

Security Guide

Keeping Parafield Airport Safe and Secure

September 2010



Assistance Contact List

FOR INFORMATION OR ASSISTANCE PLEASE CONTACT:

Parafield Airport Limited (PAL)	8307 5700
Parafield Airport Manager	8307 5703
Parafield Air Traffic Control (ATC)	8258 1745
Airport Coordination Centre (ACC)	8154 9444 (24/7)
Pass Issue Office (PIO)	8154 9499

Emergency Agencies	All 24/7
Police / Fire / Ambulance Emergency	000
SA Police Operations (SAPOL)	131 444
Airport Watch – Suspicious Behaviour	1800 333 000



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Abbreviation List

AAL	Adelaide Airport Limited
ACC	Airport Coordination Centre
AFP	Australian Federal Police
ASIC	Aviation Security Identification Card
AvSM	Aviation Services Manager
CCTV	Closed Circuit Television
DIAC	Department of Immigration & Citizenship
DITRDLG	Department of Infrastructure, Transport, Regional Development and Local Government
ID	Identification
PAL	Parafield Airport Limited
PIO	Pass Issue Office
SAC	Security Access Card
SACS	Security Access Control System
SAPOL	South Australia Police
SEPM	Security and Emergency Planning Manager



A More Secure Airport

This security guide is provided to you as an induction and reference document for all staff working at Parafield Airport. Information in the guide covers relevant issues which you need to know to help keep Parafield Airport safe and secure.

I recommend that you read and understand the contents so you are prepared for a security or emergency incident. It summarises your security responsibilities and provides you with a reference to help you to be prepared for an emergency situation.

As part of our duty of care, it is important that we maintain the highest safety and security standards in order to protect Parafield Airport clientele and fellow staff.

Phil Baker, Managing Director
Adelaide Airport Limited

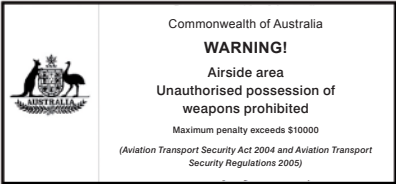
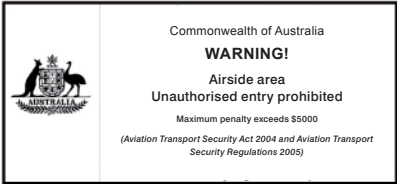
Introduction

A "Positive Security Culture" is one of the more important aspects of effective security. It is very important that all airport employees undertake security awareness training to understand basic airport security measures, their obligations and what they are expected to do and how to report suspicious activity, criminal activity or security breaches. The education provided by this security guide is aimed at promoting a robust security culture.

Airport Watch

Adelaide Airport Limited (AAL) and Parafield Airport Limited (PAL) in cooperation with South Australian Police Neighbourhood Watch Program and the Office of Transport Security have initiated an Airport Watch Program intended to detect suspicious behaviour. Suspicious behaviour may indicate criminal intent directed at tenants of Parafield Airport e.g. Motor vehicle theft or burglary and stealing. It may also indicate more sinister criminal intent or activity. The Airport Watch Program provides a reporting line that gathers information relating to suspicious behaviour near the airport, this information is used to provide an overall intelligence assessment regarding threats to the airport. If suspicious behaviour is observed AAL and PAL ask that it is reported utilising the 1800 333 000 telephone number (Inform operator "Airport Watch"). If an immediate response is required to a situation 000 should be used as in any emergency situation..

Secure Areas at Parafield Airport

AREA
<p>Airside Area</p> <p>LOCATION</p> <p>Parafield Airside Area is defined as the entire area within the perimeter fence and Airside Buildings.</p> <p>DESCRIPTION</p> <p>The purpose of the Airside Area is to prevent unauthorised access by persons without lawful reason entering the Airside Area. This also prevents persons from taking weapons, or other prohibited items, on board aircraft. All persons entering the Parafield Airside Area are required to be authorised "Security Access Card" (SAC) holders or under the supervision of a SAC holder. Signage is posted around perimeter fence and at entry points to airside similar to below:</p> <div></div> <p>TO ENTER & REMAIN YOU MUST</p> <ul style="list-style-type: none">• Have authorisation to enter the Airside Area• Not tailgate;• Not allow anyone to tailgate you; and• Ensure entry/exit point is secured prior to leaving entry/exit point <p>Challenge persons within the Airside Area and verify their legitimate presence.</p> <p>Unauthorised vehicles are also prohibited from access.</p>

Security Access Cards (SACs)

Conditions of Issue & Use

Issue

- A SAC is issued to holders by PAL/AAL who have a lawful purpose to access the Airside Area.

Use

- The SAC can only be used to gain entry to a controlled area for the purpose of the holder's employment.
- The SAC must not be given to anyone else to use. It is for the applicant's use only and only whilst they are on duty.
- The SAC must be kept secure at all times.

