

STAFF CHANNEL WORKS 20TH NOVEMBER 2019

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During a recent review of our Staff Channel processes, it was identified that the layout of our Staff Channel area allows green pass holders - who only have authorised internal access - access to the airfield. Each colour and number on a pass indicate an area and zone the pass holder is allowed access to.

Colour	Access Area
Green	Internal Airside
Blue	External Airside and Internal Airside
Red	All Areas
White	Temporary Pass

Number	Zone
1	Internal area or areas of critical part (departure lounge, piers and interior)
2	Baggage reclaim halls
3	Baggage make up areas
4	Ramp
5	Aircraft and their footprint
6	All external area of the critical part such as runways
7	All areas with critical part

The above details that green pass holders have no authorised access to the airfield. This is only available to those with a red or blue issued pass. We are therefore introducing a change to how green pass holders will access the internal airside areas (departure lounges and arrivals). You will shortly see the below signage and line markings in place at Staff Channel and access points from internal areas to external airside areas.



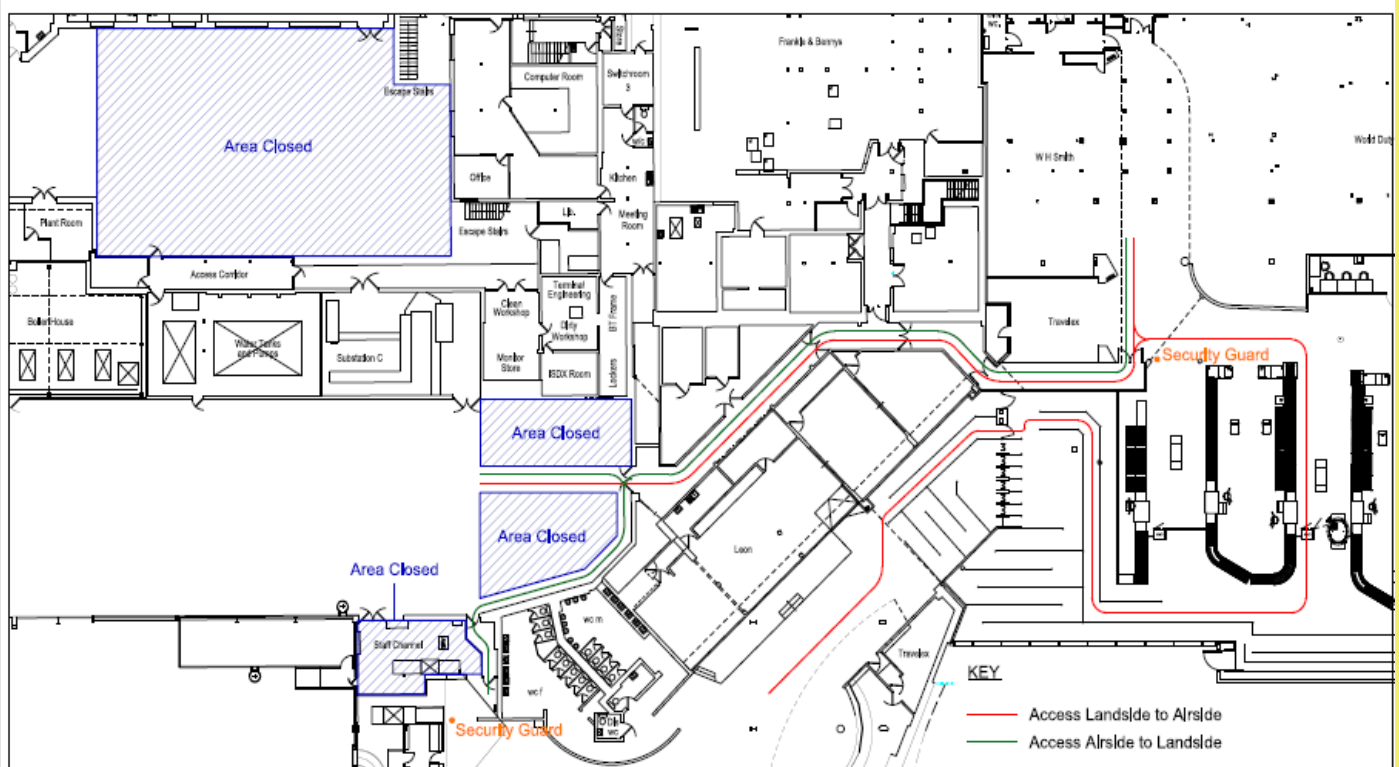
Once the above signage is in place, green pass holders will no longer be allowed to access left when exiting Staff Channel. They can also no longer use the exit door from the lounge to gain access through the Air Traffic Control corridor.

Instead, green pass holders must use the enclave corridor that brings you out at Central Search, by turning right at Staff Channel. The same route must be used to exit the internal airside areas to gain access back to landside. Whilst the signage indicates that blue and red pass holders must turn left, some colleagues will be zoned for internal areas too (All red pass holders and some blue) Therefore those colleagues are authorised to turn right as well.

To enable us to complete the line painting, Staff Channel, the Enclave area and Smiths delivery area will be required to be closed off for a short time. Below shows a plan of how staff can access airside during the works.

The Staff Channel area and the Enclave area will be closed from 10:30 until around 12:30 on Wednesday 20th November 2019. Staff Channel will then re-open and the Smiths delivery area will be closed until 17:00. During this time they'll be no access to/from the departure lounge via the door at the bottom of the old tower. All access will be through the enclave corridor.

During the works signage will be in place to direct staff accordingly as well as a Security guard at Staff Channel and Central Search to help direct people.



OPERATIONAL ADVICE NOTICE

Once the works are all complete, please ensure you are familiar with what areas you are authorised to enter and are operating in line with the above changes. Our Airfield Security team currently conduct patrols of that area and will be randomly checking colleagues passes to ensure this is being adhered to. For any further questions please email compliance@eastmidlandsairport.com.

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Originator:	Compliance Manager Security	Confirmed by:	Compliance Manager operations and Safety
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