

## **INSTRUCTIONS FOR COMPLETING A SECURITY PLAN**

1. The contractor/tenant is required to schedule a pre-construction site walkthrough with the Airport Security Compliance Team. Please contact your designated Airport Project Manager to schedule a walkthrough meeting.
2. The Security Plan is formatted as a fillable form. It is designed to provide guidance to anyone who plans to operate in the SIDA/AOA/Sterile Areas.
3. Submit a signed, soft copy in Word (.doc) format to your designated Airport Project Manager.
  - a. Diagrams and phasing maps are helpful and will allow us to understand how a company will meet the security requirements of the Airport. Please contact Airport Security Compliance via email at [AirportSecurityCompliance@sanjoseca.gov](mailto:AirportSecurityCompliance@sanjoseca.gov) with any questions regarding the security plan.
4. Once your plan has been submitted to the Airport, please allow for a minimum of two weeks (10 business days) to receive any comments from the Airport.
5. The Contractor will then review the Security Plan and make any corrections if needed.
6. The final, approved copy will be routed to the Airport Security Coordinator (ASC), then to the Transportation Security Administration (TSA), if required.
7. After the Security Plan is approved, your designated Airport Project Manager will be notified and will provide the contractor with further instructions and will schedule a meeting with the contractor and ASC to ensure that both parties understand the Security Plan.

**NOTE – If required to be forwarded to the Transportation Security Administration (TSA) for review. The TSA has a maximum of 45 days to review and return a signed/approved copy of the Security Plan or TSA can deny the Security Plan and request for additional information.**

INSERT COMPANY LETTERHEAD

**Security Plan**

**for**

**INSERT COMPANY NAME**

**Significant Dates:**

Construction start date –

Construction expected completion date –

Hours of work (i.e. 7AM to 5PM/daily)-

**Contractor Information:**

Insert the company name, address, and main phone number(s).

**Contractor Contact:**

Indicate below the names and telephone numbers of personnel who can be contacted when necessary. It will include names and telephone numbers to ensure that contact can be made on a 24 hour per day, 7 days per week basis in the event of an emergency.

<b>Name</b>	<b>Job Title</b>	<b>Work Phone</b>	<b>24/7 Phone</b>

### **Summary of Work:**

Insert a summary of work to be done. It should include the scope of the project, locations where work is to be performed and the nature of the work to be performed. Indicate if a Mall Wall/Security Barrier will or will not be constructed for this project.

All mall walls shall be constructed as defined in the Tenant Design and Construction Guidelines. See website [www.flysanjose.com](http://www.flysanjose.com) → Business → Tenant Design and Construction Guidelines. If your project requires a mall wall, please attach a copy of your barricade/mall wall plan.

### **Access Points:**

Projects that will require access into both T/A & T/B sterile areas will have designated, time-specific access points that are preapproved by Airport Security Compliance. All access into the sterile area other than through the security checkpoints will be after hours (after the checkpoint is closed). Time-specific access is generally from 11:30 pm - 3:45 am, meaning access control badges will not work at badge readers outside of this timeframe.

### **Primary Construction Access for the Terminal A Sterile Area -**

With an approved Airport Notice of Work (NOW) and prior coordination with Airport Operations, the contractor may enter the sterile area through the North Airline Ticket Office (ATO) Area Door **A154A (CR-F1321)**, Door **A1521A/B (CR-F1317A)**, Door **A1503A (CR-PG1.1)**, Door **A1503B (CR-PG1)** and the Freight Elevator Door **A2507A/B (CR-F2321)** Interior Door that leads into the sterile area. Workers will then proceed through the concourse (north/southbound) to the project location. Access through these doors is maintained by Controlled Card Readers.

### **Primary Deliveries of Work Materials (Terminal A) -**

Primary deliveries for T/A will be brought through Vehicle Gate (**VG 252**) with MOD's approval with access to Door **A1503A (CR-PG1.1)**, Door **A1503B (CR-PG1)** and Freight Elevator Door **A2507A/B (CR-F2321)** Interior Door that leads into the sterile area. Workers will then proceed through the concourse (north/southbound) to the project location. Access through these doors is maintained by Controlled Card Readers.

**VG 252 has restricted hours during FedEx Operations from the hours of 3:00 pm to 8:00 pm, Monday through Friday and weekends during the holidays.**

Primary deliveries of work materials that cannot be brought up the T/A Freight Elevator will be brought through the Terminal B **J2 - Freight Elevator**. Access to the elevator will be through T/B Curbside Exterior Door **B1506 (CR-J1191A)** where they will exit onto the second floor at Door **B2502B/A (CR-J2191A)** that will lead them into the sterile area (concourse). Workers will then proceed through the concourse (northbound) to the T/A project location.

