

HIGH VISIBILITY GARMENTS

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AERODROME MANUAL / AOI REF(s): -		AOI 1 – Airside Security			

Security Awareness

Following the publication of OAN 32/2019 Staff Channel Works we would like to take the opportunity to remind all EMA Airport ID pass holders, colleagues and partners, of the importance to exercise vigilance across the site at all times.

All personal EMA Airport ID passes must be displayed at chest or shoulder height, in a conspicuous position so that all required information is clearly visible when operating Landside or in the Critical Part.



EMA Airport ID passes are issued and zoned for personal use and should not be used to give access to other staff members who may not have authority to be in those areas.

Staff entering or exiting through card-controlled points, must ensure that they are not tailgated by any other individual. If someone attempts to follow you through a door, you must not allow them access, they must verify they are authorised by swiping their own ID pass.

If you see anything suspicious, or need to report an incident, you should call the Airport's emergency number on internal extension 3333 or external number 01332 818555.

Your ID card must only be used by yourself and you should not hold any doors open for other persons nor allow access to unauthorised areas including car parks.

We have recently seen an increase in the number of colleagues and partners allowing unauthorised access to the VIP car park. If you have access to the VIP car park under no circumstances should you use your own pass to give unauthorised access to 'other' persons/vehicles. Only the pass holder who is authorised to use this facility may access it.

Anyone found to be allowing access to any areas for other persons will be investigated and may have their EMA ID pass permanently removed.

If you have any questions about the information provided, please contact the Compliance Manager Security; compliance@eastmidlandsairport.com

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Originator: -	Compliance Manager Security	Confirmed By: -	Compliance Manager – Operations and Safety
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