NOTE: Breach of these conditions will result in a review of your SAC rights.

Return

- A SAC must be immediately returned to PAL Reception or AAL Pass Issue Office if:
 - The SAC is no longer needed to enter security zones or secure areas for the purpose of the holder's employment
 - PAL/AAL notifies the holder or their employer that the card has been cancelled
 - The SAC has been altered, defaced or is not working.

Lost/Stolen

- The ACC must be immediately notified (24/7) if a SAC has been lost, stolen or destroyed – 08 8154 9444.

Validity

- The SAC will automatically disable if not used for sixty days.

You Must Not

- Allow people to tailgate you (the act of one person following another through an access controlled door/gate without utilising their own access card to gain entry). **Challenge them.**
- Ignore suspicious items and persons. REPORT THIS to the ACC on 08 8154 9444.
- Use your SAC on card readers at locations you do not need to pass through to lawfully carry out your duties. The SAC system detects these unauthorised attempts and you and your employer will be contacted and your access will be reviewed.

Close Doors/Gates

Close doors/gates behind you and ensure that they are fully secure. If you see a security door/gate wedged open, close it and report it to the ACC and detail the location.

Security Access Cards (SACs)(cont)

Damaged Fences and Access Points

Damaged fences and access points make it easy for people to access security zones or secure areas. Report any damaged access points, which includes fences and security doors/gates to the ACC.

Parking Near an Airside Fence

Do not leave vehicles or equipment within two metres of a fence airside and three

metres of a fence landside. Any illegal parking of vehicles or any objects near an airside fence must be immediately reported to the ACC.

Security Enforcement

Security at Parafield Airport is monitored and enforced by PAL staff with the assistance of AAL Operations department and Inspectors from DITRDLG.

Important Security Facts

Unattended Items

Unattended items are a security issue within the Parafield Airport environment. It is the responsibility of all staff members to be vigilant and aware of any changes to the work place. This includes identifying unattended items, which could pose a risk to staff and public.

Listed below is a basic procedure to follow if an unattended item is discovered in or close to your place of work.

Remember, DO NOT put yourself at further risk. Suspicious or unattended items should only be approached by staff members who have the appropriate training.

Utilise the **HOTUP** principles

1. Is the item /substance **H**idden?
2. Is the item /substance **O**btainable?

3. Is the item /substance **T**ypical of what is in the area?

4. Is the item /substance **U**nusual?

5. Has there been **P**ublic access to the area?

If the item is assessed as suspicious it is **HOT**, do not touch the item/substance. Notify the AAL Airport Co-ordination Centre on 08 8154 9444

Whilst waiting for a PAL/AAL representative and SA Police to arrive:

1. Try to recall who was last in the area or why the item is suspicious to you.
2. DO NOT approach the item.
3. DO NOT allow any other person to approach or sit in the area of the unattended item.
4. DO NOT touch, open or move the item or allow anyone else to.

Important Security Facts (cont)

5. Pass all information to AAL and the AFP.

Packages

Never accept or agree to safeguard packages on behalf of someone else. If anyone approaches you to look after a package, refuse and notify the ACC. Be completely vigilant about this. Do not put yourself and others in danger.

Mail Handling and Unknown Substances

If a suspicious package or envelope is received:

- Remain calm.
- If available place the item into a plastic bag or similar and seal it.
- Do not shake or empty the contents of the package or envelope.
- Do not handle the item more than necessary (do not allow others to handle it).
- Stay in your immediate environment. Co-workers remain in the same environment.
- Prevent others from entering the area.
- Call for assistance from the ACC.
- Advise the exact location of the item (address, etc.), number of people in the immediate area, describe the package/device and what actions you have taken.
- Take notes, including time and date you received the item and from whom.

- As a precaution keep your hands away from your face.
- If possible (without leaving your immediate environment/work area) wash your hands.
- If there is a strong/overpowering odour move to an adjoining room or area closing all doors and windows. Stay in that area until assistance arrives.
- For packages omitting strong odours, request that the air conditioning be shut down as a precautionary measure. Turn off all fans.
- Wait for assistance to arrive.

Bomb Threats

- Strictly follow your company's procedures.
- Notify the ACC.
- Write down every detail of the threat and the person making the threat. This will assist significantly in handling of the threat. Use the "Phone Threat Checklist" on the rear of this guide.

Security Breach or Concern

- If you observe a Security Breach or Access Infringement - REPORT IT.
- If you observe SAC misuse - REPORT IT.
- If you see something that is not right - REPORT IT.
- All reports to the ACC in the first instance.

