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Abbreviation List

AAL	Adelaide Airport Limited
ACC	Airport Coordination Centre
AFP	Australian Federal Police
ASIC	Aviation Security Identification Card
CCTV	Closed Circuit Television
DOHA	Department of Home Affairs
ID	Identification
PAL	Parafield Airport Limited
PIO	Pass Issue Office
SAC	Security Access Card
ACS	Access Control System
SAPOL	South Australia Police

A More Secure Airport

A positive security culture is one of the most important aspects to building robust and effective security.

This Guide covers all the important issues you need to know about security when working at Parafield Airport, and will help to ensure that you are aware of the role we all have to play in keeping the Airport safe and secure. Security awareness is an individual responsibility for everyone working at Parafield Airport. This Guide provides information on general airport security measures and your obligations as an employee working on airport. It also gives guidance on how to detect and report suspicious behaviour and dealing with security breaches. Your observations, vigilant attitude and behaviour are key in helping us to deliver a strong security outcome at the Airport.

Operational excellence in safety and security is a core strategic objective for Parafield Airport. Placing security considerations at the forefront of our time working on airport will go a long way to helping us to continue to deliver it.

Thank you for taking the time to read this important document. The Security Department is available at all times to provide additional guidance or answer any queries you may have about security at our airport.

Brenton Cox, Managing Director
Parafield Airport Limited



Why are airports high profile targets?

Recent global events continue to highlight airports and the aviation industry as high profile and attractive targets of terrorist organisations. Factors that are likely to shape and influence terrorist attack planners are the potential consequences of an attack: mass casualties, economic impact, publicity, public fear and anxiety and the opportunity to conduct the attack in terms of the accessibility, vulnerability and associated symbolism of targets.

The National Terrorism Threat Advisory System is a scale of five levels that advises on the likelihood of an act of terrorism occurring in Australia.

When the threat level changes, the Australian Government provides advice on what the new threat level means, where the threat is coming from, the potential targets, and how a terrorist act may be carried out.

The National Terrorism Threat Level is regularly reviewed in line with the security environment and intelligence.

National Terrorism Threat Level

You can view the current national terrorism threat level for Australia, anytime, at www.nationalsecurity.gov.au

CERTAIN

EXPECTED

PROBABLE

POSSIBLE

NOT EXPECTED

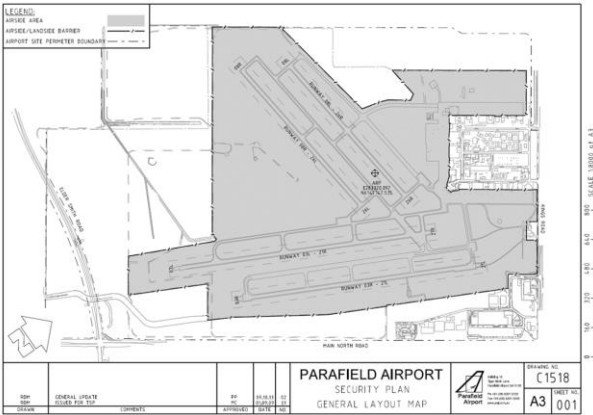
Airport Watch

This is a program which encourages a strong security culture within the broader airport community and a mechanism to identify and report suspicious behavior. Suspicious behavior may indicate criminal intent directed at tenants of Parafield Airport e.g. motor vehicle theft or burglary and stealing. It may also indicate more sinister criminal intent or activity. The Airport Watch Program provides a reporting line that gathers information relating to suspicious behavior near the airport this information is used to provide an overall intelligence assessment regarding threats to the airport.

If suspicious behavior is observed, AAL and PAL ask that it is reported by calling 8307 5700 during business hours, or the ACC after hours on 8154 9444. If an immediate response is required to a situation 000 should be used as in any emergency situation.

Secure Areas at Parafield Airport

AIRSIDE AREA



LOCATION

Parafield Airside Area is defined as the entire area within

the Airside /Landside perimeter fence

Description

Access to the Airside Area is strictly controlled. Tenants occupying airside/landside boundaries that have direct access Airside are responsible for managing that access through their tenancies.

