

## **PORT OF PENSACOLA ACCESS POLICY**

It is the policy of the Port of Pensacola (Port) that all persons permanently employed at the port, including Port staff, tenants and their employees, surveyors, agents, stevedores, longshoremen, chaplains, contract labor and persons requesting temporary access to the port, including delivery persons, vendors, contractors, and temporary workers must display, above the waist and outside of clothing, a Port of Pensacola issued photo Identification Badge and TWIC Badge at all times when accessing or working on port property, as required by MTSA 2002, USCG, 33 CFR, Part 105, and F.S. 311.12.

It is the responsibility of the tenant or lessee to ensure all of their employees, stevedores, and other support personnel for their company have been properly credentialed.

To minimize delays and comply with Florida's Seaport Security, it is essential that regular users (more that 5 days in a 90 day period) have a Port of Pensacola Identification Badge.

In accordance with U.S. Coast Guard regulation 33 CFR 101.514, effective December 30, 2008, as a precondition to receiving a Port of Pensacola Badge, applicants must have applied for and received a TWIC Badge. A valid TWIC must be presented to the Port Badging Office to initiate the application process.

- a) Federal officials are not required to obtain or possess a Port of Pensacola Badge or TWIC. Except in cases of emergencies or other exigent circumstances, in order to gain unescorted access to Port facilities, a federal official must present his/her agency issued official credential.
- b) Law enforcement officials at the State or local level, in the normal performance of their duties, are not required to obtain or possess a Port of Pensacola Badge or TWIC to gain unescorted access to the Port facilities, however such officials must present his/her agency issued credential.
- c) Emergency responders at the State or local level are not required to obtain or possess a Port of Pensacola Badge or TWIC to gain unescorted access to Port facilities during an emergency situation, however such officials may be required to present his/her agency issued credential.

In accordance with Florida Seaport Security Requirements, a Visitor's Badge may be obtained at the established Access Control Point in accordance with the "5 in 90 Rule", which requires a Port of Pensacola Badge after five (5) visits within a 90 day period.

*\*\*Note: An individual may enter as many times as necessary in one day and it is only considered one day.*

Upon presentation of a valid TWIC Badge, an appropriate Port of Pensacola Badge will be issued to applicants who can demonstrate a need to access restricted areas for

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authorized operational or commercial purposes; to deliver supplies, bunkers or stores; or to provide necessary maintenance services for authorized cargo handling equipment and vessels at the Port of Pensacola. Port of Pensacola Badges will not be issued for the sole purpose of soliciting business from Port employees, tenants, vessels or members of their crews. Requests for temporary credentials to visit with ship's officers or crew should be referred to the Port Security and such persons must be escorted side-by-side from a designated access point to the vessel and from the vessel to a designated access point by an approved TWIC escort.

The Port reserves the right to deny granting a credential, or suspend, revoke or deny renewal of a credential previously granted, as follows:

1. Submittal by an applicant of false or misleading information to the Port.
2. Failure to adhere to the policies, rules and regulations of the Port or other applicable federal, state or local laws and regulations, including:
  - a. Any attempt to gain entrance to the Port's facilities, or restricted areas within its facilities, through fraud or deception,
  - b. Any attempt to bypass established entry points,
  - c. Use or attempted use of a credential issued to anyone other than the person requesting access.
3. Submittal by a credential holder of false or misleading information or refusing to cooperate in a security-related investigation.
4. Conviction of a credential holder of any offense for which he or she would have initially been denied a credential in accordance with the policies of the Port of Pensacola.
5. Failure to present a TWIC upon request or loss of TWIC privileges.

