

# (COMPANY NAME) TWIC ESCORTING PROCEDURES

Authorization: An individual with a valid TWIC who is authorized to be in a restricted area by (Company) is not required to be escorted. An individual who does not have a valid TWIC must be escorted in restricted areas.

**Possession of a TWIC does not guarantee unescorted access to secure areas; permission must be granted by (Company).**

Escorting: Escorting means ensuring that the escorted individual is continuously accompanied while within a restricted area in a manner sufficient to observe whether the escorted individual is engaged in activities other than those for which escorted access was granted. An individual not in possession of a TWIC who requires access to a restricted area must be escorted with side-by-side accompaniment by an authorized TWIC holder.

Identification: Person(s) seeking escorted access must present personal identification to (Company) employee prior to being granted access.

Responsibility: The person assuming escort responsibility agrees to be responsible for the escorted workers until responsibility is either turned over to another approved escort, or the escorted person(s) departs the restricted area.

Escort Ratio: At no time may an escort accompany more than 5 individuals, all of whom must remain within visual contact with and in continuous physical proximity of the escorted workers in order to enable the TWIC holder to witness the escorted individual(s) actions.

Vehicle Escorts: When escorting vehicles into restricted areas, the escort is not expected to enter the vehicle being escorted. However, the escort must verify the reason for entry, clearly define the driving pathway and maintain a visual line of site with the vehicle until it leaves the restricted area.

Escorting ratios do not apply when non-TWIC holders are transported in an enclosed vehicle. In this case, one TWIC holder who is driving or riding in the vehicle can escort any number of passengers as long as they are not allowed to depart the vehicle.

Non-compliance: In the event the escorted individual departs from the escort and/or exhibits any suspicious behavior, or fails to comply with the escort procedure, the escort shall:

1. Attempt to gain compliance via verbal request; if this fails, the escort shall:
  - a. Maintain visual contact of the escorted;
  - b. Notify Security or FSO of the location of the incident, direction of travel, description of the escorted and the situation.
2. Facility Personnel will treat as a Transportation Security Incident
3. DO NOT attempt to physically detain or stop the escorted.

Signature: By signing this form below you are accepting the role of an escort to and certify you understand the requirements and duties of this obligation and will perform the aforementioned duties to the best of your ability and notify (Company) personnel of any non-conformities while performing these duties.

Escort Name: \_\_\_\_\_ Company: \_\_\_\_\_

Escort Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Security Awareness

Potential intruders may attempt to gain information about facilities and activities to identify patterns and routines, assess vulnerabilities, target selection and choose the time, place, and means of an attack. A possible indicator of unauthorized surveillance is a person drawing a diagram, taking detailed photographs or video of

- Camera locations
- Access points
- Perimeter fence
- Location of personnel
- Traffic patterns
- Buildings
- Roadways

Suspicious activity is best described as activity that is unusual or out of place for a particular environment. Examples are:

- Persons without proper badges
- A person running in the tank field
- Briefcase or suitcase left unattended (suspicious packages)
- Persons taking photographs of our facility
- Boaters within 75 yards of our docks

## Maritime Security Levels (MARSEC Levels)

Security levels are layered to properly handle security threats. As the MARSEC Level increases, the security measures at the port increase. Example, there will be an increase in vehicle screenings and restrictions to visitors, depending on the MARSEC Level. Signs at access points advise of the current MARSEC Level.



**MARSEC Level 1 – Minimum**  
appropriate security measures in place at all times

**MARSEC Level 2 – Additional**  
measures to Level 1 for **Heightened Risk**

**MARSEC Level 3 – Further specific**  
protective measures above Levels 1 & 2 for a **PROBABLE or IMMINENT THREAT**

### Facility Security Officers

Facility 1 – FSO Name

Facility 2 – FSO Name

Facility 3 – FSO Name

**(Company Name)**

[LOGO]

## TWIC Escorting and Security Awareness Pamphlet

Report any suspicious activity immediately to the facility gate guards, the Facility Security Officer (FSO), and the Local Police Department by dialing 911.

**Emergency: 911**

*Issued: (TBD)*

## TWIC Escorting

A person must possess a valid Transportation Workers Identification Credential (TWIC) to gain **unescorted** access to (Company) facilities.

All persons must have a legitimate business need and permission from (Company) to gain access. An approved visitor with a TWIC card will not need an escort and may proceed directly to the gate for visitor badge.

**Non-TWIC** holders however, ***must be*** escorted by an authorized TWIC holder who possesses both a TWIC and a (Company) credential.

The **Escort** will ensure that all non-TWIC holders are signed in with the gate guard and are issued an appropriate badge if they do not have a (Company) ID. The escort will also insure that the non-TWIC holders are in possession of valid photo identification. The visitor will surrender the visitor/escort badge to gate guard when the visitor exits the terminal.

The **Escort** will ensure that escorting procedures are followed .

There are two types of areas in (Company's) terminals: secure access and restricted access. Restricted access areas are generally the marine docks, tank storage areas, and offices. All other areas within our fenced property are secure access areas.

**For Secure Access Areas**  
**One escort is required for every 10 non-TWIC holders (or by *MONITORING* in some situations).**

**For Restricted Areas**  
**One escort is required for every 5 non-TWIC holders.**

Escorting requires side by side accompaniment or at least line of sight contact. The following definition has been provided for the purposes of TWIC:

***“Continuous physical proximity to and visual contact with the escorted individual in order to enable the TWIC holder to witness the escorted individual’s actions.”***

## MONITORING IN SECURE AREAS IN LIEU OF SIDE BY SIDE ESCORT

An individual without a TWIC may be sent on a specific task in a secure area without side by side escort for a limited period of time. If the Non-TWIC holder does not check back in with the escort within **10 minutes**, the escort will go find the individual and notify the guard gate. The duration of the task should be short and **the task must NOT take the individual into any restricted areas** as side-by-side accompaniment would be *required* in those situations.

The side by side escort requirement ***must not*** be compromised. The escort must contact Security immediately if he/she loses contact with his/her visitor or the visitor is observed engaging in unlawful or suspicious activity.

Any violations of the (Company) Escort Policy will be investigated. **Coast Guard fines determined to be due to the negligence of the ESCORT will be the responsibility of the ESCORT's COMPANY.** Persons found to have been in violation of this policy may also be subject to loss of terminal access privileges and/or prosecution.

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