Entry to Airside Area

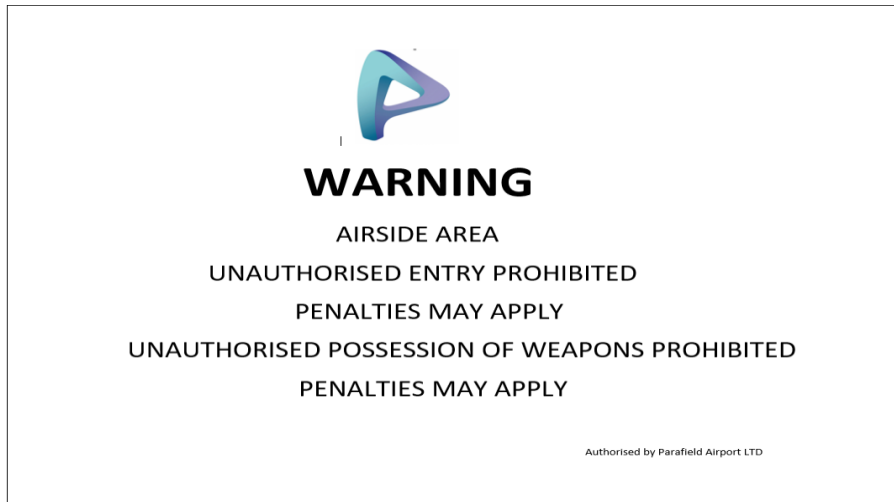
All entry points to the secure Airside Area are strictly controlled and you must have an operational need to be within this area.

If you work within the Airside area it is your responsibility to maintain a security focus and challenge any person not displaying the correct identification. All persons with a

business purpose may go airside.

Any unauthorised vehicles should also be reported to Parafield Airport on 8307 5700.

Signage is posted around perimeter fence and at entry points to airside similar to below



Moving through security controlled areas

Security controlled areas are usually controlled by electronic or manual mechanisms and are clearly identified.

Movement through these points is monitored and recorded by the airport's security systems.

Only those with security access permission can move through security controlled doors and gates.

When moving between security controlled areas, prior to moving from the area you are responsible for securing any doors or gates that you have accessed.

Security Access Cards (SACs)

Security Access Cards are issued by PAL to holders who require access through Security controlled doors and gates leading to secure areas of the airport.

A SAC application form can be downloaded from the PAL

Website at: <https://www.parafieldairport.com.au/operations/airside-access-forms>

Or collected from the Parafield reception area located within the PAL administration building.

Use

The SAC can only be used to gain entry to a controlled area for the purpose of the holder's employment.

The SAC must not be given to anyone else to use.

It is for the applicant's use only and must only be used while they are on duty.

The SAC must be kept secure at all times.

Return

A SAC must be immediately returned to the PAL administration if: the SAC is no longer needed for the purpose of the holder's employment.

PAL notifies the holder or their employer that the card has been cancelled.

The SAC has been altered, defaced or is not working.

Securing Doors and Gates

When accessing an electronic controlled door or gate, you must ensure the door or gate is fully secured before you leave the area.

It's also vitally important that you report any secure door or gate faults immediately to Parafield Airport Limited.

If you see a security door or gate wedged open, you should report this immediately. Remember: Securing doors and gates is everyone's responsibility.

Forcing /Propping Doors and Gates

All electronic accessed security controlled doors/gates at Parafield airport will alarm if forced or propped open, the alarm will present to the ACC who will initiate a response by Parafield staff and/or law enforcement.

You must not force or prop open an electronic door or gate

Tailgating

Tailgating occurs when someone follows you through an access controlled door or gate without using their own access card to gain entry.

Never allow a person to tailgate you through a door or gate.

If you are tailgated, you must challenge that person by asking them to swipe their access card against the reader.

If their card does not give them access, don't allow them through and report the incident to Parafield Airport Limited.

Lost / Stolen / Destroyed

If your SAC has been lost, stolen or destroyed, should be immediately reported to Parafield Airport on 8307 5700 during business hours and the ACC after hours on 8154 9444.

A statutory declaration is needed for lost, stolen or destroyed SACs and you'll need a police report for a stolen card.

Documentation needs to be presented to the Parafield administration prior to your replacement SAC being reissued.

Validity

Security access is provided based upon the operational need. Access will be automatically disabled when your SAC expires, or when there has been a predetermined time of no activity or when you are advised by the Parafield Airport Limited Operations.

Damaged Fences and Access Points

Damaged fences and access points make it easy for people to access secure areas. Report any damaged access points, including fences and security doors/gates, to Parafield Airport Limited.

Parking Near an Airside Fence

Do not leave vehicles or equipment within two metres of a fence airside and three metres of a fence landside. Any illegal parking of vehicles or any objects near an airside fence must be immediately reported to the Parafield Airport Limited.

Security Enforcement

Security at Parafield Airport is monitored and enforced by PAL staff with the assistance of AAL Operations department.

Important Security Facts

Unattended Items

Unattended items could pose a threat to the security of the airport, so it's vital they are dealt with in an appropriate manner by qualified personnel. It's your responsibility to be vigilant and aware of any changes to the workplace and to know how to identify unattended items that could pose a risk.

Listed below is a basic procedure to follow if an unattended item is discovered in or close to your place of work.

Remember DO NOT put yourself, or others, at additional risk.

Use the H.O.T.U.P. principle. Ask yourself 5 simple questions.

