

FACILITY SECURITY & ESCORT PROCEDURES
at
PUBLIC BERTHS

New Jersey Marine Terminals (NJMT)

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New York Marine Terminals (NYMT)

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- ▶ Report all security incidents or suspicious activity immediately to the Port Authority Police at 800-828-PAPD (7273) and the respective FSO.
- ▶ The Port Authority's Public Berths are a Restricted Area when there is a vessel tied up.
 - The Port Authority's Public Berths are at MARSEC Level One (normal operating conditions) unless otherwise indicated.
 - The FSO would notify all personnel of additional security requirements if/when the MARSEC Level is increased.
- ▶ All visitors must be included on the Visitors List that must be provided by the Agent to the Port Authority at least 24 hours in advance.
- ▶ All personnel requesting unescorted access to the terminal **MUST** have a TWIC.
- ▶ Non-TWIC holders will require an Escort by a valid TWIC holder that is so authorized by the Port Authority.
- ▶ By Port Authority policy, authorized individuals may only serve as an escort in accordance with the following guidelines:
 - ▶ **Port Authority Employees**- Anyone with prior arrangement
 - ▶ **Agents**- Vendors, suppliers, repairmen, crew members and crew family members (only for vessel they are Agent of record on)
 - ▶ **Port Captain/Engineers**- Vendors, suppliers, repairmen, crew members, crew family members, other vessel representatives
 - ▶ **Seafarer Welfare Agencies**- Crew members, clergy & spiritual leaders, volunteers essential to the ministry

- ▶ **Stevedores** – repairmen for stevedoring equipment, customers and employees who do not need recurring access
 - ▶ **Transportation Companies** – crew members and spare parts deliveries
 - ▶ **Contract (PA) Security Guards**- Anyone with prior arrangement for business purposes only.
 - ▶ **US Crew Members**- Visitors to the vessel
 - ▶ **Port Authority Contractors**- employees, suppliers, consultants and subcontractors to the contract
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- ▶ All Escorts must complete security training, which will be provided by the Port Authority in accordance with 33CFR Part 105.210 or 105.215.
 - Escorts will be issued a letter of approval at the successful completion of the training.
 - Escorts (with the exception of Contract Security Guards) will be identified on the “PA Escort List” that is made available to the Security Guards and Operations Control Center staff.
 - ▶ All personnel must prominently display their TWIC on the outermost garment above the waistline at all times.
 - ▶ Escort must provide non TWIC holders continuous side by side escort at all times.
 - ▶ Escort ratio is one (1) TWIC holder to five (5) non TWIC holders.
 - ▶ Escorts will be responsible for the actions of non TWIC holders they are escorting and will assume liability and /or fines for their actions.
 - ▶ At elevated MARSEC levels, the Port Authority reserves the right to require that all escorting be conducted by a Contract Security Guard.
 - ▶ If at any time you lose contact with the person(s) you are escorting or the non TWIC holder is acting suspicious you must immediately contact the Port Authority Police at 800-828-PAPD (7273).
 - ▶ Failure to follow this policy will result in your escort privileges being revoked.