Security Awareness at Hamilton International (YHM)

Training Program

A MEMBER OF

Vantage GROUP

Overview

Key Security Awareness Topics for Airport Personnel

- Security Policy
- Security Awareness Campaign
- Primary Security Line
- Restricted Areas
- Need Versus Right
- Security Pass Types
- Security Rules for Pass Types
- Incident Reporting
- Crime Doesn’t Fly Here Partnership with Crime Stoppers of Hamilton

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Security Policy

Maintaining a Robust Security Culture at Hamilton International

Hamilton International is committed to being a leader in security excellence and driving continuous improvement through the following objectives:

- Enhance cooperation and collaboration with Airport partners
- Promote a culture of security vigilance and awareness
- Implement effective processes and procedures that meet national and international standards while complying with all legislative and regulatory requirements
- Review all security incidents and breaches, including implementation of corrective actions
- Commit to communicating and informing the Airport community of security issues

Hamilton International, its employees and tenants/partners will operate in a manner that ensures security is a priority and fundamental to operations. Senior management will ensure that security considerations are integrated into all operational decision-making.

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Achieving these objectives and upholding the Security Policy requires all Airport employees and partners to understand their responsibilities in maintaining a safe, secure environment and to actively support a proactive security culture.

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SEE · SAY · DO SOMETHING

If you see a suspicious bag or package, or witness suspicious activity, don't keep it to yourself. Call 905-679-4908.

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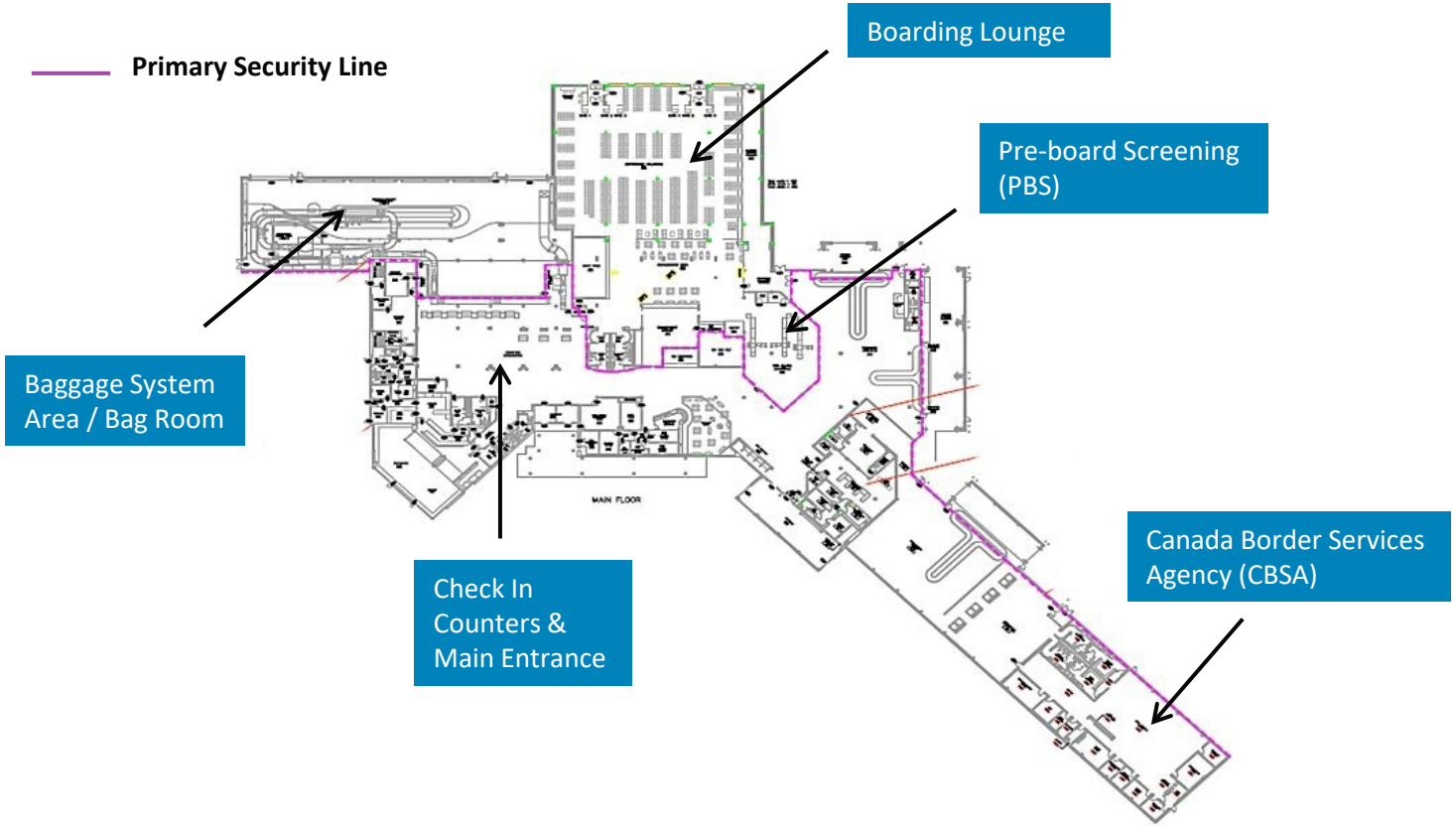
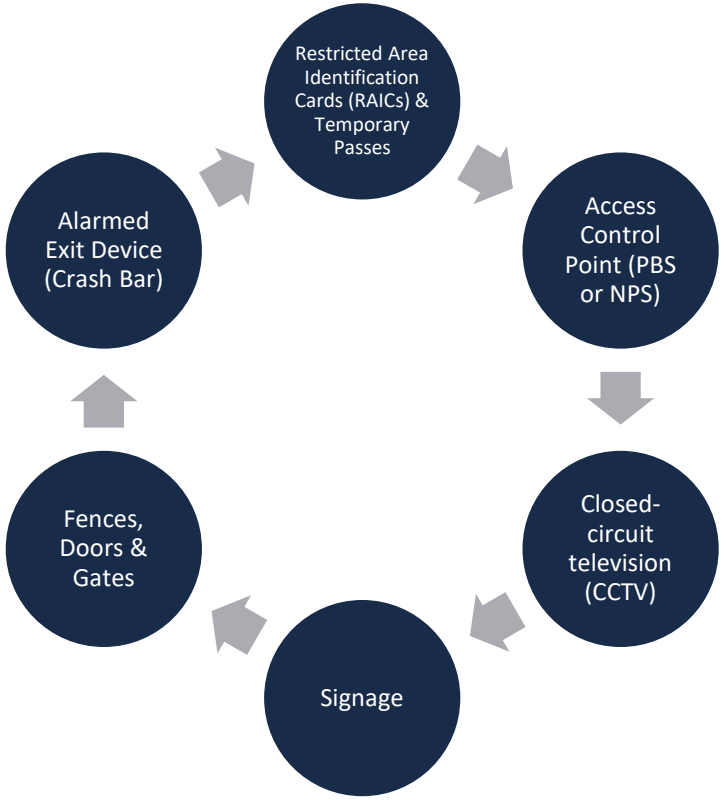
Primary Security Line (PSL)

