



Seattle-Tacoma
International
Airport

SEA Security Training Preparation Class

Revision date: March 20, 2023

No cell phones, no Google translate, no pictures, no recording, no translation allowed when taking the SIDA training/test, no talking to others during test.

- ማንም ሰው ስልክ መጠቀም አይችልም, ማንም በጉግል ተርጓሚ መጠቀም አይችልም, ማንም ሰው ፎቶ ማንሳት አይችልም, ማንም ሰው ሺዲዮ መቅዳት አይችልም, የሲዳ የስልጠና ፈተና ሲወስዱ ምንም ትርጉም አይፈቀድም, በፈተና ወቅት እርስ በርስ መነጋገር አይቻልም::
- No puede grabar ni tomar fotografías con un celular o cualquier otro dispositivo. No puede hablar con personas cercanas a usted o usar el traductor de Google o cualquier otra aplicación de traducción al tomar el examen SIDA.
- Vous ne pouvez pas enregistrer ou prendre de photos avec un téléphone portable ou tout autre appareil. Vous ne pouvez pas parler à des personnes proches de vous ou utiliser Google Traducteur ou toute autre application de traduction pendant la formation ou le test du SIDA.
- Використання мобільних телефонів або Google перекладу заборонено. Також заборонено робити фотографії, звукозапис або переклад під час SIDA тренування і тесту. Заборонено розмовляти під час тесту.

- تيلفون حخه استفادی- گوگل اپ سره ترجمه کول- عکس نیول او رکورد کول- تيلفون کی خبری کول- یو بل سره دامتحان ! په وخت خبری کول- د ترینینگ موضوعاتو او سوالونه ترجمی کول د کورس او امتحان به سالون کی منع دی
- استفاده ازتيلفون- ترجمه توسط گوگل اپ- عکس و ريكورد نمودن- در صحنه امتحان با يکديگر صحبت کردن- ترجمه مطالب ترینینگ و سوالات درصنف درسی و سالون امتحان منع است





Seattle-Tacoma
International
Airport

This preparation class is
facilitated by **AIRPORT JOBS**

a program of



PURPOSE OF THIS CLASS

- This class will help you get ready for the SEA Security Training for your **Security Identification Display Area (SIDA)** badge.
- This class is not required to take the SEA Security Training.
- The SEA Security Training teaches you about **security rules** at SEA Airport.
- When you are ready, you will go to the Employee Service Center to take the SEA Security Training.

HOW THE SEA SECURITY TRAINING WORKS

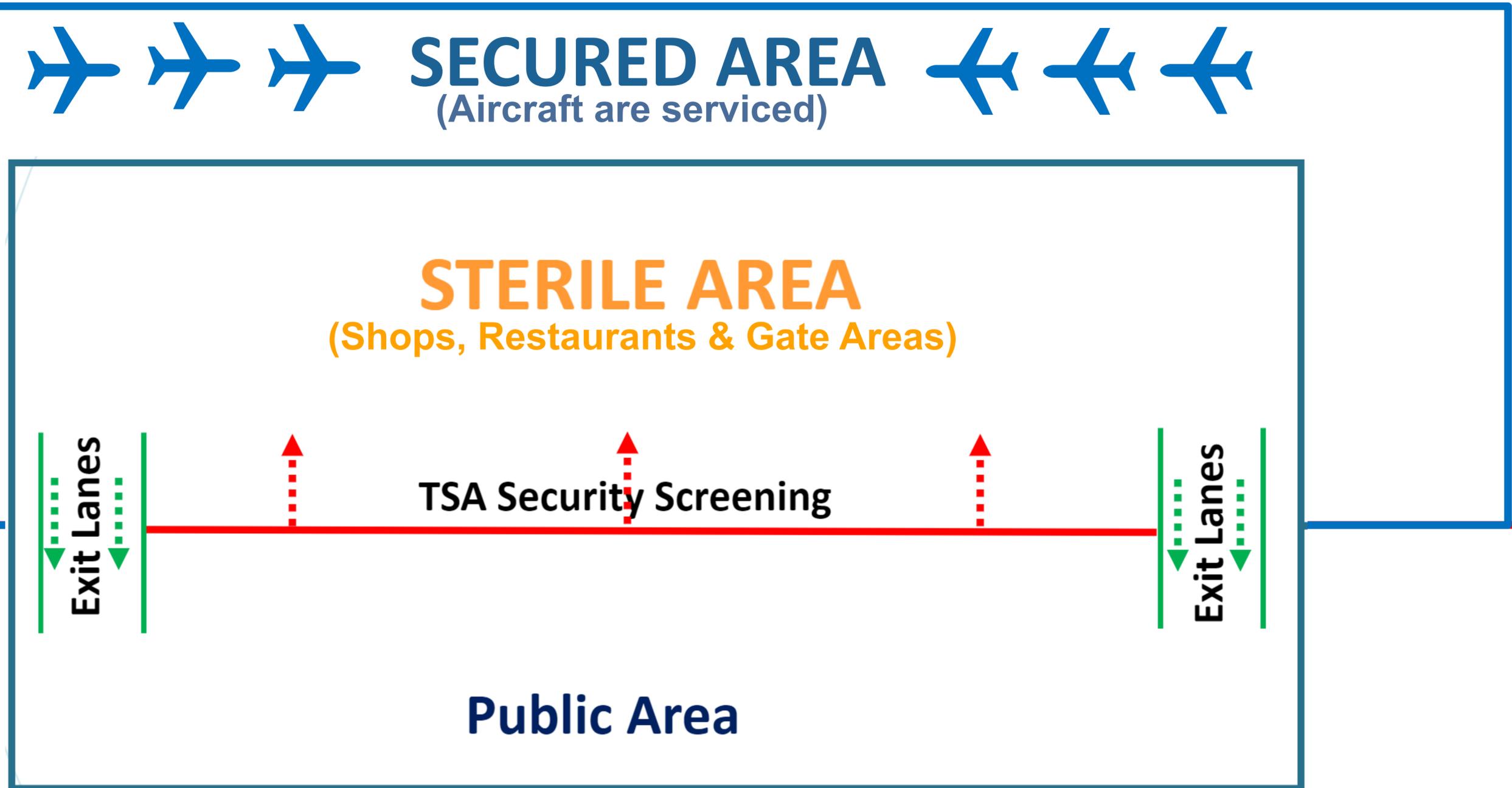
- Watch videos about important security rules at SEA Airport.
- You will answer questions to check your understanding.
- If you answer three (3) questions in a row incorrectly, the course will stop. You will then be required to retake the training on another day. You have 80 minutes to pass the training.

