



SECURITY AWARENESS BULLETIN

Bulletin by CLT Security
July 2021



Welcome to the first issue of the CLT Security Awareness Bulletin. Did you know that there are over 542 companies that conduct business at the airport? This accounts for over 16,000 (and growing) badge holders in our airport community. Every member of the airport community are the eyes and ears of our Security Team and without the eyes and ears of the team, we cannot have a successful security program.

To assist our airport community, the CLT Security Operations department has established a Security Awareness Program called **"Securing the Crown."** The purpose of this program is to promote security awareness within the airport community through proactive dialogue and collaborative problem solving that will help identify and report deficiencies and vulnerabilities. The goal of this program is to improve the overall security posture at CLT and to ensure that every member of the airport community is aware of, and understands, their responsibilities as a badge holder.

A successful security program has multiple layers seamlessly embedded throughout so that each layer works with and builds upon the foundation creating a solid security posture. One

of the important layers to the Security Awareness Program is the Airport Security Consortium. Membership in the Consortium is open to every CLT badge holder. The meetings are held on the fourth Wednesday of each month at 10 a.m. in the Airport Auditorium. A product of the Consortium's work plan will be the creation and distribution of a quarterly Security Awareness Bulletin. The articles and information contained within each bulletin will be drafted by various members of our airport community and will have relevance to the Consortium's security discussions.

We hope the information is timely, helpful and proves to be a great resource for security reminders, information on security hot topics, updates on current airport threat information, and overall airport awareness.

CLT's security program would not be a success without airport badge holders like YOU, and we would like to make sure you have the latest information available. Thank YOU for being a member of our CLT Security Team! I hope you enjoy this issue of the Security Awareness Bulletin and look forward to seeing new participants at the monthly Consortium meetings.

Renee Tufts
CLT Security
Operations Manager



Quarterly Construction Project Spotlight

As summer continues to fly by, the Terminal Lobby Expansion (TLE) project is operating at maximum capacity. Many employees have already noticed the steel framework that has already taken shape on the front of the building. There will be some changes that all employees need to be aware of in the coming months. Late August, employees will start to see some changes to which doors are available when entering the terminal. If you were not part of the last Airport Stakeholder presentation, please consult your supervisor for the latest plans to avoid delays in arriving to your work location.

Some of the work that is taking place for the TLE project spans past Field Gate 80, which is one of the main access points onto the Airport Operations Area (AOA). Employees should be aware that traffic on Rental Car Road will continue to be impacted throughout the summer, potentially through the end of the calendar year. All employees who use Gate 80 or the loading dock are reminded that they must obey all traffic signs and signals to ensure everyone's safety on the roadway. The layout is expected to change a few more times, so please review

any Operational Impact Notices and distribute to your staff if you are a supervisor or manager.

The TLE project will slowly begin to have more visible impacts within the terminal building and aviation work areas. All construction staff working in the Sterile and Secured Areas must be badged or properly escorted in the same manner as anyone working in these restricted areas. Always be sure to challenge persons who are not displaying a badge and immediately call the AOC with information on any suspicious persons or activity.

Finally, please remember that all tools and items that would otherwise be prohibited to fly must always be fully accounted for when working in any restricted area of the airport. If you witness unattended tools or other items that seem suspicious, immediately report these items to the AOC so the airport security team can investigate.

Thank you for all you do to allow CLT to continue to grow as we transform the airport into a modern and efficient facility for our passengers to enjoy!



Do you know the difference between a Weather Watch and a Weather Warning? A WATCH is issued when conditions are favorable for a particular severe weather hazard within the next several hours. A WARNING is issued when a severe weather hazard is imminent or occurring and to take immediate action to protect life and property. As we approach the height of the summer thunderstorm season

and the beginning of the hurricane season, it is vitally important to know what actions to take while at CLT if severe weather occurs as all types of severe weather can occur, day or night. The airport has a comprehensive severe weather plan within the Airport Emergency Plan (AEP) that provides guidance and direction for various types of severe weather including storms, tornadoes and hurricanes to name a few. It is the responsibility of all CLT badge holders to know how to prepare, respond and recover from all types of hazardous weather while assisting the travelling public that may not be familiar with the airport. This includes the appropriate locations in which to shelter in-place due to a tornado or other severe