The PSL is the barrier that separates the restricted areas of the Airport from those intended for public use

The physical controls in and around the Airport all work together to maintain a secure environment. ***The only approved way to cross the PSL in the Air Terminal Building is through the PBS or NPS checkpoint.***





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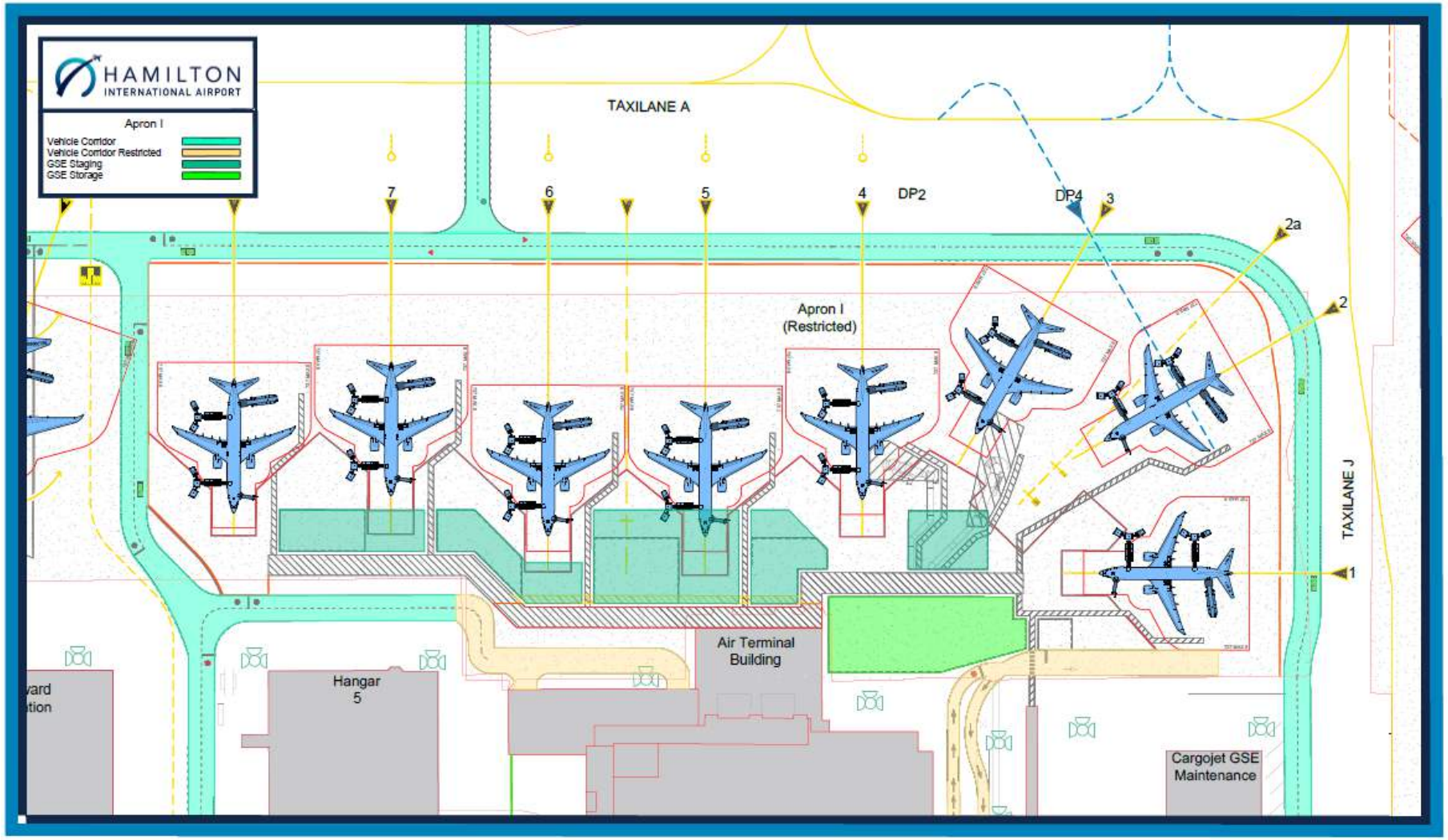
Critical Restricted Area – Apron 1



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Restricted Areas at Hamilton International

YHM is divided into three restricted areas – your Restricted Area Identity Card (RAIC) will indicate the areas you are authorized to access

#1 – Boarding Lounge

This Boarding Lounge is the restricted, sterile area following the PBS checkpoint. This is where you'll find retail and concessions, passenger seating areas, boarding gates and the boarding corridor leading to the jet bridges.

#2 – Bag Room

The Bag Room is the restricted area where checked-in bags that have been screened are held and sorted.

#3 – Apron 1

Apron 1 is Hamilton International's restricted apron which includes aircraft parking stands 1-8 and the interior of the fence line at Hangar 5.

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Need Versus Right

Pass holders entering a restricted area must have a valid need and right at all times

- Canadian Aviation Security Regulations emphasize that any person in possession of a valid airport pass must not enter or remain in a restricted area unless it is work related
- **You must always have a valid need and right to access a restricted area**
- Need = Work-related duties
- Right = Your valid airport pass

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Security Rules For RAIC Holders

Each RAIC holder must enter restricted areas through either NPS or PBS. These are the only two approved access points in the Airport Terminal Building.

RAICs must be valid, in good standing and not expired. RAICs must be worn on outer clothing and visible at all times when entering restricted areas.

Other Airport RAIC holders including Aircrew, must report to the Operations Centre (OC) to have their RAIC validated, prior to entering NPS.

Each RAIC holder must use their biometrics to enter at NPS. Tailgating or entering after another RAIC holder without using your own biometrics will result in the loss of RAIC privileges, without exception.

RAICs cannot be shared, loaned or left unattended. Lost or stolen RAICs must be reported to the OC and/or Pass Control immediately. Your RAIC is your responsibility.