AREAS AT THE AIRPORT

The airport is made up of specific areas:

- 1) Public Area – you do not need an ID badge
- 2) Sterile Area – begins at the TSA checkpoint– ID badge is required
- 3) Secured Area – the most restricted area of the airport– ID badge required
- 4) Restricted Area = Sterile Area + Secured Area– ID badge required

RESTRICTED ACCESS AREAS AT THE AIRPORT



Roadway - Car Drop Off

STERILE AREA-begins at the TSA screening checkpoint

- This area includes the shops, restaurants, and gate areas inside the airport.



SECURED AREA-includes parts of the airport



- where aircraft park,
- where aircraft are serviced,
- the baggage make-up area where passenger bags are sorted and loaded onto aircraft.

The Secured Area is the most restricted area of the airport.

Aircraft = airplane

Restricted area = only badge holders with authorization can go there

ID BADGES & PROCEDURES

ID BADGE PURPOSE

Your ID badge is a layer of airport security

Your ID badge has two purposes:

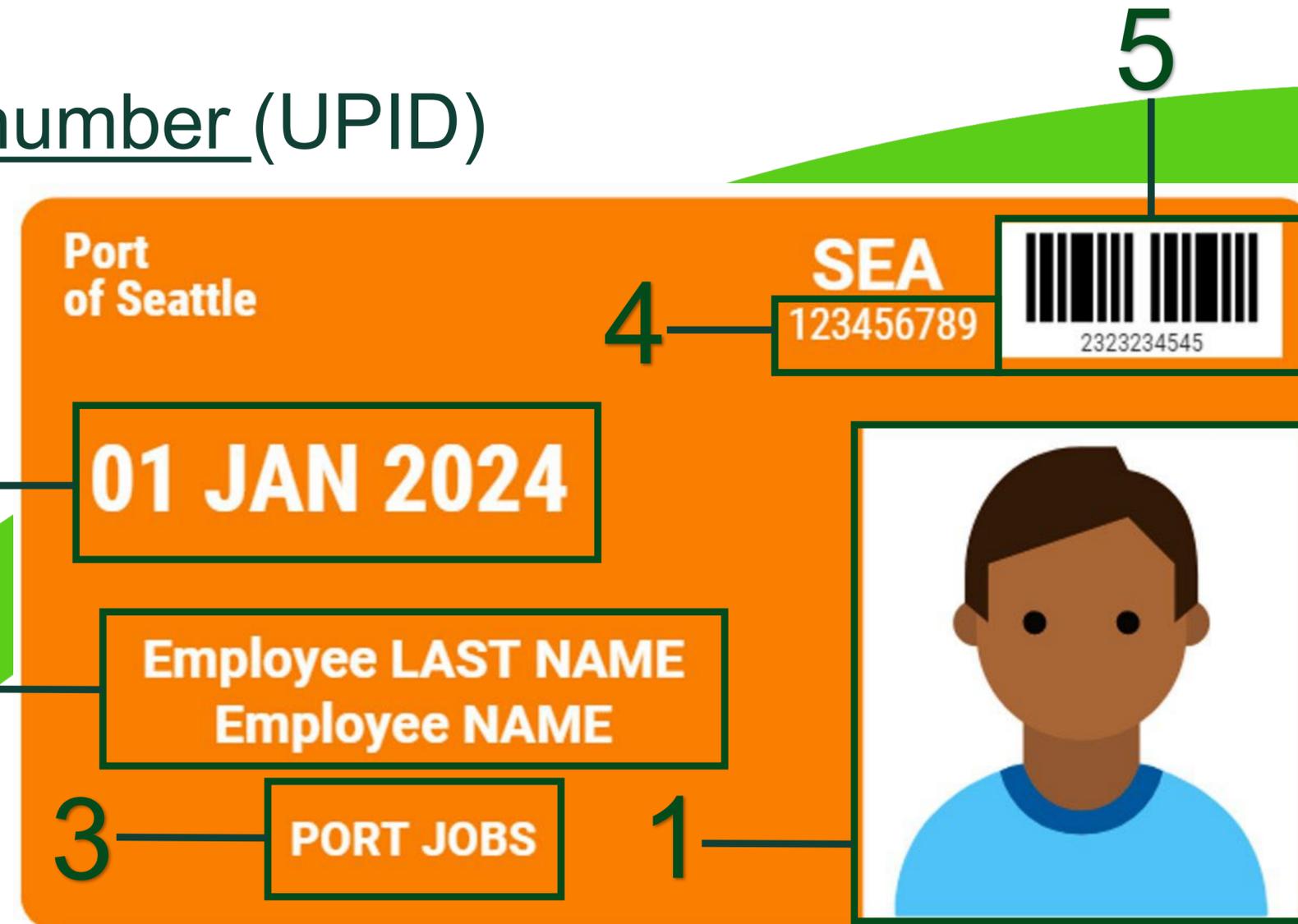
- 1) It provides access into Restricted Areas of the airport.
- 2) Your badge is a form of identification and shows you have permission to be in the Sterile or Restricted Areas.



ID BADGE - FRONT

- 1) A photograph of your face
- 2) Your last and first name
- 3) Your employer
- 4) Your unique personal identification number (UPID)
- 5) An ID badge number
- 6) The ID badge expiration date*

*Expiration date= the date your ID badge ends. You cannot use it after this date



ID BADGE - BACK

- ❖ Your ID badge is the property of the Port of Seattle
- ❖ Your responsibilities as an ID badge holder
- ❖ The mailing address to return a lost badge to the Port of Seattle

Port 
of Seattle

P.O.Box 68727
Seattle, WA 98168

This badge is the property of the Port of Seattle and shall be displayed at all times while in restricted areas. It shall be presented for inspection if requested; surrendered upon termination of employment or conviction of any crime listed in CFR 1542.209 or surrendered upon demand by the Port of Seattle; is non transferable; and shall not be loaned or given to anyone else. The employee is responsible for keeping this badge current, descriptive and legible. Fines will be assessed for all badges that are lost, stolen or not returned. Use of this badge by anyone other than the person shown on reverse is a violation of RCW Title 9A.60.040 and other applicable laws. This badge shall be used for official business only.
IF FOUND, DEPOSIT IN ANY MAILBOX

3 TYPES OF SEA ID BADGES

- ❖ The Employee Service Center issues three (3) types of badges to airport employees.
- ❖ The ID badge shows what areas of the airport that you can access for your job.

Sterile (orange)



SIDA (red)



AOA (blue)



STERILE ID BADGE



❖ Orange ID badge

❖ For employees who only need to access the Sterile Area for their job

❖ These ID badges may not be used to access the SIDA Area or the AOA

SIDA ID BADGE



❖ Red ID badge

❖ For employees who need to access the SIDA, AOA, and Sterile Area for their job

AOA ID BADGE



- ❖ Blue ID badge
- ❖ For employees who need driving privileges on the AOA
(The AOA is the area where aircraft are serviced)
- ❖ If you have an AOA ID badge, you can also access the SIDA and Sterile Area