ADELAIDE DARWIN RAILWAY LINE



**HELIPAD
WEST**

08R

08L

26L

26R

**HELIPAD
EAST**

21R

21L

03L

03R

ELDERSMITH RD

KINGS ROAD

MAIN NORTH ROAD

Crime & Security Prevention



Some points to consider:

1. Airport tenants and employers are responsible for their own staff, premises and stock throughout Parafield Airport.

2. Ensure that new staff are aware of your company's internal procedures and relevant airport procedures.

3. Important contact numbers are on the front of this Security Guide. They should be kept handy for quick reference by employees.

4. Keep an eye out for suspicious persons and unattended items. Report anything "out of the ordinary", of concern or unlawful to the ACC.
5. Thieves target car parks. Do not leave any items of value visible within the vehicle and remember to lock your doors.

6 Parafield Airport is under 24 hour security surveillance by closed circuit television (CCTV) and vehicle entry is monitored by Number Plate Recognition Cameras. This footage is only supplied to law enforcement agencies in accordance with State and Federal law and applicable privacy legislation.

7 Crime requiring Police attendance can be reported to 131 444 or 000 for emergencies.

Crime and Security issues need to be reported. Your roll in crime or security concerns is to observe and report.

Crime & Security Reporting

THERE ARE 3 MAIN AREAS FOR REPORTING:

		EMERGENCY	OPERATIONAL
1	Adelaide Airport Limited ACC	8154 9444	8154 9444
2	Parafield Airport Reception	8307 5700	8307 5700
3	SAPOL	000	131 444
4	Airport Watch		1800 333 000

PAL/AAL is responsible for the overall safety and security of the Airport and coordinates all responses on site.

SAPOL provide a response capability for security and criminal events.

You are expected to report any incidents, security threats or security matters as follows:

1 Crime & Emergency in Progress

Call the ACC. They will coordinate the emergency response for SA Police, State Fire Department and/or Ambulance. As a secondary, call SA Police on 000 if a serious crime is taking place.

2 Suspicion & Concern

Call the ACC to report all security incidents and suspicious people. They will contact the appropriate authorities as necessary.

3 Communications

Write down what you see as soon as possible. Always keep your supervisor advised and carry out your company procedures.

4 Receipt of Threats

For any threats, you must immediately advise the organisation that has been threatened and Adelaide Airport Limited ACC.

5 Crime Stoppers

Ring Crime Stoppers on 1800 333 000 if you have any information about any crime, or suspicious activities, or if you think you have useful information that may help prevent a crime.

Security Roles of some Airport Agencies

Department of Infrastructure, Transport, Regional Development & Local Government (DITRD LG)

The DITRD LG has overall responsibility for aviation security in Australia. In consultation with the Aviation Industry, DITRD LG develops and implements legislation and standards under the Air Navigation Act and Regulations. The duties of the Office of Transport Security at Adelaide Airport are to ensure compliance with the aviation security legislation and standards, as well as the various Airline and Airport Security Programs.

Parafield Airport Limited and Adelaide Airport Limited

PAL/AAL is responsible for overall security at Parafield Airport including:

- Development of Transport Security Program.
- Management of the Airport Security Committee.
- Maintenance of security infrastructure at the airport.
- Development of security procedures and incident response contingencies as required under government regulations.

Phone Threat Checklist

REMEMBER TO KEEP CALM - DO NOT HANG UP

WHO RECEIVED THE CALL?

Full name:

Telephone number: _____ Date call received / / Time call received am / pm

GENERAL QUESTIONS TO ASK

What is it?:

Bomb Threat

Chemical Threat

Other

When will the bomb explode / substance be released?:

am / pm

Where is it located?:

What does it look like?:

When was it put there?:

am / pm

How will the bomb explode / substance be released?:

Did you place it there?:

If so, why did you place it there?:

BOMB THREAT QUESTIONS

What type of bomb is it?:

What is in the bomb?:

What will make the bomb explode?:

CHEMICAL / BIOLOGICAL THREAT QUESTIONS

What type of substance is it?:

How much of the substance is there?:

Is the substance a liquid, powder or gas?:

OTHER QUESTIONS TO ASK

What is your name?:

Where are you?:

What is your address?:

Exact Wording of Threat:

CALLER'S VOICE

Sex of caller:

Estimated age of caller:

Duration of call:

Called ID / Number Displayed:

Accent (specify):

Any speech impediment (specify):

Voice (loud, soft, etc):

Speech (fast, slow, etc):

Diction (clear, muffled, etc):

Manner (calm, emotional, etc):

Did you recognise the caller?:

If so who do you think it was?:

Was the caller familiar with the area?:

THREAT LANGUAGE

Well spoken

Incoherent:

Irrational:

Taped:

Message read by caller:

Abusive:

Other:

Background Noise

Street noises:

House noises:

Aircraft:

Voices:

Music:

Machinery:

Local call:

STD:

You are the
eyes and ears of
the Airport.

See it, Hear it,
Report it!

Parafield Airport Limited

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Email: airport@aal.com.au