### **The Primary Construction Access for the Terminal B Sterile Area -**

With an approved Airport Notice of Work (NOW) and prior coordination with Airport Operations, the contractor may enter the sterile area through the T/B Curbside exterior door **B1500 (CR-J1190A)**, up the North Stairwell and through Door **B2500 (CR-J2190A)** into the sterile area. Workers will then proceed through the concourse (North/Southbound) to the project location. Access through these doors is maintained by Controlled Card Readers.

### **Primary Deliveries of Work Materials (Terminal B) -**

Primary deliveries of work materials that cannot be brought up the stair Door **B1500 (CR-J1190A)** will be brought through the Terminal B **J2 - Freight Elevator**. Access to the elevator will be through Curbside Exterior Door **B1506 (CR-J1191A)** where the workers will exit onto the second floor at Door **B2502B/A (CR-J2191A)** which will lead them into the sterile area. Workers will then proceed through the concourse (North/Southbound) to the project location. Access through these doors is maintained by Controlled Card Readers.

The Security Identification Display Area (SIDA) badged contractors will be allowed access privileges from the second-floor elevator lobby to the sterile area (concourse).

### **Delivery and Removal of Non-prohibited Items During Daytime Hours -**

Non-prohibited items, such as: building materials, dismantled equipment, construction debris, plumbing, electrical lines, etc., may be delivered or removed from the jobsite during the daytime with the following stipulations:

- Contractor shall submit a Notice of Work (NOW) for any large haul of materials. Small material hauling may be covered under the project's "blanket NOW."
- Materials must be transported through the terminal in a safe and presentable manner.
- Options for transporting materials include bins or carts covered with a tarp to prevent debris in the terminal. The contractor may propose other alternatives subject to Airport approval.
- Materials cannot protrude out in a manner that compromises passenger safety.
- Any delivery accepted during the daytime must be inspected by Airport Operations before entering the sterile area. Contractor must contact Airport Operations for inspection.
- Drywall must be transported on a tilt cart and covered to prevent debris.
- Large/bulky items being hauled require two persons, one in the front and one in the back.
- The Airport reserves the right to refuse to allow deliveries/off-hauls at their sole discretion.

It is the responsibility of your identified Airport Project Manager (PM) for this project to conduct a walkthrough of the worksite and determine the door access that will need to be provided by Airport Security Compliance. These access points should be indicated in the following sections – Personnel Access and Vehicle Access.

For any access points that are not defined in this Security Plan, the Airport PM or contractor will be required to identify/communicate/request approval for additional access points through an Authorized Signatory (**INSERT TENANT NAME OF AUTHORIZED SIGNATORY**) as this information will need to be submitted through an Access Request Form via email to [AirportSecurityCompliance@sanjoseca.gov](mailto:AirportSecurityCompliance@sanjoseca.gov). The Access Request Form shall include card reader numbers, names of employees and badge numbers of employees who require the access for the construction project as well as justification for access, i.e., why do you need access to this space?

**Personnel Access:**

This paragraph will describe the badging plan to allow unescorted and escorted access inside the SIDA, Sterile, or Non-SIDA areas for personnel involved in this project. Your designated Airport PM will advise contractors as to the type of badging that will be required for the project (SIDA, Sterile, or Non-SIDA).

All individuals requesting an Airport issued ID badge are required to successfully pass a Criminal History Records Check (CHRC) and Security Threat Assessment (STA) as required by TSA regulations. Please mark the checkbox for the type of badging plan that will be followed for this construction project –

☐ **SIDA/Sterile Access** - Personnel requiring unescorted access into the SIDA/sterile areas must display a valid SJC SIDA Badge. Unbadged personnel must display a valid SJC “Escort Required” Sticker on their outer most garment and must be under continuous escort of a SIDA badged individual with escort indicia.

☐ **Sterile ONLY Access** - Personnel requiring unescorted access into the sterile areas must display a valid SJC Sterile badge. Personnel who are Sterile Badged are **ONLY** authorized access to the sterile areas between the approximate hours of the checkpoint of 04:00 am to 11:00 pm and **MUST** access the sterile area via the Terminal A or Terminal B checkpoint. Access is not permitted into the sterile areas between the hours of 11:00 pm and 3:00 am unless approved by the ASC.