ID BADGE TYPE REVIEW

TYPE OF ID BADGE	PROVIDES ACCESS TO AREA
<p>STERILE</p>  <p>The badge is orange and contains the following text: 'Port of Seattle', 'SEA 123456789', '01 JAN 2024', 'Employee LAST NAME', 'Employee NAME', and 'PORT JOBS'. It features a barcode and a photo of a person with dark skin and short hair.</p>	<p>Sterile Area Only</p>
<p>SIDA</p>  <p>The badge is red and contains the following text: 'Port of Seattle', 'SEA 123456789', '01 JAN 2024', 'Employee LAST NAME', 'Employee NAME', and 'PORT JOBS'. It features a barcode and a photo of a person with light skin and short hair.</p>	<p>Sterile Area + SIDA + AOA</p>
<p>AOA</p>  <p>The badge is blue and contains the following text: 'Port of Seattle', 'SEA 123456789', '01 JAN 2024', 'Employee LAST NAME', 'Employee NAME', and 'PORT JOBS'. It features a barcode and a photo of a person with dark skin and long hair.</p>	<p>Sterile Area + SIDA + AOA (Driving Privileges)</p>

OTHER AIRPORT-APPROVED CREDENTIALS

There are other credentials that allow employees access to Restricted Access Areas of the airport.

FAA Form 110A

FAA Flight Inspectors

Airline Company ID
Badge

Worn by pilots and
flight attendants

TSA Security Inspector
Credentials

Credential presented
by the TSA

HOW TO DISPLAY YOUR ID BADGE

While working in the Sterile/ SIDA/ AOA Areas, you must continuously display your ID badge.

YOU MUST WEAR YOUR ID BADGE:

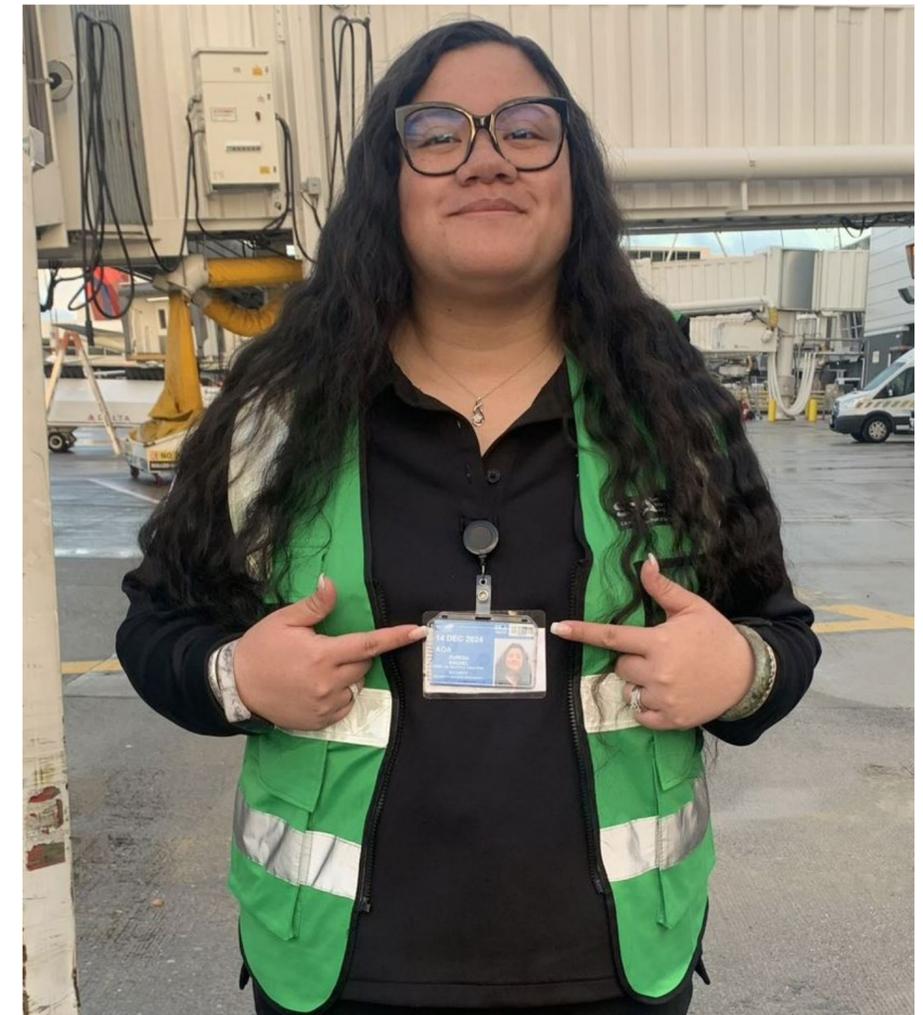
- ✓ So it is visible (can be seen)
- ✓ Between your neck and waist
- ✓ On your outermost clothing

HOW TO DISPLAY YOUR ID BADGE

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YOU MUST WEAR YOUR ID BADGE:

- ✓ So it is visible (can be seen)
- ✓ Between your neck and waist
- ✓ On your outermost clothing



NEVER USE YOUR ID BADGE TO TRAVEL

- When you travel as a passenger, you must always go through the TSA screening checkpoint.
- It is a serious security violation to use your ID badge to bypass the TSA screening checkpoint.
- Your ID badge will be confiscated and are subject to fines by the TSA.