weather events if necessary and to proactively protect everyone within the airport terminal and concourses. It is extremely important to stay away from open areas and especially areas with glass windows. Restrooms and interior hallways make great locations to shelter. The signage below is a quick reminder in which to recognize as a safe location throughout the airport to shelter in-place until the severe weather passes or you have received the all-clear by airport personnel. For those working outside and on the ramp areas, please monitor the lightning detection system lights that are posted throughout the ramp areas. These yellow and red lights will let you know when you must remain indoors for protection from the severe weather. Although we cannot eliminate severe

weather entirely, our best efforts for protection rely on self-preparedness and situational awareness. Rest assured, CLT has been recognized by the National Weather Service (NWS) as a Storm Ready Community. This is a comprehensive review from NWS Staff in reviewing the airport's severe weather plan and that we have the appropriate communications warning systems in-place to monitor severe weather as well as communicate the information to our stakeholders, partners and traveling public.

If you have further questions regarding severe weather or other types of emergencies, please feel free to contact CLT Airport Emergency Management at EmergencyMgmt@cltairport.com.

SEVERE WEATHER PREPAREDNESS at CLT





Active Shooter Survival Training



CMPD’s Active Shooter Survival: The ABC’S to Active Shooter Response training is a FREE 2-hour course designed to provide and empower individuals with the survival skills to stay alive until law enforcement arrives, and ultimately survive an active shooter event. These are skills that

Date	Time	Location
8/19/21	10 am - 12 pm	Eagle
9/16/21	7 pm - 9 pm	Auditorium (Terminal)
10/12/21	10 am - 12 pm	Eagle
11/16/21	2 pm - 4 pm	Eagle
12/16/21	7 pm - 9 pm	Eagle

Part 1540 and You

When a SIDA badge holder commits a security violation at the airport, it is addressed by the Aviation Department. The action it takes may range from a citation to permanent revocation of an individual’s SIDA badge. In addition individuals committing security violations may also face sanctions from TSA. Individuals generally think of TSA taking actions against passengers who are caught with prohibited items at the screening checkpoint or undeclared firearms in checked baggage, but TSA can and does take action against SIDA badge holders for security violations. These citations can be found in the Code of Federal Regulations Title 49 Part 1540. Contained in Part 1540 are additional requirements for all individuals including those working at an airport.

In particular, Part 1540.105 is titled Security Responsibilities of Employees and Other Persons. In this section are the requirements for all of us to follow the security requirements pertaining to the airport and airlines. There are additional sections of Part 1540 that also apply to airport and airline staff like presenting false documents, such as presenting false IDs to obtain a SIDA badge. But most violations committed by individuals fall under Section 1540.105.

A partial list these types of violations can include piggybacking (both allowing a person to piggyback and being the person to piggyback), failure to properly display your SIDA badge,

translate to a workplace, school, place of worship, shopping mall or any other location in which an active shooter can be a threat. This is a high energy presentation with interactions and demonstrations. We do not use hands-on training or surprise scenarios.

failure to challenge someone who is not displaying their SIDA badge, failure to properly secure an access point or even attempting to enter the airport through a door or gate while carrying a firearm.

Actions taken by TSA can range from a Letter of Warning (the violation must be minor and the subject’s actions were not intentional) up to a civil penalty of \$13,910 per violation. Not all violations will have fines at the maximum amount, but dollar fines for violations can be expensive.

For example, a person who piggybacks or allows another person to piggyback may face a dollar fine from TSA up to \$4,170. A violation for failure to follow escort procedures may range as high as \$10,500. While an individual attempting to carry a firearm through a door or gate may face the maximum amount of \$13,910. The actual dollar

amount of a fine will depend on the facts involved in the incident as determined by a TSA investigation. Depending on aggravating circumstances, any violation may result in a maximum penalty, and some violations may include a criminal referral.

As you can see, TSA takes security requirements seriously and so should everyone working at the airport. All of us are responsible for ensuring that each flight departs CLT and arrives safely at its destination. So please, be mindful of the requirements while working at the airport and ensure you are doing your best to keep CLT safe and secure. If you have any questions concerning your security requirements, please ask your supervisor



Transportation
Security
Administration

Airside Ops WELCOME

Hello from Airside Operations! We’ll be coming to you every quarter to discuss some of the latest topics in safety around the airfield, from the gates and hardstands, to the vehicle crossing roads and everything in-between. Airside Operations is primarily responsible for ensuring compliance on the airfield with FAA Part 139, through daily inspections and documenting work orders for items that need to be fixed. Most likely, you’ll see us riding around on the ramp checking fuel carts, picking up foreign object debris (FOD), escorting vehicles, or responding to emergencies. The goal of Airside Operations is to promote a safe airfield environment, so please help support this effort by calling 704-359-4012 on the back of your SIDA badge, or 704-359-4911 will rollover if busy for Police / Fire / Medic for assistance.

