

TEMPORARY ESCORT REQUEST

JOHN WAYNE AIRPORT ORANGE COUNTY

Requested By: _____ Date: _____

Contact Number: _____ Email: _____

Are you a SNA Authorized Signatory? YES NO

Company requesting escort: _____

Company under escort (if different): _____

Name of current SNA badged employee(s) who will be providing the escort:

_____ SNA Badge Number: _____ Badge Type: _____ Badge Expire Date: _____

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Escort Purpose: _____

General location the employee(s) will be working while under escort: _____

General Job (s) function: _____

Estimated Start / Completion Date: _____

Anticipated duration that the employee will be escorted (# of days or hours): _____ (no more than 30 days)

Number of persons under escort: _____ Number of vehicles under escort: _____ (No more than 3 vehicles)

Names of Individuals under escort:

_____ Date of Birth _____ Phone Number _____

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Acknowledgement by the Authorized Signatory that the SNA ID Badged employee with "E" scort privilege will maintain positive control (verbal and visual contact) of the non-badged employee at all times.

I, _____ acknowledge that _____ understands that he/she must (Name of current SNA badged employee(s) who will be providing the escort)

maintain positive control (verbal and visual contact) of _____ while under escort. (Names of Individuals under escort)

He/She also understands that failure to follow SNA escort procedures will result in a Notice of Violation (NOV) in accordance with John Wayne Airport Rules and Regulations, Sections 2 and 5.

PLEASE REMEMBER DISQUALIFIED APPLICANTS CANNOT BE ESCORTED. SEE ESCORT GUIDELINES AND PROCEDURE ON PAGE 2

Please email the completed form to esoriano@ocair.com, rgivens@ocair.com, and badgingoffice@ocair.com for the SNA Airport Security Coordinator team to approve the temporary escorting of employees.

Approved By: _____ Date: _____

SNA Airport Security Coordinator

Name of TSA Regulatory Inspector Notified: _____ Date: _____

Temporary Escort Request: Request must be completed by the Authorized Signatory and approved by the Airport Security Coordinator (ASC) before escorts can occur. These requests are approved on a case-by-case basis.

Escorting Guidelines:

- Escorting can only be used for **operational / business-related activity**.
- SNA badged individuals providing escort must maintain **positive control (visual and verbal control)** of pedestrians and vehicle drivers under escort.
- Escorting is **not to be used as a substitute for badging of personnel** who are regularly stationed, or assigned to work at JWA.
- Escorting is **not to be used for those individuals who have been issued an Airport ID Badge**.
- **Escorting is not to be utilized for more than a few (2-3) days** in those instances where the person is eligible for his/her own badge unless approved by the Airport Security Coordinator.
- **If a person fails to successfully complete the badging process**, that person is no longer allowed to be escorted.
- SNA Airport Security maintains the authority to modify or revoke the authorization of anyone being escorted if violations are found or the security level of the airport changes.
- Employees who have started the ID Badge process (Fingerprinted pending results. Received results but pending training, etc.)

NOTE: Anyone needing access to the terminal **more than two to three days per month must apply for an Airport ID Badge**.

Escort Procedure Reminders:

- If someone needs to go to the restroom, everyone goes to the restroom. Escorts can remain outside the restroom if it is the opposite gender.
- If someone needs to leave the terminal sterile-area, secured area, Aircraft Operations Area, Security Identification Display Area (SIDA), etc. the escort and everyone under escort must all leave together.
- If you have two or more employees with the “E”scort privilege on their ID Badge, there must be a positive transfer of the escort authority.
 - John Smith – SNA Badged employee with “E”scort privilege is escorting five non-badged employees who are pending fingerprint results.
 - John Smith needs to leave the airport.
 - John Smith can have Sally Johnson – SNA Badged employee who also has “E”scort privilege provide escort to the five non-badged employees. Sally must maintain positive control of all non-badged employees.

Frequently Asked Questions:

1. What if I am escorting a non-badged employee onto the ramp to serve as a wing-walker for an aircraft pushback/tow?
 - a. The SNA badged employee providing “E”scort and the non-badged employee under escort must be next to each other on the same wing. The SNA badged employee cannot be on one wing and the non-badged employee on the other wing due to loss of positive control (visual and verbal contact).
2. What if a contractor needs to access the roof to clean out vent-hoods?
 - a. The contractor does not need an Airport ID Badge if it is less than two to three times per month. The contractor can be escorted by a concessionaire employee with a current, valid SNA ID Badge and “E”scort privilege. **No ASC approval necessary.**
3. What if we have a non-badged employee who can work a shift at SNA but is badged at another airport?
 - a. Greater than two to three days per week for longer than 30 days = **the employee needs to apply** for an SNA Airport ID Badge.
 - b. Less than two to three days per week for less than 30 days = **the ASC must approve this employee to be escorted** by an employee from the same company with a current, valid SNA ID Badge and “E”scort privilege.
4. What if we have an employee who was fingerprinted but is waiting for security clearance results or has cleared has not received their ID Badge.
 - a. **The ASC must approve this employee to be escorted** by an employee from the same company with a current, valid SNA ID Badge and “E”scort privilege.
5. What if an employee forgets their Airport ID Badge at home?
 - a. The **employee cannot be escorted**. The employee must return home to retrieve the ID Badge.
6. What if an employee loses their Airport ID Badge?
 - a. The employee **cannot be escorted**
 - b. The Authorized Signatory must
 - i. access the SAFE Authorized Signatory portal and indicate the ID Badge is “Lost”
 - ii. call the ID/Access Control Office at **949-252-5250**, M-F, 0730 to 11:30, 13:00 to 16:30
 - iii. call the Airport Communications Control Center at **949-252-5000**, M-F, 16:30 to 07:30 and on weekends
 - iv. employees can replace their ID Badge without an appointment during normal ID/Access Control Office hours
 - v. Replacement ID Badge fees apply
7. What if an employee’s Airport ID Badge is “Stolen?”
 - a. The employee **cannot be escorted**
 - b. The Authorized Signatory must
 - i. access the SAFE Authorized Signatory portal and indicate the ID Badge is “Stolen”
 - ii. call the ID/Access Control Office at **949-252-5250**, M-F, 0730 to 11:30, 13:00 to 16:30
 - iii. call the Airport Communications Control Center at **949-252-5000**, M-F, 16:30 to 07:30 and on weekends
 - iv. employees can replace their ID Badge without an appointment during normal ID/Access Control Office hours
 - v. Replacement ID Badge fees apply