☐ **Non-SIDA Access (AOA)** - Personnel requiring unescorted access to the Non-SIDA (AOA) **ONLY**, must display a valid SJC SIDA or Non-SIDA badge. Unbadged personnel within the Non-SIDA area are not required to display an Escort Required sticker but must continuously remain under escort of a Non-SIDA badged individual.

The Gate(s) and/or Door(s) to be used for **SIDA or Non-SIDA** personnel access are: **INSERT ACCESS POINTS FOR EMPLOYEES; WORK WITH YOUR DESIGNATED AIRPORT PROJECT MANAGER TO IDENTIFY ENTRY/EXIT ROUTES.**

Only SIDA or Non-SIDA badged personnel will be allowed unescorted access to the SIDA or Non-SIDA areas. All superintendents, foremen, gate guards, and escorts will be SIDA or Non-SIDA badged.

There will be **INSERT# OF AUTH. REP'S** authorized representative(s) for **INSERT COMPANY NAME** who will be responsible for ensuring that all persons requiring unescorted access to the SIDA/AOA/Sterile are properly badged. At the contractor's expense, all persons requiring unescorted access to the SIDA or sterile areas will be fingerprinted by the Airport in accordance with 49 CFR Part 1542.209 to determine badge applicant eligibility.

Furthermore, **INSERT COMPANY NAME** understands that they will accept responsibility for control and accountability of all SJC Badges issued to their employees, as well as those issued to the employees of their subcontractors.

If a company employee or employee of a subcontractor is terminated, an authorized representative will confiscate his/her badge and **notify the Airport Operations Center immediately by calling (408) 277-5100. If unable to confiscate the badge, notify the Airport Operations Center immediately by calling (408) 277-5100 and request to deactivate the badge to prevent further use of the badge into the Secured Areas. Once the badge is confiscated, the badge must be returned to the Airport Badging Office or the Airport Manager on Duty (MOD) immediately.**

If a company employee is expected to be off the job site for more than 30 days, an authorized representative will contact the Airport Badging Office or Airport Operations Center to deactivate and place the badge in an admin leave status.

**Vehicle Access – ☐ Applicable ☐ Not Applicable**

If the project requires vehicles to operate in the SIDA/Non-SIDA areas the following statement will apply -

The vehicle access Gate(s) to be used are: **INSERT ACCESS POINTS; WORK WITH YOUR DESIGNATED AIRPORT PROJECT MANAGER TO IDENTIFY ENTRY/EXIT ROUTES.**

The Airport reserves the right to change gate access at any time.

Vehicles which are not marked in accordance with the Airport Security Program must display a valid temporary ramp permit and/or will be escorted by a SIDA badged person who has valid ramp driving privileges and whose sole function is the escorting of the unmarked vehicle.

Unmarked vehicles in motion will be accompanied by a properly marked vehicle. A SIDA badged person with Escort Indicia may escort stationary vehicles. All occupants of the escorted vehicle will have "Escort Required" badges in the SIDA Secured Area.

Contractors will coordinate with the SJC Badging Office regarding registration and compliance of vehicles that will operate on the SIDA/Non-SIDA areas and for issuance of ramp driving permits.

### **Access Point Security –**

If there are restrictions as to who may enter the SIDA/Non-SIDA area at an access point staffed by a contractor, this paragraph will state those restrictions. Any use of an Airport approved contract security guard will be stated in this section.

Any use of an Airport approved contract security guard is at the tenant/contractor's own expense. Operations may require a sign-in sheet to track the entrance of personnel into the AOA.

If other measures are to be used such as temporary fencing in lieu of locking the access point or returning it to card reader control when unattended, this paragraph will describe those measures.

In addition, there will be a statement that those measures must be inspected and approved by the Airport Security Coordinator (ASC) before utilization.

If temporary access points are to be constructed in addition to those access points installed and maintained by SJC, the ASC will approve any plans for the access point and inspect and approve the installed access point prior to it being put into operation.

This paragraph will describe the nature, location and security measures for any such access point as well as state the approval process as stated above.

Access to IDF/MDF and/or electrical rooms require the Airport PM to escort the contractors and/or subcontractors for the duration of the time they are in the room. Escorting will be done in accordance with the Airport Security Program, i.e., "sight and sound." If the Airport PM is unable to meet the escort requirements, **INSERT COMPANY NAME** will use an airport approved contract security guard at their own expense.

