Security Administration (TSA) – a Federal agency providing federal security oversight, passenger and baggage screening, employee screening and guidance for the airport's security program.

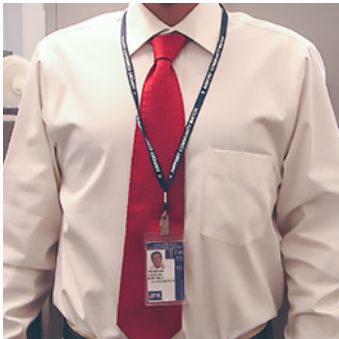


III. GENERAL SECURITY AND SAFETY RULES

No Smoking in the terminals or on the Main Ramps and Airfield. The proximity of aircraft, fuel trucks, equipment, and terminal heating fuel storage make it extremely dangerous to smoke or leave cigarette butts smoldering.

Report Suspicious Persons or Activity. It is important to report unusual or suspicious persons or activities immediately to the Port Authority Police Department (PAPD) for investigation. It is for the safety and security of everyone at the Airport. If you see something, say something. Be Alert. Be Aware. Speak Up.

IV. GENERAL ID CARD RULES



Security is Everyone's Business! – Everyone issued an Airport Security ID Card is expected to assist with Airport Security measures. It is a card holder's duty to abide by the rules and regulations and to report security incidents to PAPD. Failure to comply with federal airport security rules and regulations, and failure to report security violations may result in civil penalties.

ID Cards are a Privilege! – There are rules, regulations and responsibilities that come along with the issuance of an Airport Security ID Card. If not followed, the card will be suspended or revoked. Each type of Airport Security ID Card represents a specific level of security. The employer and the Airport Operator will determine the type of card necessary for each individual.

Never Lend Out an ID Card – Not even to a co-worker. An Airport Security ID Card is only to be used by the individual to whom it has been issued.

Airport Security ID Cards Must Be Worn on the Outermost Clothing, Above the Waist and Below the Neck.

Airport Security ID Cards MUST be worn at all times while in a Sterile or Secured Area. When putting on or removing a jacket, remember to move your Airport Security ID Card to the outermost layer of your clothing. Airport Security ID Cards must be visible. They may be worn in a clear display pocket, on a lanyard or clipped to the individual's clothing.

Report Lost or Stolen Airport Security ID Cards Immediately. It is the duty of each card holder to keep track of their Airport Security ID Card. It is also the duty of each card holder to report a lost or stolen Airport Security ID Card immediately to Airport Operations or the Airport Security ID Office so that access can be deactivated. If the Airport Security ID Card was stolen, it must also be reported to PAPD. The card holder will be held responsible for any illegal access which has been gained through the use of a lost or stolen card holder.



All Card Holders Must Swipe Their Airport Security ID Card Prior to Entering a Secured Area. Do not allow anyone to enter the secured area under your swipe or access. Each authorized person must swipe their own Airport Security ID Card when they enter restricted areas. Piggybacking others is not allowed. A card holder may not escort another card holder.

Ensure No Unauthorized Entry. When you enter or exit a restricted area, ensure that no one gains unauthorized entry into these areas while a door or gate is open. The card holder must make sure the door or gate closes behind them and that no one has gained entry into the restricted area, unless under escort of an authorized card holder.

Airport Security ID Cards Are the Property of the Port Authority. They may be confiscated, de-activated or revoked at any time the Airport believes that use by a person may endanger the security or safety of the Airport. Airport Security ID Cards must be returned to the Issuing Officer once an individual is no longer employed at the airport or no longer requires an Airport Security ID Card.

Challenge. A card holder is required to challenge person(s) in a restricted area to ensure the individual is authorized to be present in that area. A challenge is a request to see a valid Airport Security ID Card or other approved credential that allows that person to be in a restricted area of the airport. If a person does not have a valid Airport Security ID Card, or the ID Card is expired, notify PAPD immediately.

Report Security Concerns Immediately. As a part of the security team at this airport, a card holder has the continuing duty to report security breaches, suspicious activity, or suspicious individuals on the airport to the Airport Police (PAPD). To report such activities, call PAPD (see important numbers on last page for the PAPD number for each airport.).

Airport Security ID Card Suspension/Revocation. The Airport reserves the right to refuse, suspend, or revoke an ID Card to any individual when it has been determined to be in the best interest of the Airport and airport security. The TSA may supersede the Airport's decision to grant or deny an Airport Security ID Card to a person.

Civil Penalties and Enforcement. Failure to comply with any federal airport security rules and regulations may result in civil penalties or other enforcement actions.



V. AIRPORT SECURED AREAS

The Airport has several different levels of secured areas: Sterile, AOA and Secured. These areas are delineated by perimeter fencing, gates, terminal buildings with access doors or painted boundaries on the ramps or within buildings. Access doors entering into these areas are marked with warning signs.



In order to access any of these areas of the airport, a person must have authorized access or be under escort of an individual who has authorized access and escort privileges. Approved identification media must always be displayed for unescorted access in restricted areas.

