

**South
Carolina
Ports**

*Driver Safety,
Security Awareness
Training and
TWIC Procedures*

**Report suspicious activity
IMMEDIATELY
to the
SPA Police at 843-577-8706**

Terminal Access and Transportation Worker Identification Credential (TWIC) Requirements:

TWIC is a federally mandated and issued biometric identification credential required for unescorted access to secure/restricted areas of MTSAs regulated facilities. The United States Coast Guard (USCG) has enforcement oversight of the TWIC program and is tasked with ensuring that facilities comply with regulations and can issue fines for deficiencies. The SPA is dedicated to ensuring all federally mandated requirements are met and adhered to.

Access to terminals is for official verifiable business only. Public access is not permitted, no children, pets, or passengers not on official business are allowed. Individuals must possess and show to the gate officer both a valid (TWIC) and the SPA issued ID card to gain unescorted access to facilities. The possession of a TWIC and SPA ID card is required for individuals who need routine access (5 times within a year) to SPA facilities in the course of their employment and due to the nature of their employment where TWIC escorting is not feasible.

Persons seeking access to SPA facilities that do not physically possess a TWIC; are not routinely employed on SPA facilities (5 times within a year); and have demonstrated a business need to enter SPA facilities; may request access to facilities as a visitor in advance with final approval to enter given by the SPA. Upon SPA approval to enter, may only enter SPA facilities with an SPA approved TWIC escort as a side-by-side companion. TWIC Escort Passes are required to be completed and signed for each escort and will be issued at the terminal.

TWIC Escort Training and Requirements:

- (1) TWIC escorting means side-by-side accompaniment with continuous physical proximity and constant visual contact. The side-by-side escort requirement must not be compromised. One authorized TWIC holder may escort up to five non-TWIC approved visitors.

- (2) TWIC Escort will sign the TWIC Escort Pass when the escort begins and will keep a copy to refer to requirements and important contact numbers to notify Port Police if the escort has been compromised. The pass will be turned in at the gate when the escort is completed.
- (3) TWIC Escort is responsible for the actions of their visitors.
- (4) TWIC Escort must contact SPA Police immediately if he/she loses contact with his/her visitors or if the visitors engage in suspicious activity.
- (5) Any person who violates access control or TWIC escort procedures may be subject to prosecution and/or loss of terminal access privileges.

Industry stakeholders that qualify and are interested in applying for TWIC escort privileges for their direct employees may do so by completing the SCSPA application for TWIC Escort Approval. SPA Police will not be providing TWIC escort for stakeholder visitors.

Vehicle Decals and Temporary Parking Passes:

All vehicles authorized to enter SPA Terminals must obtain SPA parking decals and/or parking passes before entering. Decals are required for TWIC/SPA ID card holders that have a need to drive their vehicle onto SPA facilities. There is an administrative fee for decals and you must show current proof of insurance. Decals expire annually.

Temporary Parking passes are approved on a case by case basis, for port users who require regular access for two weeks or less; and for contractors on projects of 6 months or less.

Applications for TWIC Escort Approval, Vehicle Decals, and SPA ID cards can be obtained by contacting SPA Dispatch at 577-8706 or go the SPA web site at www.port-of-charleston.com.

Parking Enforcement:

Parking is prohibited on docks, aprons, ramps, railroad tracks, crane tracks, Rubber Tired Gantry Cranes (RTG) travel pads, truck loading zones, roadways blocking

traffic flow or within 15 feet of a fire hydrant, and inside warehouses, unless designated by the Terminal Manager.

Parking in any area that is not designated as a parking space is prohibited.

Citations will be issued to all vehicles that are located outside the authorized area and/or not displaying decals, parking passes or TWIC escort passes. Citations are issued on a 24 hour basis. Payment and fines may be mailed to SPA Police Headquarters in the envelope provided or paid at the SPA Police Headquarters at 238 East Bay Street. SPA Police Officers are not allowed to accept payment for fines.

Drivers are expected to obey all traffic signs whether posted or painted on the pavement.

Speed limits are strictly enforced. Actual conditions may warrant lower speeds. SC Uniform Traffic Citations are issued at all SPA Terminals.

Incidents, Accidents and Injury Reporting:

All accidents, personal injuries, spills, and equipment failure/breakdown requiring service vehicles should be reported to the SPA Police immediately. SPA Police will investigate all accidents and injuries. Knowing where accidents and injuries are located on SPA terminals ensures that Emergency Response and Medical Services will be able to locate you and provide the necessary care quickly, instead of having to search SPA terminals to locate you.

Persons involved in accidents shall not leave the scene and vehicles should not be moved if possible prior to SPA Police investigation.

There is a \$5.00 charge for each accident report. The reports will be ready 5 business days from the date of the accident. To receive copies of accident reports, please contact Port Police Headquarters at (843) 577-8706 between the hours of 7:30 to 3:30 Monday through Friday.

