

Proper Escorting Procedures



Escort Ratio

Maximum People Ratio = 5 to 1 (EP or EV)

Maximum Vehicle Ratio = 2 to 1 (EV)

Escorting is when an authorized airport employee with an EP or EV on his/her Airport Security ID Card accompanies and monitors individuals without an Airport Security ID Card to restricted airport areas.

The following individuals should NEVER be escorted:

- ✗ Employees who have a valid Airport Security ID Card for the specific area.
- ✗ Employees with an expired or invalidated Airport Security ID Card.
- ✗ Employees who have forgotten or lost their Airport Security ID Card.
- ✗ Employees whose access privileges are denied, suspended, or revoked for any reason.
- ✗ Employees who have had their Airport Security ID Card stolen.

Security escorting responsibilities:

- ✓ Only employees with an Airport Security ID Card marked with EP or EV are authorized to provide escorts.
- ✓ Access to restricted areas should be limited to authorized Airport Security ID cardholders or individuals under escort.
- ✓ In a restricted area, ALL those under escort must remain within sight of the escort. The escort must be able to communicate with the individuals in a normal voice tone.
- ✓ The escort ends when the individuals being escorted return to the public area.

Violation of escorting procedures, requirements, limitations, or restrictions by any individual can result in TSA fines, issuance of Breach of Rules ticket, loss of escorting privileges, suspension or revocation of an Airport Security ID Card.



Airport Community Watch Program

Airport Community Watch Program is sponsored by the Office of the Chief Security Officer (OCSO) of the Port Authority of New York & New Jersey