NEVER USE YOUR ID BADGE TO TRAVEL



LOST AND STOLEN ID BADGE

If your ID badge is lost or stolen:

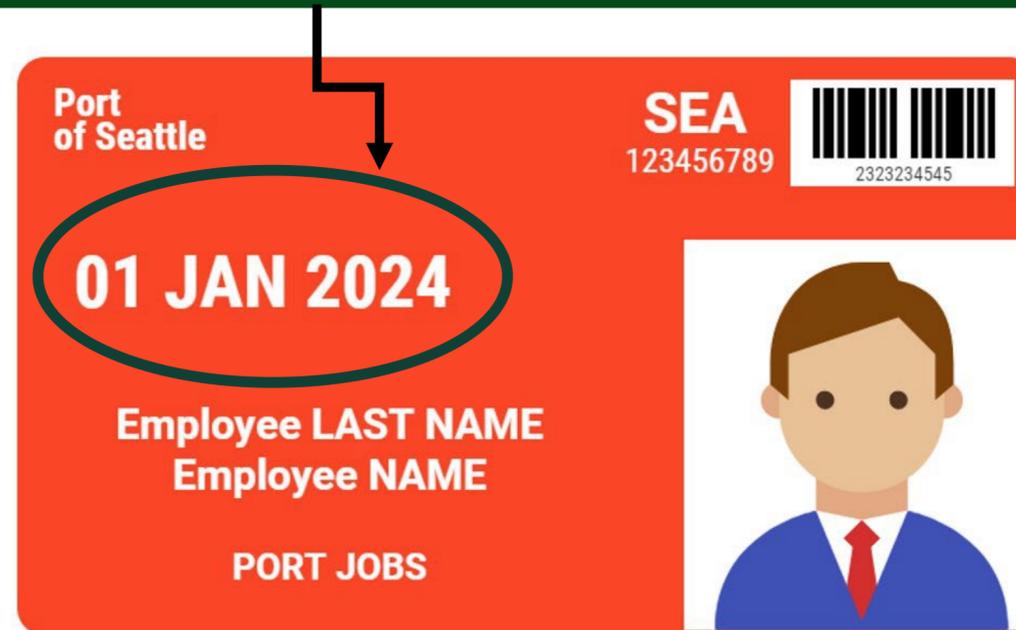
- ✓ **Notify your Authorized Signer at your company immediately**
- ✓ **The ID badge will be deactivated to prevent unauthorized use**
- ✓ **Never leave your ID badge in your car to prevent theft**

If you find an ID badge that belongs to another employee:

- ✓ **Take it to the Employee Service Center immediately or drop it in any Post Office mailbox**

EXPIRED ID BADGE

Your ID badge will expire on the date displayed on the front of the ID badge.



It is your responsibility to renew your ID badge before it expires.

It is not your employer's responsibility to renew your ID badge.

CHALLENGING IS EVERYONE'S RESPONSIBILITY

Challenging means: Stop anyone in the Sterile/SIDA/AOA who is not displaying their ID badge.

You must challenge:

- **Any person who is not displaying their ID badge**
- **Any person without a ID badge who is not being escorted by someone authorized (they should be with an employee with an ID badge.**



**Ask the question:
May I see your ID
badge?**

ID BADGE CHALLENGE

If you challenge a person and they do not show their ID badge or their escort:

- ✓ **Contact the Airport Communications Center immediately at 206-787-5229 (option 3)**

If you challenge a person and they are uncooperative:

- ✓ **Watch the person if possible**
- ✓ **Do not try to physically restrain the person**
- ✓ **Call 911 (police)**

CHALLENGE CARD

Help keep the airport secure.
Challenge!



Do you see something unusual?

- Is their badge **visibly displayed** above the waist on the outside of their clothing?
- Is their badge the **correct color** for the work area?
- Does the **photo match** the badge holder?
- Is their badge **expired, altered or damaged**?
- Do they **belong** in the work area?



Dial 911 for emergencies. Call 206-787-5229 (Option 3) for unusual badge activity.

ACCESS CONTROL PROCEDURES

ID BADGE ACCESS PROCEDURE

- 1) Present your ID badge to the access control reader.
- 2) Place your finger on the pad.
- 3) Enter your personal identification number (PIN). If you are approved access, the door will unlock.
- 4) Go through the door by yourself.
- 5) Stop, wait, and turn around to make sure the door is closed and completely secure.



NO PIGGYBACKING

Piggybacking = allowing another person to follow you through a door without demonstrating ID badge access.

Do not Piggyback and never let someone follow you through an access control door.

Piggybacking is a serious security violation. You can be cited for this behavior.