AOA Standards

The CLT Air Operations Area (AOA) Standards serves as the main policies and procedures handbook for operational safety on the AOA, with the goal of providing all employees an awareness of the airport’s safety culture and best practices. It is important for all employees to know that what you do not only affects your co-workers, but those around you inside the cargo bins, aircraft, loading bridges, and terminal. Each quarter, we’ll be going through and highlighting some of the safety concerns and trends that are covered in the current version of the CLT AOA Standards.



Escorting

A lot of times, you’ll see Airside Operations providing vehicular escorts on the AOA for individuals that do not have the DR endorsement on their badge, for companies that cannot provide vehicular escorts, or for first responders. Only individuals who have been granted escort authority by Airside Operations can escort vehicles inside the fence. All vehicles that come into the AOA must have their company name displayed on both sides of the vehicle with 3” numerals. Security will work with Airside Ops to arrange an escort into the AOA, but the Airport Operations Center (AOC) must be contacted at 704-359-4012 for an escort out. Those requesting an escort must ensure that they are following the correct vehicle and not joining onto an escort that was intended for another company, since many contactors are working in similar locations. If you are

unsure of who should be escorting you, you’ve been waiting for a while, or if you can provide vehicle escorts, please reach out to the AOC at 704-359-4012 to verify.

Giving Way

While driving on the AOA, it is important to give way to all aircraft. This becomes especially important as flight schedules increase for most airlines and each carrier operates banks at different times throughout the day. Sometimes it can be difficult to tell if an aircraft is about to move, especially when rounding a corner around a concourse, at night, or during inclement weather.

How do you know if you need to give way to an aircraft? Most aircraft, when it is about to move, will turn on a light right above the nose gear or front tire, or their forward-facing lights on the wings. If you see these lights on, slow down and stop until the aircraft passes in front of you. Also, you can check for wing walkers that are holding orange batons on the sides of each wing as an aircraft is taxiing into the gate or pushing back. If you see wing walkers up and around a gate area, you should use extra caution and exercise heightened situational awareness for aircraft around you that may be using that space.

Vehicle Roadway Crossing

It is important to exercise situational awareness when traversing the Taxiway A vehicle service roadway (VSR). The Taxiway A VSR connects the south side of the AOA with the northside, or terminal. When using this roadway, it is important to first stop at the stop sign, look left and right for aircraft, and check the stoplight. If you see aircraft taxing toward your location or the red light is flashing, you should stop, wait for the aircraft to pass, allow the red light to turn off, then proceed. While crossing the taxiway, you must stay inside the roadway marked by the white and black checkboard lines. Taking a sharp left or right will cause you to drive onto the active taxiway, which is only allowed for individuals who have completed movement area training.

See you next time!

Hopefully this information is useful to you and your coworkers as you maneuver around the AOA. The goal is to create a safe work environment for you so our passengers and flight crew have a seamless experience while on our airfield. As always, Airside Operations is here as a resource and can be reached 24/7/365 by calling the AOC at 704-359-4012, which is located on the back of your SIDA badge. For Police, Fire or Medic or any other emergencies on the airport premises, please dial 704-359-4911.





Credentialing FAQs

If I have two employees who get fingerprinted the same day, why would they not clear at the same time?

Each person undergoing both the Security Threat Assessment & Criminal History Records Check will be evaluated for clearance on their individual biographical data. As there can be varying factors in people’s backgrounds, the TSA’s results are only received once they are complete.

What causes the Criminal History Records Check and the Security Threat Assessment to be delayed?

The most common factors that delay these clearances can include, but not limited to; incorrect biographical data, omitting legal aliases or if the applicant is foreign born and more information is needed.

Why do employees have to bring original IDs?

TSA regulatory requirements mandate that both The Credentialing Office & the Authorized Signer (AS) physically verify documents being utilized for the badging application process. The I-9 list provides a list of the acceptable documents which prove both identity and authorization to work in the U.S.

If I allow my badge to expire, will it still give me access for 30 days after the expiration date?

Your badge expires on the date listed on the front of the badge. At midnight on the expiration date, the badge will no longer provide access to the airport facility. Do not allow your badge to expire as you run the risk of your background clearances also expiring. If this happens, you will be treated as a new applicant. Badge holders have 30-days prior to their expiration date to begin renewing their badge.