1. Is the item or substance **H**idden?
2. Is the item or substance **O**bviously suspicious?
3. Is the item or substance **T**ypical of what is in the area?
4. Is the item or substance **U**nusual?
5. Has there been general **P**ublic access to the area?

If the item is HOT treat it as Suspicious!

But remember that suspicious or unattended items should only be approached by staff members who have the appropriate training.

- 1. You have identified that the item is unattended or suspicious**
- 2. DO NOT open, touch or move the item**
- 3. Contact the ACC on 81549444 who will alert the appropriate authorities**

What to do while you wait for an AAL representative and AFP to arrive:

- 1. Try to recall who was last in the area or why the item is suspicious to you**
- 2. DO NOT approach the item**
- 3. DO NOT allow any other person to approach or sit in the area around the unattended item**
- 4. DO NOT touch, open or move the item or allow anyone else to do so**
- 5. Pass all information to AAL and the Australian Federal Police (AFP)**

Packages

Never accept or agree to safeguard packages on behalf of someone else. If anyone approaches you to look after a package, refuse and notify Parafield Airport Limited. Be completely vigilant about this. Do not put yourself and others in danger.

Mail Handling and Unknown Substances

If a suspicious package or envelope is received:

- Remain calm.
- If available place the item into a plastic bag or similar and seal it.
- Do not shake or empty the contents of the package or envelope.
- Do not handle the item more than necessary (do not allow others to handle it).
- Stay in your immediate environment. Co-workers remain in the same environment.
- Prevent others from entering the area.
- Call for assistance from Parafield Airport Limited.
- Advise the exact location of the item (address, etc.), number of people in the immediate area, describe the package/device and what actions you have taken.
- Take notes, including time and date you received the item and from whom.
- As a precaution keep your hands away from your face.
- If possible (without leaving your immediate environment/work area) wash your hands.
- If there is a strong/overpowering odour move to an adjoining room or area closing all doors and windows. Stay in that area until assistance arrives.
- For packages omitting strong odours, request that the air conditioning be shut down as a precautionary measure. Turn off all fans.

- Wait for assistance to arrive.

Bomb Threats

- Strictly follow your company's procedures.
- Notify Parafield Airport Limited.
- Write down every detail of the threat and the person making the threat. This will assist significantly in handling of the threat. Use the "Phone Threat Checklist" on the rear of this guide.

Security Breach or Concern

- If you observe a Security Breach or Access Infringement - REPORT IT.
- If you observe SAC misuse - REPORT IT.
- If you see something that is not right - REPORT IT.
- All reports to Parafield Airport Limited on 8307 5700 in the first instance.

Armed Offender

Places of mass gathering such as airports are high profile attractive targets which can pose a broad range of security challenges.

One specific threat is that of the Armed Offender. Although unlikely, if faced with such a scenario, the following guidelines developed by the Australia-New Zealand Counter Terrorism Committee should be followed.



ESCAPE: If safe to do so, locate an exit and evacuate the building/area, leaving behind valuables and belongings.



HIDE: If safe to do so and if escape is not an option, seek to hide in a secure area where you can lock or blockade a door. Stay under cover, turn all lights off and silence mobile phones.



The more information people can pass on to the police or owners and operators the better, but NEVER at the expense of an individual's own safety or the safety of others.

If it is safe to do so information should be provided immediately to the police via 000. People passing on information to law enforcement may be asked to remain on the line and provide any other information or updates that the operator requests.

Crime & Security Prevention

Some points to consider:

- 1 Airport tenants and employers are responsible for their own staff, premises and stock throughout Parafield Airport.
- 2 Ensure that new staff are aware of your company's internal procedures and relevant airport procedures.
- 3 Important contact numbers are provided in this Security Guide. They should be kept handy for quick reference by employees.
- 4 Keep an eye out for suspicious persons and unattended items. Report anything "out of the ordinary", of concern or unlawful to Parafield Airport Limited. On 89307 5700 (b/H only) or the Airport Coordination Centre on 8154 9444 (24/7)
- 5 Thieves target car parks. Do not leave any items of value visible within the vehicle and remember to lock your doors.
- 6 Parafield Airport has CCTV which provides an additional security layer. This footage is only supplied to law enforcement agencies in accordance with State and Federal law and applicable privacy legislation.
- 7 Crime requiring Police attendance can be reported to 131 444 or 000 for emergencies.

Crime and Security issues need to be reported. Your role in crime or security concerns is to observe and report.

Crime & Security Reporting

THERE ARE 4 MAIN AREAS FOR REPORTING:

	EMERGENCY	OPERATIONAL
1	Adelaide Airport Limited ACC 8154 9444 (24/7)	8154 9444 (24/7)
2	Parafield Airport Limited. 8307 5700 (B/H only)	8307 5700 (B/H only)
3	SAPOL 000	131 444
4	Airport Watch	1800 333 000

PAL/AAL acts in conjunction with law enforcement agencies to ensure the overall safety and security of the Airport and coordinates all responses on site.