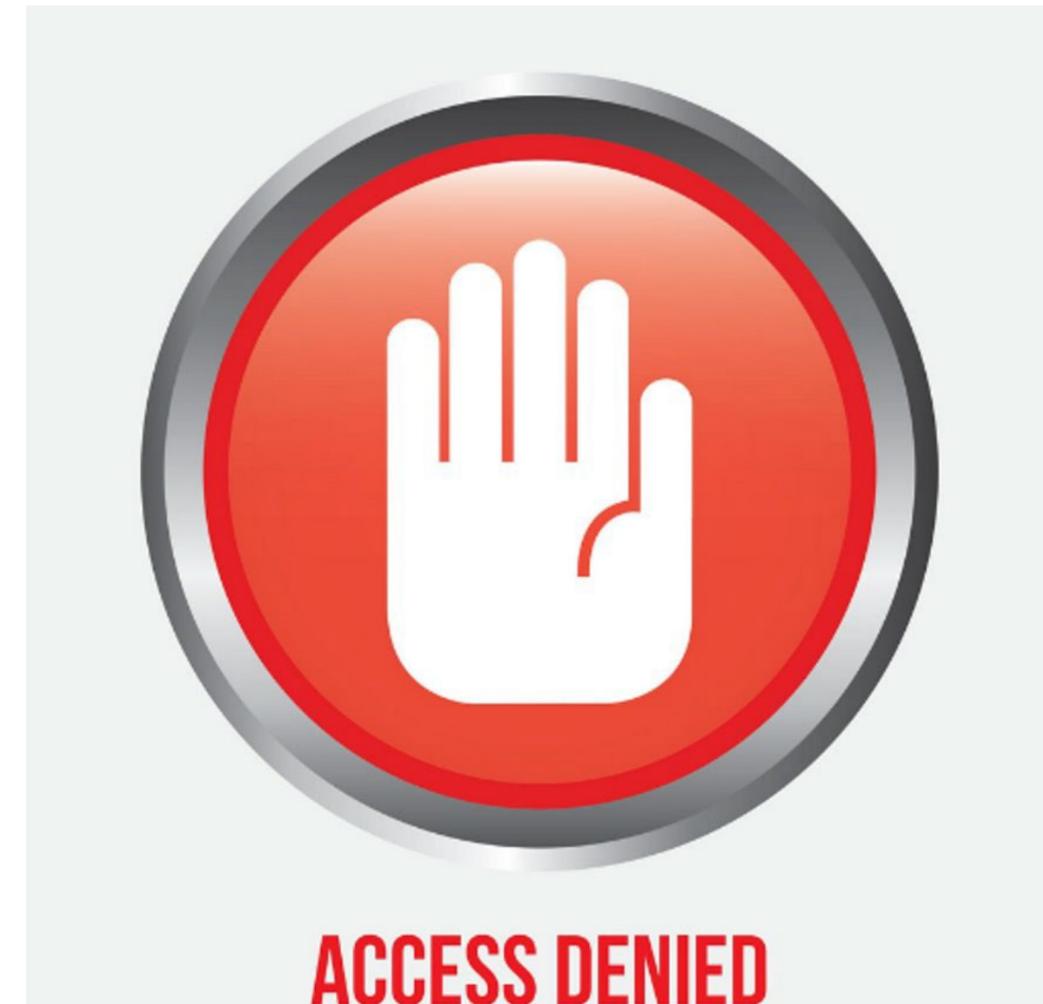


ACCESS DENIED

Sometimes you put your ID badge to the card reader, but you are denied access (red light or audible voice saying “Access denied”).

Possible reasons are:

- You do not have authorization to access that location
- Your ID badge is expired
- You entered an incorrect PIN number
- The card reader is broken and out of service