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Security Rules for Escorting

Authorized RAIC holders may be permitted to escort temporary pass holders or visitor pass holders under the following criteria:

- The individual(s) you are escorting must have either a temporary pass or a visitor pass.
- You must notify the Terminal Operations Officers prior to entering a restricted area with the person under escort.
- Ensure the person under escort is screened at NPS or PBS.
- You are responsible for your person(s) under escort. You must maintain a line of sight at all times and ensure the person(s) under escort does not deviate or access any areas they should not. Do not leave your person(s) unattended at any time.
- Escort ratio is 1:10 meaning one RAIC holder to maximum of 10 yellow passes. If you are unable to meet or not comfortable with this ratio, you are able to reduce the number of people you are escorting.

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Security Rules for Escorting

Requirements for individuals under escort

- When being escorted, you must first report to the Operations Centre with your authorized escort to obtain a visitor pass or have already met with the Pass Office and obtained a temporary pass while your clearance is pending.
- Ensure you are screened at NPS or PBS. Concession partners and Customer Service Agents with yellow passes must enter through PBS when it is open.
- Wear your pass at all times and ensure it is visible on your outer clothing.
- Stay within a line of sight of your escort and do not deviate from them.
- It is as much your responsibility as the person providing the escort to ensure all rules are being followed.

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Security Pass Types

Know your pass and its permissions

Restricted Area Identification Card (RAIC) RED

All Airport workers except Pre-Board Screening Officers.

Restricted Area Identification Card (RAIC) BLUE

Pre-board Screening Officers

Temporary Pass Holders YELLOW

All workers who are awaiting clearance from Transport Canada. Must be escorted by a RAIC holder at all times while in restricted areas. Concession partners exempt from escort in boarding lounge only.

Security Pass Types

Know your pass and its permissions

Contractor Pass

Authorized contractors will be given access to restricted areas. Must report to the Operations Centre with government-issued photo ID. Contractors must be under escort while in restricted areas.

Visitor Pass YELLOW

Authorized visitors will be given access to restricted areas. Must report to the Operations Centre with government-issued photo ID. Visitor must be under escort while in restricted areas. For a maximum daily sign-out of 14 calendar days.

Visitor Pass RED

Authorized Other Airport (OA) RAIC holders will be given access to restricted areas. Must report to the Operations Centre with RAIC for validation. No escort is required with this pass.

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Security Pass Types

Know your pass and its permissions

Aircrew RAIC

Aircrew have access to restricted areas while performing their duties. Other Airport (OA) Aircrew RAIC holders must contact the Operations Centre to validate their RAICS prior to entering restricted areas.

Airside Vehicle Operators Permit (AVOP)

Issued after successful testing result of the AVOP Program. Allows non-restricted access within the Airport perimeter fence line. AVOP holder must also possess a valid RAIC to operate in restricted airside areas.

Canada Pass

A Canada Pass is issued when an individual, other than Aircrew, completes frequent and regular work-related duties at other Canadian airports. Other Airport (OA) Canada Pass holders must contact the Operations Centre to validate their RAICs prior to entering restricted areas

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Your Pass is Your Responsibility

Never leave your pass unattended and report any lost or stolen cards to the Operations Centre **immediately**.

If your employment ends or you take a leave of absence, you must return your pass to the Operations Centre. **All passes remain property of John C. Munro Hamilton International Airport** and must be returned within five (5) days to avoid a fine.

905-679-4908

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Security Incident Reporting

YOU play the most important role in upholding airport security at YHM

As part of the Hamilton International community, you share common security responsibilities:

- Maintain security vigilance and report any security issues immediately
- If something doesn't seem right, report it – the Airport's Terminal Operations Officers will investigate all reports
- Be familiar with the Airport's security plans and play an active and positive role in response
- Participate in the Security Awareness Program

How to Report a Security Risk:

- In person at the Operations Centre
- By dialing 102 on any terminal white phone
- By calling the Operations Centre at 905-679-4908

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Crime Doesn’t Fly Here

Awareness campaign developed in partnership with Crime Stoppers of Hamilton and Hamilton Police Service

Launched in 2024, the Crime Doesn’t Fly Here campaign raises awareness about criminal activities that may occur at an airport such as smuggling of drugs and illegal weapons, contraband tobacco, vehicle and property theft and human trafficking.

Crime Stoppers plays a role by providing all citizens, including airport employees and partners, a means of reporting what they know anonymously by calling **1-800-222-TIPS (8477)** or visiting **crimestoppershamilton.ca**.

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John C. Munro

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