(December 2022)

In order to facilitate efficient and timely every day operations at John Glenn Columbus International Airport, the Columbus Regional Airport Authority recognizes there will be situations whereby persons needing access to area (s) of the airport, to which they are not authorized, must be accompanied by an “Escort”. In order to ensure that proper escorting procedures are maintained in compliance with Transportation Security Administration (TSA) regulations and Section 403.3 of the CRAA Rules & Regulations, the following escort procedures will be adhered to at all times:

1. A person providing escort must properly display an Airport Authority issued identification badge while in a regulated area(s) at all times. The person providing the escort must display an **“E”** to the right of the badge identification number which indicates that he or she has authority to provide escort.

2. If the person providing escort is required to drive on the airfield, the person providing the escort must have driving privileges on their badge and the vehicle must be properly marked as specified in Section 402 of the CRAA Rules & Regulations.

3. A person providing escort may only escort in areas that they (the escort) are authorized to access.

4. The person providing escort must remain in close proximity to, maintain sight of, and be able to readily or immediately observe, direct, and control the movement and actions of the person(s), vehicle(s) and equipment being escorted. This is to say that the person providing escort must have **“Visual & Verbal Control”** of the escorted persons(s), vehicle(s) and or equipment at all times while in a regulated area(s). Radios or other electronic devices will not be considered as verbal control for escorted persons.

5. The escorted person, vehicle or equipment may engage in or perform, only the activities for which the escorted access has been granted.

6. If the escorted person, vehicle or equipment engages in activities, other than those for which the escorted access has been granted, the person providing escort must remove the escorted person, vehicle or equipment from the restricted area and notify the airport police or, if the situation so warrants, notify the airport police to have the escorted person, vehicle or equipment removed. In all cases, the airport police **must be immediately notified** of any escorted person, vehicle or equipment which has acted beyond the scope of the activities for which access was granted.

7. A holder of Airport Authority issued identification may not escort another holder of Airport authority issued identification (with or without the badge present), unless the person being escorted has a badge color that does not authorize presence in that TSA regulated area.

8. Newly hired employees may not be escorted until they have begun the ID badging process, to include the Fingerprint based background check.

9. No person, intending to board an aircraft, may be escorted around or past a security screening checkpoint without the prior express consent of the Transportation Security Administration.

10. Individuals under escort are required to provide valid government issued photo identification upon request. Access may be denied for inability to provide photo identification.

11. No person shall provide an escort for unauthorized individuals or purposes.