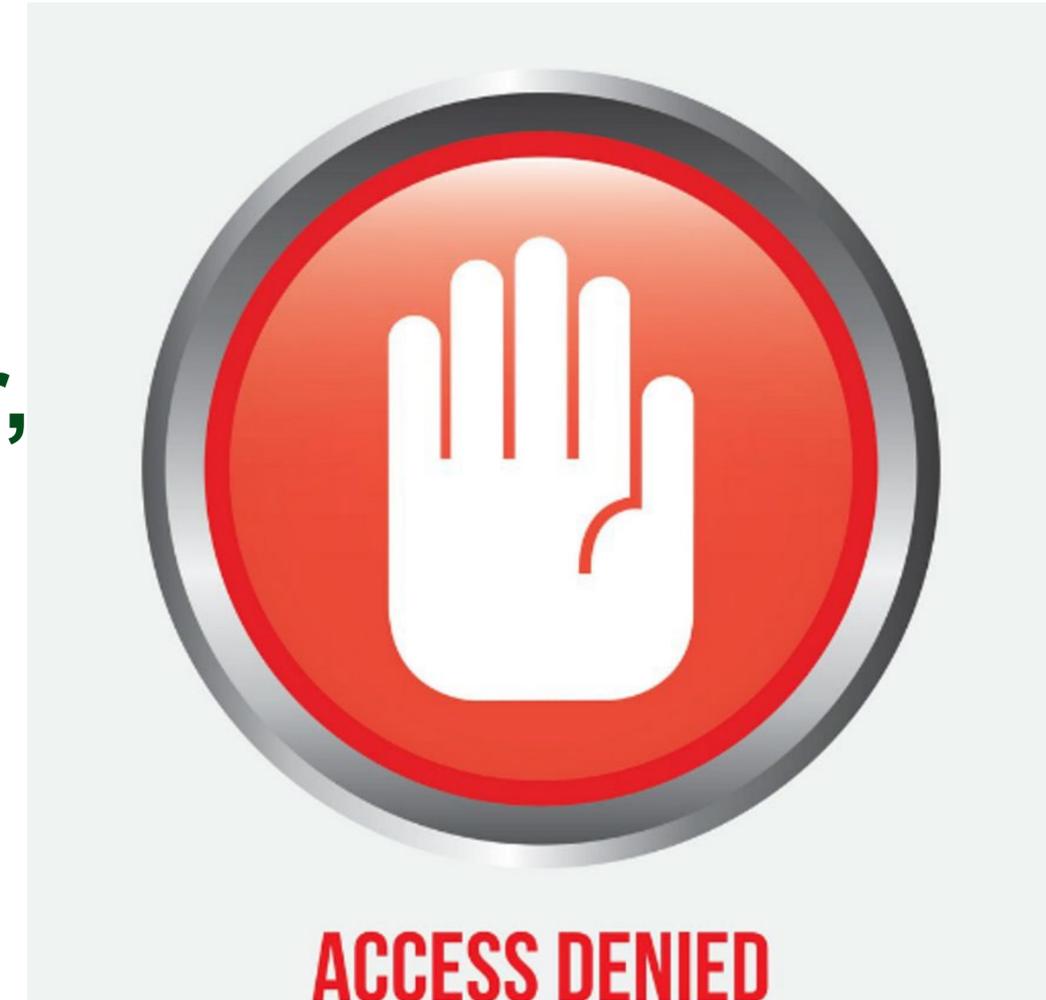


ACCESS DENIED - continued

If the card reader does not grant you access:

- Contact your company's Authorized Signatory, the Employee Service Center, or use the intercom to contact the Airport Communications Center (ACC).