If additional measures are deemed necessary to be used such as temporary fencing in lieu of locking the access point or returning it to card reader control when unattended,

**INSERT COMPANY NAME** will contact the Airport Security Coordinator (ASC) prior to commencement.

In addition, **INSERT COMPANY NAME** acknowledges these measures **must** be inspected and approved by the Airport Security Coordinator (ASC) before utilization.

**Key and Lock Control – ☐ Applicable ☐ Not Applicable**

If any SIDA/Non-SIDA access point is to be secured by a lock when unattended, it must be secured by a temporary Cyber Lock Padlock issued by Airport Operations. If a chain is required in addition to the temporary Cyber Lock Padlock, Airport Operations will supply and install an approved security chain for that purpose. No other lock or chain will be used in lieu of or in addition to those supplied and installed by Airport Operations.

The senior, permanent, on-site representative of the contractor will sign for two (2) keys per company that will be issued by Airport Security Compliance. Additional keys can be requested but will be determined on a case-by-case basis. Approval from the ASC will be required if the key(s) are to be sub-issued to the contractors' employees. The contractor will maintain a key control log showing who has possession of the key(s). Only SIDA badged individuals will be able to sign and receive issued keys.

**Security Violations**

If this project requires that SJC SIDA/Non-SIDA badges be obtained, this paragraph will address the consequences of violating the Airport Security Program and Airport Rules and Regulations. The following paragraph must be included in the security plan.

**INSERT COMPANY NAME** agrees to follow the SJC Airport Rules and Regulations concerning security issues. The company understands that violations of the Rules and Regulations (including those rules defined in this security plan) can result in the issuance of Security Strikes and Administrative Citations. Repeated Security Violations can result in the revocation of unescorted privileges within the SIDA / Non-SIDA areas. ANY abuse or misuse of ESCORT indicia/privileges will result in immediate revocation of these privileges for at least six months. Administrative Citations can result in fines of up to \$1,000 to be paid by the individual employee or company it is issued to. **INSERT COMPANY NAME** also understands that they will be responsible for paying any security related fines assessed upon the Airport by the Transportation Security Administration or other related governmental agency due to the actions of **INSERT COMPANY NAME** employees or employees of their sub-contractor.

**Modification of security equipment: – ☐ Applicable ☐ Not Applicable**

If this project affects the Automated Access Control System (AACS) or Closed Circuit Television System (CCTV) in any way, this paragraph will address the requirements to contract qualified companies to work with the systems –



**INSERT COMPANY NAME** agrees to hire only companies authorized by Airport Operations to perform any work on or related to the AACS or CCTV systems. Any alteration of the Security/Video equipment shall be coordinated with the Airport PM/ASC prior to any work being initiated.

**Project specific security – ☐ Applicable ☐ Not Applicable**

This Paragraph will address any additional factors specific to the project that affect SIDA/Non-SIDA and are not covered in the preceding paragraphs.

**Restrictions on Vehicle Parking**

The Airport may require that no vehicles are to be parked/staged within an Airport approved distance of an active terminal unless such vehicles are inspected by an Airport-authorized person whose sole responsibility is to search vehicles entering within an approved distance. Any plan to complete such inspections must be submitted to and authorized by the ASC or designee prior to implementation.

**Impacts to Security Equipment:**

If any portion of the project requires a utility shut-off, such as electrical, which will impact the monitoring capabilities of the Secured boundaries and/or critical cameras, the contractor must hire guard coverage for the impacted areas as identified by the Airport Security Compliance Team. Guard coverage is an expense that is absorbed by the tenant and/or contractor, it is not a cost absorbed by the Airport. If your project requires a utility shut-off, notify your designated Airport PM to coordinate the work.

**Construction of Barriers for Removing Worksites from Sterile Area (Mall Walls)**

A temporary barrier or mall wall may be constructed to effectively remove the work area from the sterile area. Temporary barriers and/or mall walls shall be approved by the ASC prior to being placed into service. **INSERT COMPANY NAME** must obtain from Airport Security Compliance an approved Cyber Key Padlock to lock the area to prevent unauthorized access into the construction area. When the construction area is occupied, the mall wall door shall be secured from the inside with a slide bolt or an Airport approved lock to prevent unauthorized access. **INSERT COMPANY NAME** is required to maintain control of all tools and restricted items. When the construction area is not occupied, all tools and restricted items shall be locked up in a job box. The contractor shall maintain within the mall wall a written inventory of tools which may be inspected at any time by Airport Operations.

