



Tradepoint Atlantic

TWIC Escort Training Guide

PURPOSE

The purpose of this training guide is to provide the reader with the necessary information to meet Tradepoint Atlantic's 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 (MTSA) regulated facilities. The required training can be accomplished through review of this guide and completing the attached questionnaire. 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 Tradepoint Atlantic's Terminal 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) and the Security and Accountability for Every (SAFE) Port Act 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, all terminals at Tradepoint Atlantic are considered either secure or restricted areas. Effective July 26, 2016, to be granted unescorted access you must have a TWIC.

Merely possessing and displaying a TWIC does not grant you the right / authority to unescorted access to all terminal facilities. In addition to having a valid TWIC the employee and the approved escorted person must also have a valid reason for entry into either a secure or restricted area and must be approved by the FSO.



Tradepoint Atlantic

TWIC Escort Training Guide

All employees / persons requiring access to a secure or restricted area must be granted advance permission from the Facility Security Officer (FSO) or his / her designee for unescorted access prior to entering a secure or restricted area.

Individuals that are not required to have a TWIC for unescorted access in a secure or restricted area are as follows. Federal, State or local law enforcement officers, State or local emergency responders (Fire and Rescue), all whom are engaged in the 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.

- A secure area is an area that has security measures in place for access control located within the TPA facility.
- A restricted area is an area of limited access, requiring a higher degree of security protection located within the TPA facility that has implemented security measures for access control in accordance with the Facility Security Plan (FSP).

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. However, Tradepoint Atlantic does recognize that situations will arise when it may be necessary for a non-TWIC holder to be granted access to terminal facilities. This training is being provided to clarify the specific terminal escort guidelines at TPA for these exceptional circumstances. These guidelines are designed to meet the requirements of federal regulation and preserve facility security. The FSO or AFSO retains the authority to approve or deny a request to escort non-TWIC holders onto their facilities. The procedure for requesting escort approval is as follows:

- 1) A formal request for escort approval of a non-TWIC holder to gain escorted access to a terminal facility shall be provided in writing to the FSO or AFSO. The requester shall complete a TPA TWIC Escort Request Form and submit it in person or via email (24-hour notice is required) to the FSO or AFSO;



Tradepoint Atlantic

TWIC Escort Training Guide

- 2) The FSO or AFSO will review and determine if escorted access will be approved. Upon rendering a decision, the FSO or AFSO will then return the approved request form in person or by email to the requesting personnel;
- 3) Approved escorts will adhere to all escort requirements as outlined in this TPA TWIC Escort Training Guide. Any approved escort found in violation of this training document will immediately be removed from the secure restricted area along with the person being escorted. The FSO shall be notified of the violation and upon review of the incident may permanently revoke the employees escorting privilege.
- 4) When acting as an escort you will always carry a cell phone with the following numbers for terminal security, provided below.
 - Facility Security Officer contact information;
Chuck Heinze (Tradepoint Terminals)
Cell: 410-925-2066
cheinze@tradepointterminals.com
 - Alternate Facility Security Officer contact information;
Niels Veenema (Tradepoint Atlantic)
Cell: 410-925-7033
nveenema@tradepointatlantic.com
 - 24/7 Facility Security
(Securitas): Cell: 443-900-7282
Terminal Security Project Manager (Securitas):
Ossie Jones
Cell: 443-900-7308
 - Tradepoint Atlantic Marine Security (Bata Marine):
Cell: 443-623-6768 Cell: 410-808-1050
Frank Bowers Bill Smith

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.



Tradepoint Atlantic

TWIC Escort Training Guide

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 when 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 of security in accordance with the existing approved security plan.

ESCORTING INSIDE A VEHICLE

For escorted personnel in vehicles - Escorting ratios do not apply when non-TWIC holders are transported in an enclosed vehicle. In this case, one TWIC escort 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, unless crew members are picked up or dropped off at the gangway.

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 immediately take the following measure;

- Contact Terminal Security by phone
- From a safe distance, maintain visual 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.



Tradepoint Atlantic

TWIC Escort Training Guide

This study guide was prepared to help you to understand the TWIC escorting procedures as they relate to all port personnel. Please keep and refer to this guide should you have questions related to the procedures.

TRADEPOINT ATLANTIC TWIC ESCORT AGREEMENT

*I have read and understand the **TWIC Escort Training Guide Requirements for Tradepoint Atlantic**. 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.*

***The U.S.C.G. can fine the individual personally, if found to not be following the proper escorting procedures. Fines can vary from \$1,000 - &10,000. They can also halt all vessel operations and stop cargo transfers resulting in operational losses.**

TPA TWIC Escort:

Printed Name	:	_____
Signature	:	_____
Date	:	_____
TWIC EXP Date	:	_____

A signed copy of this form must be returned to the Facility Security Officer in person or electronically to cheinze@tradepointterminals.com