

ESCORT REQUEST FORM

I request that the individual listed below be granted escort authority in accordance with the Escort Rules & Regulations. I further understand that as the authorized signer for the company, I am responsible for maintaining the escort allotment for my company and ensuring that number does not exceed the allotment of allowable escort badges.

The allotment of escort badges is equal to 25% of total active BLUE and/or BLACK badges, unless otherwise authorized by the Airport Security Manager or designee.

Employee Name: _____ Badge # _____

Company: _____

Sponsor (if applicable): _____

Authorized Signer Name: _____

Authorized Signer Signature: _____

Email (Required): _____

Escort Authorized Badge Information

Date: ____ / ____ / ____

Active BLUE and/or BLACK badge Count: _____

Active Escort Badge Count: _____

Authorized Escort Allotment: _____

PLEASE REMEMBER DISQUALIFIED APPLICANTS CAN NOT BE ESCORTED!!

Authorized Signatories may request an active badge count by contacting DOA-Security at (215) 937-5452.

Escort request **MUST** be submitted via email to a supervisor (as a scanned PDF) or faxed to (215) 937-4558 at least 24hrs prior.

Once approved, the employee will need to schedule a badge upgrade appointment at www.phl.as.me. The employee will need a re-issue form, 2 forms of ID, and if available, a copy of the request approval/email.

For Escort request that exceed 25%, the Authorized Signer will need to submit a request in writing (email) to the Airport Security Manager with an operational justification for exceeding 25%.

Companies with 10 or less active BLUE and/or BLACK badges are automatically allowed 5 escort badges.

DOA Security Approval _____ **Date:** ____ / ____ / ____

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Rules and Responsibilities

- All non-badged "Visitors" must be escorted at PHL.
- Escorting of a "Visitor" is allowed to take place by authorized BLUE and/or BLACK badge holders with "E" for short term, legitimate, business-related reasons only.
- Employees who have a **LOST, STOLEN**, or have an **EXPIRED** ID Badge are not considered 'Visitors' and **CANNOT BE ESCORTED**.
- A limited number of BLUE and/or BLACK badged employees, who demonstrate a routine operational need, will be granted ESCORT privileges.
- ONLY BLUE and/or BLACK badged Escort Authorized personnel may escort individuals into the Secure, Sterile and Restricted areas of the airport.
- Red and Yellow badges MAY NOT ESCORT in the SECURE, STERILE, or SIDA areas of the Airport.
- Yellow badges may escort unbadged individuals in the non-secure section of the AOA area of the airport.
- Authorized Escorting may only begin at Security Screening Checkpoints, Gate V01, or within the cargo facilities at PHL.
- ESCORT Authorized BLUE and/or BLACK badge holders are designated with an airport applied "E" sticker on the face of their Badge, or with a Solid Red Line that identifies a Law Enforcement Officer.
- Escort Authorized BLUE and/or BLACK badge holders may only ESCORT Three (3) people at any given time through the checkpoints or within the cargo facilities. Vehicle Escorts may only ESCORT One (1) person and/or One (1) vehicle through gate V01. The ESCORT must take full responsibility for the Visitor(s) and must explain Airport and Escorting Rules to the Visitor(s).
- Visitors under Escort must be always under direct control of the authorized escort. This means they must always remain within 10 feet and in the direct line of sight of their escort.
- Individuals ("Visitors") may only be escorted for a total of 21 days per 365-day calendar year.
- Authorized Escorts must notify Airport Police if they lose control of their Visitor(s).
- Authorized Escorts are responsible to report any suspicious activity to airport police immediately.
- **DISQUALIFIED APPLICANTS CAN NOT BE ESCORTED!!**

VIOLATION OF ESCORT RULES & REGULATIONS ARE AS FOLLOWS:

- **1st - offense:** minimum of \$100 monetary fine, removal from the secured/ restricted area and loss of Escort Privileges until successful SIDA and Escort retraining is completed.
- **2nd - offense:** a minimum of \$100 monetary fine, removal from the secured/ restricted area and loss of Escort Privileges. SIDA retraining will be required.
- **3rd - offense:** will result in complete loss of access privileges at PHL.

I hereby affirm that I understand the rules and responsibilities regarding the PHL escort policy. I understand that if I violate any of these rules, I will be held responsible in accordance with the violation penalties listed above.

Employee Signature: _____ **Date:** ____ / ____ / ____

12/23