Why can’t I utilize a “no-show” appointment?

We do not know the employee has “no-showed” for their appointment until the actual time of the appointment. It is not feasible to contact other employees to take the slot at the very last minute. We must be able to continue with the customers that have shown at their scheduled time to keep things flowing in a timely manner.

What is the grace period for arriving late to an appointment?

As we need to adhere to our schedule in order to accommodate all our customers, we allow for a 10-minute grace period after the scheduled arrival time. After the grace period expires, the employee will likely be sent back to their AS to be re-booked.



Gate vs. Visitor Passes

Long gone are the days when all who wanted to enter the Sterile Area to see family and friends to the gate, have lunch at the terminal, or simply plane and people watch could just walk up the checkpoint, go through security, and a boarding pass was not a requirement.

Nowadays, both the airlines and airports are required to limit access to the Sterile Area through the checkpoints. Since limiting access for passengers would not be a good business practice, both entities must restrict access by others only to those that need to perform duties or have other reasons to be in the Sterile Areas. The procedures and requirements for access are spelled out in the Airport Security Program (ASP) and Aircraft Operator Standard Security Program (AOSSP). Both programs are federally regulated and must be approved by the Transportation Security Administration (TSA). The AOSSPs are specific to the individual air carriers and their employees. The ASP applies to all entities that do business at the airport, including airlines and its employees. All individuals that hold a CLT issued SIDA badge must follow the ASP.

The airport uses Visitor Passes to authorize access to the Sterile Area through the security screening checkpoint. Their issuance is governed by the ASP. The ASP allows for tenants to request the Visitor Passes up to 24 hours in advance. Each visitor must have a valid, government-issued ID and be vetted before they can be issued the pass. More detailed info on the visitor passes is in the CLT Security Standards in section 4.2.2. The Standards can be

found on the Credentialing website cltairport.com/business/credentialing.

The authorization to enter the Sterile Area issued by the airline is called the Gate Pass. The AOSSP outlines the authorized usage for these passes, and some examples include:

1. A family member accompanying a minor child, a disabled passenger, or a deploying military member
2. Non-traveling individuals to visit the travel club of the issuing airline
3. A direct airline employee who has not been issued a SIDA badge for the airport and is in possession of a valid company ID
4. An unbadged contractor performing duties for the airline under constant escort while in the restricted areas (Sterile or Secured)

Airlines cannot issue gate passes for the following and similar purposes, and they amount to bypassing airport’s security measures:

1. Contractors or visitors of tenants in the Sterile Area
2. Employees whose airport-issued media is expired, suspended, or otherwise not valid, or in situations when the employee forgot their badge at home, lost it, or it was stolen from them.

Booking a flight with the sole purpose of entering the Sterile Area also amounts to bypassing the security measures, especially if the airport-issued media is expired, suspended, otherwise not valid, or missing for any reason.

The airport can assess penalties for bypassing security measures up to and including permanent badge revocation.



Did you know that not only a security violation can cost you your badge and prevent you from getting one at CLT ever again? Inappropriate conduct violations can also result in a permanent badge revocation or a lengthy suspension of unescorted access privileges. Interfering with Law Enforcement during the performance of their duties, such as filming them, heckling them during an arrest, whether yours or someone else’s, making fun of the officers, are all severe conduct violations! Please see section 6.2.7 of the CLT Security Standards conduct violations that could result in permanent badge revocation.





Security is Everyone's Responsibility!

Important Security Reminders

Important Phone Numbers:

CLT Emergency: 704.359.4911

Airport Operations Center/Non-Emergency: 704.359.4012

CLT Badge Display

CLT badges must always be displayed above the waist on the outermost layer of clothing.

All CLT Badge holders are expected to comply with badge challenges.

CLT Badge Use

CLT Badges must be used for work-related purposes only.

CLT Badge holders that are employed by multiple companies may not use a badge for company "A" while working for company "B".

Lost Badges

If you lose your badge, you must notify the Airport Operations Center immediately at 704.359.4012

Door Alarms

If you activate a door alarm, do not access the door. Close the door. Stay where you are. **Call the Airport Operations Center** at 704.359.4012 for resolution.

Report Suspicious Activity "If you See Something, Say Something."

If you see suspicious activity or witness a security violation, report it immediately to the **Airport Operations Center** at 704.359.4012.

More information about your responsibility as a CLT Badge holder can be found in the **CLT Security Standards**. An electronic copy of the Security Standards can be found on the CLT Credentialing website cltairport.com/business/credentialing.