VI. AIRPORT APPROVED IDENTIFICATION MEDIA

There are a variety of Identification "ID" cards in secured (Sterile, AOA, Secured) areas of the Airport. Most of the ID Cards are issued by the Airport, but some may be Airline crew ID cards or Federal Agent ID cards. It is important to recognize these ID Cards or to call a supervisor or PAPD when in doubt.

Your Airport Security ID Card. Airport Security ID Cards are required to enter into a restricted or secured area. The Airport has a variety of different Airport Security ID Cards that allow access to restricted areas of the Airport. ID Cards have specific colors for specific areas of the Airport. The color coding is for easy identification from a distance. The color of the card will tell whether a person has "Secured" (RED), "Sterile Area" (BLUE), or "Snow" (GREEN at JFK and LGA only) access. ID Cards must be renewed annually prior to their expiration date.

Airline Crew ID Cards. The airport allows some airline crew members to wear their airline ID in the Sterile area and around the vicinity of their aircraft and their flight operations center. The crew member must display their ID and be in an approved airline uniform.

Federal ID Cards. A variety of Federal Agents are allowed in the restricted areas for various reasons. The Federal Aviation Administration (FAA), Department of Homeland Security (DHS) which includes Transportation Security Administration (TSA), Customs and Border Patrol (CBP), and Immigration and Naturalization (ICE) are just a few of the Federal agencies with inspectors and employees that have to display Federal ID cards and require access to restricted areas of the Airport.



VII. CHALLENGE PROCEDURES

Airport Security ID Card holders must recognize the various Airport Security ID types for each area of the Airport. All individuals that have been issued Airport Security ID Cards are required to challenge anyone not showing a proper card in a restricted area. A challenge is a demand to show the proper, unexpired Airport Security ID Card or other approved credentials. Failure to display the proper ID card in a restricted area will result in immediate removal from that area. Anytime you are unfamiliar or unsure if an ID card is valid, report it to PAPD immediately.

VIII. ESCORT PRIVILEGE

“Escort” means that a person without an Airport Security ID Card may enter a restricted or secured area ONLY if accompanied by a person with a valid Airport Security ID Card with escort privileges. The person under escort must be within sight and hearing of the authorized card holder who is responsible for providing the escort. Non-badged persons must remain under escort the entire time they are in a restricted area. Escort Privileges are noted on the Airport Security ID Card as “EP” or “EV”.

AN INDIVIDUAL THAT DOES NOT HAVE AN “EP” or “EV” ON THEIR AIRPORT SECURITY ID CARD MAY NOT PROVIDE ESCORT.

Individuals who have a valid Airport Security ID Card and may have lost or forgotten it for that day, MAY NOT BE ESCORTED.

Individuals who have been denied an Airport Security ID Card MAY NOT BE ESCORTED.

IX. VIOLATION OF RULES

PENALTIES AND SUSPENSION OF AIRPORT SECURITY ID CARD PRIVILEGES

Failure to follow any of the rules, regulations or procedures may result in fees or fines to an individual or a company in violation. Federal enforcement action or prosecution may also accompany fines (up to \$12,800 per infraction).

Other security violations may require that an individual’s Airport Security ID Card be suspended or revoked.

The Airport may revoke an individual’s ID Card privileges at any time (regardless of any previous offenses) if the violation is severe, or if the Airport, or the TSA, believes that the person may be a threat to the Airport’s safety and security.



IMPORTANT CONTACTS

EWR



- **EWR EMERGENCY** (Police/Ambulance/Fire) **973-961-6666**
- **EWR POLICE** (Non-Emergency) **973-961-6230**
- **EWR OPERATIONS** **973-961-6054**
- **PA POLICE TIPS LINE** **1-800-828-PAPD (7273)**

JFK



- **JFK EMERGENCY** (Police/Ambulance/Fire) **718-244-4333**
- **JFK POLICE** (Non-Emergency) **718-244-4335**
- **JFK OPERATIONS** **718-244-4111**
- **PA POLICE TIPS LINE** **1-800-828-PAPD (7273)**

LGA



- **LGA EMERGENCY** (Police/Ambulance/Fire) **718-533-3911**
- **LGA POLICE** (Non-Emergency) **718-533-3900**
- **LGA OPERATIONS** **718-533-3700**
- **PA POLICE TIPS LINE** **1-800-828-PAPD (7273)**

SWF



- **SWF EMERGENCY** (Police/Ambulance/Fire) **911**
- **NYS POLICE** (Non-Emergency) **845-567-9257**
- **SWF OPERATIONS** **845-838-8237**
- **AIRPORT ID OFFICE** **845-838-8238**

TEB



- **TEB EMERGENCY** (Police/Ambulance/Fire) **911**
- **TEB POLICE** (Non-Emergency) **973-961-6230**
- **TEB OPERATIONS** **201-393-4081**
- **TEB OPERATIONS CELL** **201-481-5359**
- **PA POLICE TIPS LINE** **1-800-828-PAPD (7273)**

