

# Escorting Compliance Form

Please Print

Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Name of Escort: \_\_\_\_\_ Escort #: \_\_\_\_\_ Immediate Contact #: \_\_\_\_\_

Port Tenant Responsible for Person(s) Being Escorted: \_\_\_\_\_

Name of Person(s) Being Escorted: \_\_\_\_\_ Immediate Contact # \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____

Name of Company of Person(s) Being Escorted: \_\_\_\_\_

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I understand all Transportation Worker Identification Credential (TWIC) escorting requirements set forth in 33CFR105.

I understand that the Port of Wilmington is a designated restricted area. I also understand that the requirement for escorting is physical side-by-side, within continuous proximity, and under constant observation of the person(s) being escorted. I understand that I will remain vigilant until the end of the performance of my duties, whereupon I will escort all persons back outside the main gate of the port and return the Escort Compliance Form to the security guards located at the Main Gate. I will immediately inform Security if at any time I observe any breaches of security or a security threat by the person(s) being escorted.

I understand that any breaches, willfully or due to neglect; on my part that result in fines (up to \$25,000 per incident) will not be the responsibility of the Port of Wilmington, but the responsibility of myself and/or the tenant responsible for the person(s) being escorted. I also understand that any negligence on my part of these escorting requirements will result in expulsion from the Port and revocation of my escorting privileges.

I understand that any security or operational activities, procedures, arrangements, or infrastructure observed on the Port are protected as "sensitive security information" under 49CFR Part 1520 and should not be shared with anyone without the express written approval of the Facility Security Officer.

Escort Signature: \_\_\_\_\_

**Return to security guard at main gate**

# PROCEDURE FOR ESCORTING NON-TWIC HOLDERS

Persons seeking access to the Port are required to possess a TWIC. If they do not possess a TWIC and have recurring business at the Port, they will need to start the process of obtaining a TWIC. Without a possession of a TWIC, those who need to access to the Port will be required to be escorted by a trained escort. This block of instruction will allow you to escort those persons who need an escort onto the Port:

The Port of Wilmington is both a secured and a restricted area. As part of being a restricted area, Coast Guard regulations require that any non-TWIC holders be escorted at all times in a "side-by-side" manner. The maximum number of people that one escort can monitor is five (5) people at the same time for non-truckers. Trucks and other vehicles must be escorted in a 1 to 1 ratio.

Side-by-side escorting is just as it states, side by side. The escorted person(s) needs to be closely monitored for any suspicious activity. If the person goes to the bathroom, you must escort them there. If they go for a drink of water, you must go with them, etc. Effectively, the person(s) escorted will be in your sight until they leave the facility. When escorting them from the Main Gate area and when returning to the Main Gate, you must drive in front of them, rather than behind them, and monitor their vehicle to make sure that they are following you.

Suspicious activity- Suspicious activity is defined as any activity which YOU determine to be out of the ordinary. Some examples are: the person escorted begins asking you questions about how many people work at the port, or they ask how long the offices stay open. Further examples of strange activity are: Trying to get out of your view on purpose, or taking pictures. These are only a few limited examples and there are many more, both the bottom line is this: If you think it's suspicious- Report it!

How to report suspicious activity: Immediately notify someone! It does not have to be the police or Coast Guard, but can be your supervisor, Director or a Security Officer. They will in turn notify the appropriate authorities. Don't feel silly or uncomfortable doing this. It is your responsibility as an escort. If you fail to report it, the lives of friends and co-workers could be at risk.

Once the escorted party is through with their business, you must escort them back to the Main Gate and watch them leave. It is only then that your escorting duty is finished.

Remember- Failure to follow the proper escorting procedure can result in your company being fined by the Coast Guard and/or having your company's escorting privileges removed.