SAPOL provide a response capability for security and criminal events.

You are expected to report any incidents, security threats or security matters as follows:

1 Crime & Emergency in Progress

Call Parafield Airport Limited on 8307 5700. They will coordinate the emergency response for SA Police, State Fire Department and/or Ambulance. As a secondary, call SA Police on 000 if a serious crime is taking place.

2 Suspicious & Concern

Call Parafield Airport Limited on 8307 5700 to report all security incidents and suspicious people. They will contact the appropriate authorities as necessary.

If an immediate response is required to a situation **000** should be used as in any emergency situation

3 Communications

Write down what you see as soon as possible. Always keep your supervisor advised and carry out your company procedures.

4 Receipt of Threats

For any threats, you must immediately advise the organisation that has been threatened and Parafield Airport Limited..

5 Crime Stoppers

Ring Crime Stoppers on 1800 333 000 if you have any information about any crime, or suspicious activities, or if you think you have useful information that may help prevent a crime.

Security Roles of some Airport Agencies

Department of Home Affairs (DOHA)

The DOHA has overall responsibility for aviation security in Australia. In consultation with the Aviation Industry, DOHA develops and implements legislation and standards under the Air Navigation Act and Regulations. The duties of the Cyber Infrastructure Security Centre (CISC) at Parafield Airport are to ensure compliance with the aviation security legislation and standards, as well as the various Airline and Airport Security Programs.

Parafield Airport Limited and Adelaide Airport Limited

PAL/AAL act in conjunction with law enforcement agencies to ensure the overall security at Parafield Airport including:

- Development of Parafield Security Program.
- Management of the Airport Security Committee.
- Maintenance of security infrastructure at the airport.
- Development of security procedures and incident response contingencies as required under government regulations.

BOMB THREAT CHECKLIST

REMEMBER TO KEEP CALM - DO NOT HANG UP

WHO RECEIVED THE CALL?

Full name: _____ Telephone number: _____
Date call received / / _____ Time call received _____ am / pm

GENERAL QUESTIONS TO ASK What is it?: **Bomb Threat** - **Chemical Threat** - **Other**

When will the bomb explode / substance be released?: _____ am / pm

Where is it located?: _____

What does it look like?: _____

When was it put there?: _____

How will the bomb explode / substance be released?: _____

Did you place it there?: _____

If so, why did you place it there?: _____

BOMB THREAT QUESTIONS What type of bomb is it?: _____

What is in the bomb?: _____

What will make the bomb explode?: _____

CHEMICAL / BIOLOGICAL THREAT QUESTIONS What type of substance is it?: _____

How much of the substance is there?: _____

Is the substance a liquid, powder or gas?: _____

OTHER QUESTIONS TO ASK What is your name?: _____

Where are you?: _____

What is your address?: _____

Exact Wording of Threat: _____

CALLER'S VOICE Sex of caller: _____ Estimated age of caller: _____ Duration of call: _____

Called ID / Number Displayed: _____ Accent (specify): _____

Any speech impediment (specify): _____

Voice (loud, soft, etc): _____

Speech (fast, slow, etc): _____

Diction (clear, muffled, etc): _____

Manner (calm, emotional, etc): _____

Did you recognise the caller?: _____

If so who do you think it was?: _____

Was the caller familiar with the area?: _____

THREAT LANGUAGE Well spoken: _____ Incoherent: _____ Irrational: _____ Taped: _____

Message read by caller: _____ Abusive: _____ Other: _____

Background Noise Street noises: _____

House noises: _____

Aircraft: _____

Voices: _____

Music: _____

Machinery: _____

Local call: _____ STD: _____

Assistance Contact List

FOR INFORMATION OR ASSISTANCE PLEASE CONTACT:

Parafield Airport Limited (PAL) 8307 5700 (B/H only)

Parafield Air Traffic Control (ATC) 8258 1745

Airport Coordination Centre (ACC) 8154 9444 (24/7)

Pass Issue Office (PIO) 8154 9499 (B/H only)

Emergency Agencies All 24/7

Police / Fire / Ambulance Emergency 000

SA Police Operations (SAPOL) 131 444

Airport Watch – Suspicious Behavior 1800 333 000



PO Box 652
Salisbury
South Australia 5108

Phone +01 8 8307 5700
Fax +01 8 8281 5006
parafoldairport.com.au

Adelaide Airport
Management Limited
ABN 77 077 201 131
Registered Land Agent 224 639

A wholly owned subsidiary of
Adelaide Airport Limited
ABN 76 075 176 653

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