If someone asks you to open an access control door because their ID badge is not working or they left it at home, DO NOT use your ID badge to let them in.



EXIT LANES

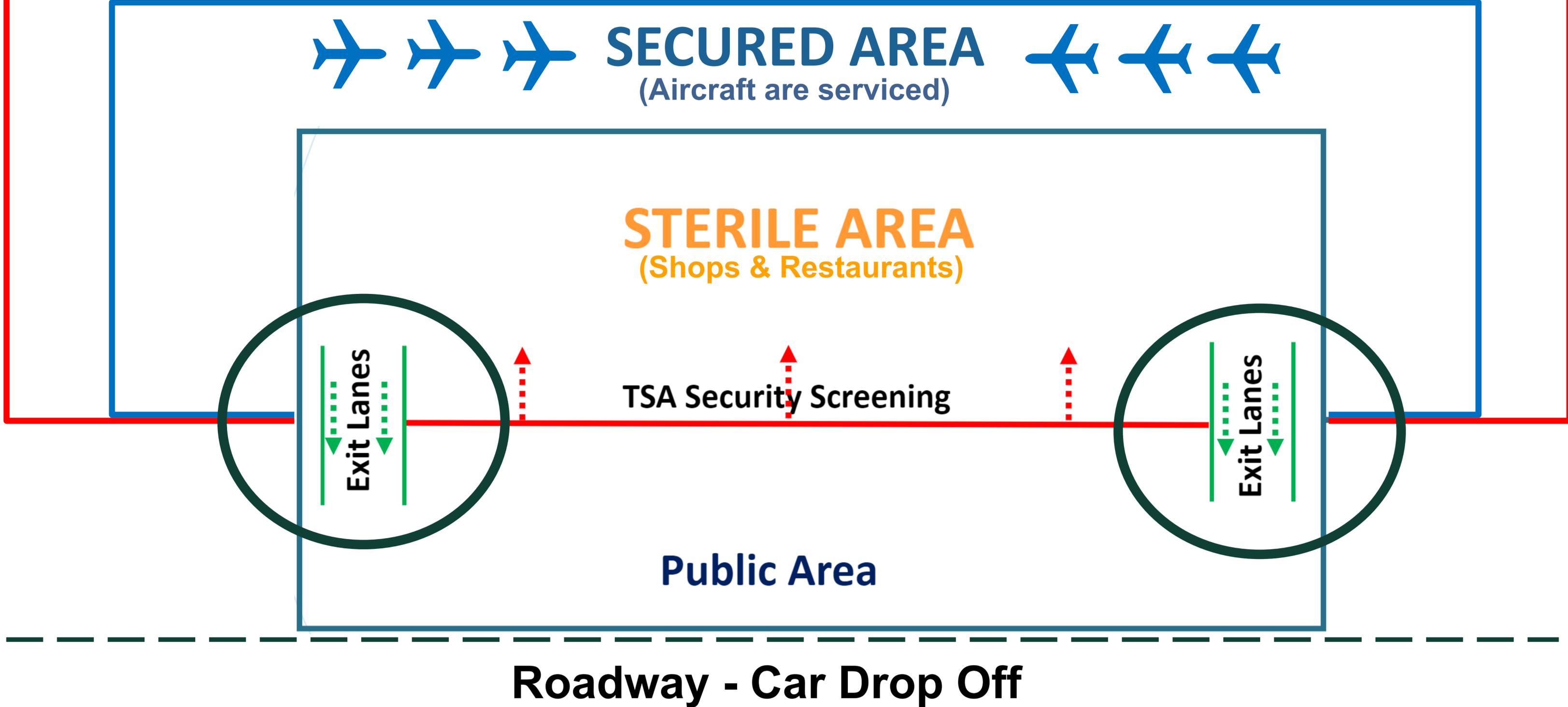
Exit Lanes: Are the corridors that allow passengers and employees to exit the Sterile Area

