

## Secured Area - SIDA

### The Badge Agreement

- ❖ You must always display your badge within the Secured Area or SIDA.
- ❖ You must present your badge anytime it is requested.
- ❖ You may be asked to present the badge for audit purposes. Failure to do so will result in deactivation of your badge.
- ❖ In the event the badge is **LOST**, you must notify Airport Operations at 719.550.1919
- ❖ You may not allow anyone to use your badge for any reason.
- ❖ Your badge is property of the COS airport and must be returned when requested or at the termination of employment.



Non-Movement Area Boundary  
NEVER cross while unless in contact with ATC.



Near aircraft



On ramp areas



On perimeter and service roads

### General Security

- Understand that COS airport operates under a TSA required complete security program.
- Access to the airport is monitored at all times by Airport Operations.
- Badge holders are subject to search of their person and property, and seizure of illegal and/or prohibited items upon entrance of the Secured Area/SIDA at the Colorado Springs Airport.
- Nobody that has been given a badge may be escorted for any reason, unless authorized by airport management.

### Secures Area and SIDA Zones

The Secured Area at the Colorado Springs Airport consists of the commercial aviation ramp located adjacent to the airport terminal and concourse, south of taxiway Hotel.

Your badge will only allow you to enter gates and doors as assigned to your company. Biometrics (fingerprints) are required to bring a vehicle onto the Secured Area ramp.

## Returned, lost, and damaged badge procedures:

### Lost Badge procedures

- Lost badges must be reported immediately to airport operations 719.550.1919.
- Lost badge fees will NOT be assessed until there is a declaration in writing that the badge cannot be found, or 30 days has passed.
- Lost badge fees are as follows:

<b>Lost Badge</b>	<b>Procedure</b>
1 <sup>st</sup> lost badge	\$100 badge fee must be paid before issuance of new badge
2 <sup>nd</sup> lost badge	\$200 badge fee must be paid before issuance of a new badge
3 <sup>rd</sup> and subsequent lost badge	\$300 badge fee must be paid, and review with an Airport Security Coordinator must be completed to receive a new badge. The airport reserves the right to deny badging at or after the 3 <sup>rd</sup> lost badge.

### Returning a Badge

- All badges must be returned.
- Badges can be returned to any airport official, or your signatory authority.
- Badges must be returned within 30 days of deactivation/expiration or the appropriate lost badge fee will apply.
- Badges returned after 30 days but within 180 days will receive a 50% credit/refund to their fee.
- Badges outstanding for more that 180 days, but that are not expired may receive a 25% credit/refund to their fee.

Badge returned 0-30 days after deactivation/expiration	No fee
Badge returned 30-180 days after deactivation/expiration	50% fee of appropriate lost badge fee.
Unexpired but deactivated badges returned 180-365 days	75% fee of appropriate lost badge fee.

### Replacing a damaged or misprinted badge

- Damaged badges are replaced at no cost – no paperwork required.
  - Repeated replacements of damaged badges may incur a fee if deemed abuse.
- Misprinted badges follow the procedures below:
  - Misprinted by airport staff – no action required simply ask for the correct badge
  - Misprinted due to incorrect information provided to the badging office will require a new application.

## Security Responsibility Reminders:

### Challenge Authority and Responsibility

- All SIDA badge holders have the right to challenge any person within the Secured area - SIDA.
- You are required to challenge or report any person that is acting suspiciously or not displaying a Colorado Springs Airport SIDA badge. Challenge using the following procedure:
  - Observe the individual.
    - If you feel you are in danger call airport operations 719.550.1919 and do not approach. An operations agent and Law Enforcement Officer will be dispatched to your location. If safe, continue to observe the individual and report to the dispatcher.
  - Ask the individual to see their badge.
  - The badge must have a red stripe for Secured area, a yellow stripe for SIDA, or a gold stripe; and
  - Ensure the picture matches the badge holder; and
  - Ensure the badge is not expired (red text in the top right corner).
- If the person is not authorized to be in the Secured area-SIDA, report the event to airport operations and escort the individual out. That individual must meet with an officer or operations agent before departing.

### Endorsements

**E** – Allows badge holder to escort people on the AOA. You must be in **positive control** of anybody under your escort. All individuals must enter the AOA under your control.

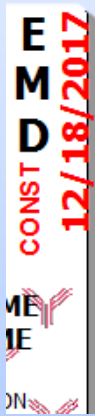
#### Positive Control:

- Closer than 100ft
- Line of Sight
- Hearing range

NOTE: All contractors must be badged before starting work.

**M** – This endorsement allows you to operate a vehicle within the movement areas of the airfield, with permission from Air Traffic Control.

**D** – This endorsement allows you to operate a vehicle within the AOA non-movement areas with a valid driver's license.



### Access Control

- All doors and gates must be closed after use. You are responsible for securing a door/gate you just used.
- You must eliminate piggybacking – meaning nobody may go through a door/gate behind you, unless the door/gate closes, and they badge through. Persons and vehicles under escort are exempt from this rule.
- If an alarm sounds, stay where you are and contact airport operation immediately.
- If you hear an alarm, you are required to investigate, and challenge individuals who are in the Secured area-SIDA.

## Driving and Escorting

### Driving in the Secured area and SIDA

- Aircraft always have the right of way.
- Vehicles must have company decals on both sides to operate within the Secured Area-SIDA.
- Vehicles should be checked before operating, and must be in good working condition:
  - No Leaks, loose parts, or missing components, and
  - All lights working or noted and scheduled for repair; and
  - All wheels and tires in good condition; and
  - Mirrors in good condition where required; and
  - Vehicle insurance and registration up to date (where applicable); and
  - Vehicle radios in working order (where applicable); and
  - Hoses and wires not frayed or damaged
- Never cross the Non-Movement area boundary (see page 1) unless you have an **M** on your badge, and have clearance by Air Traffic Control.

### Escorting Procedures

- Only badge holders with an **E** on their badge are authorized to escort.
- Check with your Signatory Authority before escorting anybody into and around the Secured Area-SIDA.
- You may only escort 5 people at a time and must have positive control over them (see explanation next to badge image).
- Who may be escorted:

Allowed	Prohibited
<ul style="list-style-type: none"> <li>• Emergency maintenance contractors.</li> <li>• Short term* contractors.</li> <li>• Employees with in-progress badge applications.</li> <li>• Crew and management from off airport conducting business short term*.</li> <li>• Prospective candidates, interns, or others on a site tour.</li> </ul>	<ul style="list-style-type: none"> <li>• Persons that have been issued a badge.</li> <li>• Persons with a CHRC or STA dispute**.</li> <li>• Regularly scheduled contractors.</li> <li>• Persons with expired or otherwise inactive badges.</li> <li>• Persons no longer working for your organization.</li> </ul>

\* Short term is generally considered 5 days or less.

\*\* Always check with your Signatory Authority before escorting new employees.