



PORT OF PONCE TWIC Escort Training Guide

PURPOSE

The purpose of this training guide is to provide the reader with the necessary information to meet Port of Ponce Terminal training requirements for Transportation Worker Identification Credential (TWIC) holders who escort non-TWIC holders in secure and restricted areas under Maritime Transportation Security Act regulated facilities. The required training can be accomplished through review of this guide. Upon review of this guide, you should have a basic understanding of the following:

- Background and purpose of the TWIC program;
- Definitions of Secure and Restricted Areas, Escorting, and Physical side by side accompaniment;
- Knowledge of Port of Ponce Tenant Facility escorting procedures;
- Quick response measures and contingency plans if an escorted individual is engaged in activities other than those for which escorted access was granted.

BACKGROUND

WHAT THE TWIC PROGRAM MEANS TO YOU

The Maritime Transportation Security Act (MTSA) of 2002 and Security and Accountability for Every (SAFE) Port Act of 2006 required the Department of Homeland Security to establish rules to prevent an unauthorized person from getting into a secure area of a vessel or facility that has a security plan. The laws require using a standard, biometric ID (also known as a "credential"), for access control to secure areas of vessels and facilities. This ID is known as the "Transportation Worker Identification Credential" or "TWIC". To get a TWIC, you must pass a Security Threat Assessment (STA). That assessment helps authorities decide if you pose a security risk to the transportation industry.

Under Federal law (33 CFR 101.105), all terminals in the Port of Ponce are considered either “secure” or “restricted” areas. Effective April 14, 2009, to be granted unescorted access you must have a TWIC.

However, having a TWIC does not give you a right to unescorted access to marine terminals and facilities.

No matter what, you must also have permission from the Facility Security Officer (FSO) or his/her designee for unescorted access.

There are some people who do not need to have a TWIC for unescorted access. These include Federal officials, State or local law enforcement officers, or State or local emergency responders, all who may access secure and restricted areas unescorted in the course of performing their official duties.

SECURE AND RESTRICTED AREAS

Under MTSA rules, an owner or operator must designate certain areas as secure or restricted. An owner or operator must mark any restricted area clearly. Being in a secure or restricted area without authorization is a breach of security and is against the law.

- A secure area is an area that has security measures in place for access control.
- A restricted area is a part of a secure area that needs more limited access and higher security.

ESCORTING RULES & GUIDANCE

Federal regulations mandate that an individual who requires regular access to secure areas of MTSA- regulated facilities is required to have a TWIC card. However, the Port and Terminal Operators recognize that situations will arise when it may be necessary for a non-TWIC holder to be granted access to facilities. To this end, the Port has worked with its tenants to clarify escort guidelines for these exceptional circumstances. These guidelines are designed to meet the requirements of federal regulation and preserve facility security. Under these guidelines, the terminal FSOs retain the authority to approve or deny a request to escort non-TWIC holders onto their facilities. The procedure for Port personnel to request escort approval is as follows:

- 1) Port personnel will request escort approval for a non-TWIC holder to gain escorted access to a terminal facility by providing the terminal FSO with a Port of Ponce TWIC Escort Request Form via fax or email (24-hour notice is required);
- 2) The FSO or his/her designee will determine if access will be granted, returning the approval via fax or email to the requesting Port personnel;

3) Approved escorts will ensure all escort requirements as outlined in the TWIC Escort Training Guide for Port of Ponce Employees are followed.

In addition to meeting the approved escort requirement, escorts must ensure that the non-TWIC holders provide the FSO or other facility security personnel with an acceptable photo ID prior to being granted access to the facility. The photo ID should be laminated or otherwise secure against tampering; contain the individual's full name (full first and last name, middle initial is acceptable); contain a photo that accurately depicts that individual's current facial appearance; bear the name of the issuing authority; and the issuing authority be a government authority or the individual's employer, union, or trade association.

ESCORTING IN A SECURE BUT NON-RESTRICTED AREA

Under federal law, the escorting requirement in **secure but non-restricted areas** is met through the physical accompaniment of not more than ten (10) non-TWIC holders to a single authorized TWIC holding escort. The authorized escort must provide a reasonable assurance that an individual under escort is not engaging in activities other than those for which access was granted. In all cases, there must be an ability to communicate a breach of security in accordance with the existing approved security plan.

ESCORTING IN A RESTRICTED AREA

Under federal law, escorting in a **restricted area** can be accomplished only by side-by-side escort with an escort ratio of not more than five (5) non-TWIC holders to a single authorized TWIC holding escort. The authorized escort must be near and able to see the escorted individual(s) at all times he/she is in the restricted area. The authorized escort must provide reasonable assurance that the individual(s) under escort is not engaging in activities other than those for which access was granted. In all cases, there must be the ability to communicate a breach in security in accordance with the existing approved security plan.

ESCORTING FROM A VEHICLE

When conducting an in-vehicle tour of terminal grounds the escort ratio requirements are waived provided that no person(s) under escort exits the vehicle while on premises.

ESCORT QUICK-RESPONSE MEASURES

As an escort, you must plan to respond quickly if the individual you escort (a) enters an area without authority or (b) does something that you have not authorized. In the event the escorted individual(s) departs from the escort and/or

exhibits suspicious behavior, or fails to comply with the escort procedure, you shall attempt to gain compliance via verbal request. If the individual is non-

responsive, there has been a **BREACH OF SECURITY** and you are required to take the following measures:

- Immediately contact Terminal Security by phone;
- From a safe distance, attempt to maintain visible contact with the individual;
- Report to the Facility Security Officer the precise location and nature of the incident.

Remember, never attempt to detain an individual during a breach of security. For your safety, always let trained security professionals assess and resolve the situation. It is recommended that you always carry a cell phone with the number of terminal security for any facility you are visiting.

We hope this study guide has helped you to understand the TWIC escorting procedures as they relate to Port personnel. Please refer back to this guide should you have questions related to the procedures

PORT OF PONCE TWIC ESCORT AGREEMENT

I have read and understand the TWIC Escort Training Guide for Port of Ponce Employees. By signing this form below, I am accepting the role of an escort and hereby certify that I understand the requirements and duties of this obligation and will perform the aforementioned duties to the best of my ability. I will notify the appropriate Security personnel of any non-conformity while performing these duties.

PORT OF PONCE TWIC Escort:

Printed Name _____

Signature _____

Date _____