- Exit lanes connect Sterile Areas to public areas
- Exit lanes are tightly controlled so prohibited items do not enter the Sterile Area
- No one can access the Sterile Area through an exit lane, except for TSA and some Port of Seattle personnel.

B EXIT



RESTRICTED ACCESS AREAS AT THE AIRPORT





ESCORTING & PROCEDURES

ESCORTING – WHAT IS IT?

ESCORT: Means to continuously accompany and monitor an individual in the SIDA or Sterile Area who does not have an ID badge.

Only people with SIDA, AOA, or AMA ID badges are authorized to escort individuals who do not have an ID badge.

- ✓ Sterile (orange) ID badge holders are prohibited from escorting.
- ✓ Continuously accompany = stay with a person at all times.

ESCORT PROCEDURES

Escort procedures include:

- **Stay with the person(s) at all times.** This includes their equipment and tools.
- **Escort no more than five (5) people at a time.**
- **You must be able to see and hear the person(s) (maintain verbal and visual control).**
- **Everyone must stay together.** If one person needs to leave the area, the entire group must leave together.

NOTIFY THE AIRPORT COMMUNICATIONS CENTER

WHEN TO NOTIFY THE AIRPORT COMMUNICATIONS CENTER

Call 206-787-5229 (option 3) if you see any of the below.

- Violations of the security procedures in this training.
- A person without a badge who is in the SIDA, Secured Area, or Sterile Area.
- Open and unattended access-controlled doors or gates.
- Signs of forced entry into the SIDA, Secured Area, or Sterile Area.
- Unattended items such as passenger's bags without their owner.

WARNING

RESTRICTED AREA

Authorized Personnel Only Beyond This Point

Airport Approved Identification Badge Required

CHALLENGE OR REPORT IF UNSURE

Call for further information:
(206) 787-6859
or (206) 787-5229

AOA/SIDA with escort privileges

AOA/SIDA with escort and driving privileges

Sterile Areas

FIREARMS AND OTHER WEAPONS ARE PROHIBITED
RCW 9A.1.300

OFFENDERS SUBJECT TO ARREST AND PROSECUTION
UNDER
RCW 9A.52
AND OTHER APPLICABLE LAW

FULL EMPLOYEE SCREENING

FULL EMPLOYEE SCREENING

- **All employees with ID badges (and those under escort) must go through Full Employee Screening.**
- **Port of Seattle Aviation Security personnel screen employees and their belongings prior to entering the Restricted Access Areas at SEA. They ensure that employees do not have prohibited items, such as guns, ammunition, knives, etc.)**

FULL EMPLOYEE SCREENING LOCATIONS

There are two FES screening locations

North FES



South FES



FULL EMPLOYEE SCREENING

If you fail to comply with Full Employee Screening prior to entering the Restricted Access Areas at SEA

- Your access privileges may be suspended = you will not be able to enter the Restricted Access Areas to do your job.
- Your ID badge may be revoked (taken away).

Thank You!



AIRPORT JOBS

a program of

PORT JOBS

SEA

Seattle-Tacoma
International
Airport

Operated by the
Port of Seattle

FlySEA.org