As in any community, the safety and protection of individuals is priority. The SPA Police will make every effort to maintain a safe environment for all that travel on SPA property. The SPA Police will enforce the laws of the State and the rules and regulations of the State Ports Authority.

HELP MAKE OUR TERMINALS SAFER BY REPORTING ANY UNSAFE ACT TO THE SPA POLICE.

WARNINGS

All vehicles traveling on SPA property should use extreme caution and always be aware that large container handling equipment, forklifts, yard trucks and other industrial equipment are operating throughout container yards and adjacent to warehouses. Container lifting equipment has priority over all vehicle movement. Vehicle operators must observe all equipment operation zones and yield the right-of-way.

ALL ACCIDENTS MUST BE REPORTED TO THE PORT POLICE

- SPA Police Headquarters (843) 577-8706 (24 hours a day)
- Union Pier Terminal (843) 577-8653
- Columbus Street Terminal (843) 577-8650
- North Charleston Terminal (843) 745-6513
- Veteran's Terminal (843) 745-6541
- Wando Welch Terminal (843) 856-7001
- Georgetown Terminal (843) 527-4476

SCSPA Security Awareness Training

SPA Police Headquarters 24-hour Dispatch Center: 843-577-8706

Report all suspicious activity, expected deliveries, and visitors. Visitors must be pre-approved and escorted while on the facility by an approved TWIC holder.

Minimum required Screenings by MARSEC Level:

Entering the facility is deemed valid consent to search. SPA Police will be conducting random searches at all facilities as required. The rate of screenings will increase as the MARSEC Level elevates. Screenings may consist of: visual inspection; inspecting inside packages and containers; use of mirrors, screening devices or dogs. Please be patient and cooperate with law enforcement, this will expedite your screening process.

Three Levels of Maritime Security (MARSEC)

Security levels are layered to properly handle security threats. As the MARSEC Level increases, the security measures at the port increase. Example, there will be an increase in patrols and vehicle screenings depending on the MARSEC Level. Signs at access points advise of the current MARSEC Level.

MARSEC Level 1 – minimum appropriate security measures in place at all times.

MARSEC Level 2 - additional measure's added to Level 1 for heightened risk.

MARSEC Level 3 - further specific increased measures above Levels 1 and 2 for a probable or imminent threat.

SPA Police will notify facility personnel of changes in MARSEC level by changing the signs at gate entrances, phone notifications, e-mail notifications and manual notifications. As threat conditions elevate the SPA Police will increase vehicle screenings, patrols and monitoring. **Be vigilant at all times and report all suspicious activity to the SPA Police at 577-8706.**

Dangerous Substances and Devices: NO Weapons are permitted on SPA Property

Examples: Firearms, Chemicals: Gas, liquid or solid; Biological: Toxins, Viruses; Explosive, Radiological materials.

What is a Suspicious Package? What to do?

- (1) Package in an unusual or inappropriate location.
- (2) An unusual or unknown place of origin
- (3) Oily stains on the package
- (4) No return address
- (5) Wires or strings protruding or attached
- (6) An excessive amount of postage
- (7) Incorrect spelling on the label
- (8) Peculiar odor (shoe polish or almonds)
- (9) Abnormal or unusual size

DO NOT OPEN IT!

- (1) Notify SPA Police 577-8706**
- (2) Give your name, location and description of the suspicious package**
- (3) Isolate the package, limit handling.**
- (4) Evacuate the area and account for personnel.**

**DO NOT USE
RADIOS OR CELL PHONES
WITHIN 300 FEET!**

Notify the SPA Police of any suspicious behavior at 577-8706

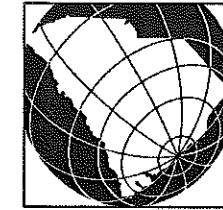
How to Recognize Suspicious Behavior:

- Anyone taking pictures or videos of vessels or facilities.
- Unknown or Suspicious workers trying to gain access to facilities to repair, replace, service or install equipment or vending services.
- Unknown persons trying to get information about vessels, facilities or just observing vessel or facility activity.
- Suspicious E-mails on internet, attempts by the public to obtain information regarding the facility, personnel or operations.
- Vehicles or vessels near facilities or vessels with unknown persons loitering and/or taking photos or asking questions.

Notify SPA Police of any suspicious behavior at 577-8706

Circumvention Techniques:

- False documents: passports, driver's licenses, seaman's papers, social security cards, cargo manifests, shipping papers...etc.
- Stowaways on vessels or inside vehicles.
- Smuggling weapons onto a vessel or into a facility.
- Climbing over or cutting through fences.
- Distracting gate officers, creating diversions or incidents to keep responders busy.



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11/25/08