### **Port Policies:**

All of the Port of Pensacola is a Restricted Area and posted as such with the following requirements for compliance of MTSA and FDLE mandates:

- Piers, wharves, warehouses, open cargo storage areas, loading and unloading areas, rail spurs and holding tracks, areas containing critical facility infrastructure and operations have been designated as Restricted Access Areas.
- Individuals and vehicles entering these areas are subject to search at any time;
- All persons must properly display, in a visible manner, Port Identification Badge, TWIC Badge, or Visitor Badge at all times;

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- Visitors **MUST** be escorted at all time (side-by-side from a designated access point to the vessel and from the vessel to a designated access point by an approved TWIC escort);
- ALL parking is by vehicle decal or pass **ONLY**, any vehicle not properly displaying a parking permit or parking waterside will be subject to fines and towing;
- No firearms are permitted on Port except those carried by law enforcement officials or Security Officers performing official duties;
- No fishing is allowed within the port, except by crewmembers of an authorized vessel on the outboard side of the ship;
- The posted speed limit on the port is 15 mph.
- Personnel must receive permission to enter Port facilities at an established access point. Such persons must come to a complete stop at the access point, present their credential to a Port Security Officer at the gate and receive permission to enter Port facilities. Such permission may be given verbally or by hand signals, however persons requesting access may not proceed until permission to enter has been clearly granted.
- Persons requesting temporary access to Port facilities, who do not have a permanent Port of Pensacola Badge, must receive permission to enter port property at the appropriate access point and make the request in person at the Port Gate. Temporary access privileges may be granted to such persons, upon presentation of a valid TWIC or photo ID issued by a city, state or federal agency. The purpose of the visit and intended destination must be verified by Port. A Visitor's Badge will be issued until the visitor departs. However, persons who do not possess a TWIC and Port of Pensacola Badge must be escorted side-by side for the duration of their visit by an approved TWIC escort. An Escort is only authorized to escort a maximum of 5 personnel at any given time (1 to 5 ratio).
- Each person requesting access to the port is advised that entering the facility is deemed valid consent to screening or search, and that failure to consent to screening or search will result in denial or revocation of authorization to enter the port. Such persons are further advised that the possession of firearms or explosives on their person, or in vehicles, is prohibited, and that permission must be obtained from the Port prior to photographing any person, facility, activity or transportation conveyance on port property.
- Steamships, their owners or agents, must file berth applications with the Port, and must submit a Passenger/Crew List to Port Security, with a copy to the FSO.

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- Crew members who wish to disembark from the vessel, while at berth, must have in their possession, at all times, a valid Crewman's Landing Permit issued by an officer of the U.S. Immigration Service and either a seaman's book (or copy), a passport (or copy) or a laminated personal identification credential containing the individual's full name and recognizable photograph issued by a government authority or maritime employer, and must be escorted side-by-side from the vessel to a designated access point or from a designated access point to the vessel by an approved TWIC escort. Access to the port will be denied to crewmembers who do not have required credentials in their possession, or whose name does not appear on the Passenger/Crew List.
  
- The Escort requirements do not apply to mariners working immediately adjacent to the vessels they are employed aboard while in the conduct of normal operations in support of the vessel (e.g. attaches shore ties, perform maintenance, read load lines, load stores, etc.). Such mariners will be permitted limited access to the area immediately adjacent to their vessels without escort.

### **Tenant and User Responsibilities:**

It is incumbent on each tenant, visitor and user of the port to assist security by:

- Reporting any suspicious activity, unusual occurrences, packages, unidentified individuals or damage to property.
  
- Being familiar with proper badging and parking regulations of the port.
  
- You are responsible for ensuring visitors to your company or operation is escorted by your company at ALL TIMES.

NOTE: Approved TWIC escort means an individual holding a valid TWIC who has been sponsored by their authorized employer and approved by Port of Pensacola to escort non-TWIC and Port of Pensacola ID Badge holders on Port premises. The person providing the escort must meet the training requirements of 33 CFR 105.215 and the sponsoring employer must agree to accept all responsibilities for meeting the requirements of TWIC related to restricted access areas and agree to accept any liability imposed for failure to fulfill those responsibilities.

Escorting means ensuring that the escorted individual is continuously accompanied while within ASPA facilities in a manner sufficient to observe whether the escorted individual is engaged in activities other than those for which escorted access was granted.

Individuals without a TWIC may not enter Port facilities without having an individual who has been granted escorting privileges by the Port of Pensacola, and who holds a TWIC, as a side-by-side companion.