**Mall Wall Requirements**

For mall wall specifications, please refer to sections 5.4, 5.5, and Exhibit A of the Tenant Improvement Design Criteria, which can be found at this link <https://www.flysanjose.com/standards-and-guidelines/tenant-guidelines>. For questions regarding mall wall requirements laid out in the Design Criteria, please contact Security Compliance. The different tool inspection requirements for each phase of mall wall construction will be explained in the following sections:

**Pre-Mall Wall Construction** - will consist of a daily tool inspection and completion of an inventory tool log. This process will be completed by Airport Operations and/or Contract Security Guard with Construction PM present prior to entering the sterile area. This process will be done daily until the mall wall has been approved by Security Compliance. Mall wall will be constructed **during those hours when the security checkpoint is closed (typically, 11:30 pm to 3:45 am) or with MOD approval.**

**Completed, Approved Mall Wall** - the Construction PM will be allowed to bring in tools/prohibited items for construction to keep in a job box (or other, similar storage container) inside of the mall wall. Airport Operations will perform an initial inspection to ensure the Construction PM has a job box and a tool inventory log. Note, the Construction PM must still check in with Operations before entering the sterile area each day. The Construction PM will be required to keep and continually reconcile the running tool log which may be audited at any time by Airport Operations. Airport Operations may inspect tools, but the responsibility falls on the Construction PM to maintain the running tool log. Furthermore:

- If any tools will be taken out or added, it is the responsibility of the Construction PM to conduct a tool inspection against the log to ensure all tools are removed from or added to the log.
- The running tool log should be kept legible, clean, and orderly and all tools associated with the log should be arranged such that they can be easily produced during an audit by Airport Operations. The tool log should be readily accessible to show to Airport Operations if they happen to request an audit.
- The mall wall area must be secured and locked when construction work is not in progress.
- Tools/prohibited items cannot be transferred between multiple jobsites.

**Removal of the Mall Wall** - prior to any portion of the mall wall being dismantled, Airport Security Compliance will conduct a full security sweep within the mall wall area to ensure all prohibited items have been removed. Once this has been confirmed, the Construction PM will revert to the protocol of daily tool inspections with Airport Operations. At this point, the Security Compliance team will give approval for the mall wall to be removed. The mall wall will be removed **during those hours when the security checkpoint is closed (typically, 11:30 pm to 3:45 am) or with MOD approval.**

Once the mall has been removed, the PM will revert to the process of Pre-Mall Wall Construction protocols for tool control prior to entering the sterile area. If, at any point (pre, approved, after removal of mall wall), any tools or prohibited items are missing or unaccounted for, the contractor will immediately notify Airport Operations at (408) 277-5100.

### **Security Statements**

### **Revisions to the Project Security Plan**

Any revision to the requirements or procedures of this plan that may be requested by the Contractor or its Sub-Contractors must be submitted to the Airport in writing for review and approval by the ASC and/or the TSA. Any such revisions shall not be implemented until approved by the ASC/TSA.

### **Other**

Work in close proximity to the AOA perimeter fence is strictly regulated. **INSERT COMPANY NAME** will instruct its employees and subcontractors to be vigilant and avoid creating any climbing aids near the fence through the placement of equipment and materials. **INSERT COMPANY NAME** **will not:**

- a. trench within three feet or under any portion of fence
- b. modify any fence or gate (including temporary modifications)
- c. stockpile any materials within 10' of fence
- d. lift or drop items over the fence

... without prior written permission from the ASC. Due to the co-location of some AOA and non-AOA fence, **INSERT COMPANY NAME** will clarify the status of any fence assumed to be non-AOA prior to start of work.

All other portions of the SJC Airport Security Program not specifically addressed in this document will remain in effect. All persons operating under this Project Security Plan will immediately abide by any direction from or modifications made to this Project Security Plan by the ASC or SJPD-AD, including but not limited to mandates by TSA Security Directives and changes in the Homeland Security National Threat Level.

**INSERT COMPANY NAME** herein agrees that all parts of the San Jose Mineta International Airport Security Program shall apply except as amended herein.

By **INSERT COMPANY NAME**

\_\_\_\_\_  
**Insert Name of Company Representative**  
Project Manager

\_\_\_\_\_  
Date

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**Approved**

\_\_\_\_\_  
Jay Lamper  
Airport Security Coordinator  
Airport Operations Division, SJC

\_\_\_\_\_  
Date