

# SCPA Security Awareness Training

**SCPA Police Headquarters 24-hour  
Dispatch Center: (843) 577-8706**

Report all suspicious activity, expected deliveries, and visitors. Visitors must be pre-approved and escorted while on the facility by an approved TWIC holder.

## **Minimum required Screenings by MARSEC Level:**

Entering the facility is deemed valid consent to search. Port Police will be conducting random searches at all facilities as required. The rate of screenings will increase as the MARSEC Level elevates. Screenings may consist of: visual inspection; inspecting inside packages and containers; use of mirrors, screening devices or dogs. Please be patient and cooperate with law enforcement, this will expedite your screening process.

## **Three Levels of Maritime Security (MARSEC)**

Security levels are layered to properly handle security threats. As the MARSEC Level increases, the security measures at the port increase. Example, there will be an increase in patrols and vehicle screenings depending on the MARSEC Level. Signs at access points advise of the current MARSEC Level.

**MARSEC Level 1** – minimum appropriate security measures in place at all times.

**MARSEC Level 2** - additional measures added to Level 1 for heightened risk.

**MARSEC Level 3** - further specific increased measures above Levels 1 and 2 for a probable or imminent threat.

Port Police will notify facility personnel of changes in MARSEC level by changing the signs at gate entrances, phone notifications, e-mail notifications and manual notifications. As threat conditions elevate, Port Police will increase vehicle screenings, patrols and monitoring. **Be vigilant at all times and report all suspicious activity to the Port Police at (843) 577-8706.**

## **Dangerous Substances and Devices: NO Weapons are permitted on SCPA Property**

**Examples:** Firearms, Chemicals (gas, liquid or solid), Biological, Toxins, Viruses, Explosives, Radiological materials.

## **What is a Suspicious Package? What to do?**

- (1) Package in an unusual or inappropriate location
- (2) An unusual or unknown place of origin
- (3) Oily stains on the package
- (4) No return address
- (5) Wires or strings protruding or attached
- (6) An excessive amount of postage
- (7) Incorrect spelling on the label
- (8) Peculiar odor (shoe polish or almonds)
- (9) Abnormal or unusual size

## **DO NOT OPEN IT!**

- (1) Notify Port Police (843) 577-8706**
- (2) Give your name, location and description of the suspicious package**
- (3) Isolate the package, limit handling**
- (4) Evacuate the area and account for personnel**

## **DO NOT USE RADIOS OR CELL PHONES WITHIN 300 FEET!**

## **Notify Port Police of Any Suspicious Behavior at (843) 577-8706**

### **How to Recognize Suspicious Behavior:**

- Anyone taking pictures or videos of vessels or facilities
- Unknown or Suspicious workers trying to gain access to facilities to repair, replace, service or install equipment or vending services
- Unknown persons trying to get information about vessels, facilities or just observing vessel or facility activity
- Suspicious E-mails on internet, attempts by the public to obtain information regarding the facility, personnel or operations
- Vehicles or vessels near facilities or vessels with unknown persons loitering and/or taking photos or asking questions

## **Notify Port Police of any suspicious behavior at (843) 577-8706**

### **Circumvention Techniques:**

- False documents: passports, drivers licenses, seaman's papers, social security cards, cargo manifests, shipping papers, etc.
- Stowaways on vessels or inside vehicles
- Smuggling weapons onto a vessel or into a facility
- Climbing over or cutting through fences
- Distracting gate officers, creating diversions or incidents to keep responders busy



# Driver Safety, Security Awareness Training and TWIC Procedures

**Report Suspicious Activity  
IMMEDIATELY  
to Port Police at  
(843) 577-8706**

All SCPA issued vehicle decals should be properly displayed by affixing the decal on the inside windshield, bottom left hand corner, above the VIN (Vehicle Identification Number.)

## **Terminal Access and Transportation Worker Identification Credential (TWIC) Requirements:**

TWIC is a federally mandated and issued biometric identification credential required for unescorted access to secure/restricted areas of MTSA regulated facilities. The United States Coast Guard (USCG) has enforcement oversight of the TWIC program and is tasked with ensuring that facilities comply with regulations and can issue fines for deficiencies. The SCPA is dedicated to ensuring all federally mandated requirements are met and adhered to.

Access to terminals is for official verifiable business only. Public access is not permitted, no children, pets, or passengers not on official business are allowed. Individuals must possess and show to the gate officer a valid (TWIC) to gain unescorted access to facilities. The possession of a TWIC is required for individuals who need routine access (5 times within a year) to SCPA facilities in the course of their employment and due to the nature of their employment where TWIC escorting is not feasible.

Persons seeking access to SCPA facilities that do not physically possess a TWIC; are not routinely employed on SCPA facilities (5 times within a year); and have demonstrated a business need to enter SCPA facilities; may request access to facilities as a visitor in advance with final approval to enter given by the SCPA. Upon SCPA approval to enter, may only enter SCPA facilities with an SCPA approved TWIC escort as a side-by-side companion.

## **TWIC Escort Training and Requirements:**

- (1) TWIC escorting means side-by-side accompaniment with continuous physical proximity and constant visual contact. The side-by-side escort requirement must not be compromised. One authorized TWIC holder may escort up to five non-TWIC approved visitors.

- (2) TWIC Escort is responsible for the actions of their visitors.
- (3) TWIC Escort must contact Port Police immediately if he/she loses contact with his/her visitors or if the visitors engage in suspicious activity.
- (4) Any person who violates access control or TWIC escort procedures may be subject to prosecution and/or loss of terminal access privileges.

## **Vehicle Decals and Temporary Parking Passes:**

All vehicles authorized to enter SCPA Terminals must obtain SCPA parking decals and/or parking passes before entering. Decals are required for TWIC card holders that have a need to drive their vehicle onto SCPA facilities. All SCPA issued decals should be properly displayed inside the designated vehicle on the driver's side, directly above the Vehicle Identification Number (VIN). There is an administrative fee for decals and you must show current proof of insurance, vehicle registration, drivers license and TWIC. Decals expire annually (no expiration date for SCPA employees.)

Temporary Parking passes are approved on a case by case basis, for port users who require regular access for two weeks or less; and for contractors on projects of 6 months or less.

Applications for **vehicle decals** can be obtained by contacting SCPA Dispatch at (843) 577-8706 or go the SCPA web site at [www.port-of-charleston.com](http://www.port-of-charleston.com).

## **Parking Enforcement:**

Parking is prohibited on docks, aprons, ramps, railroad tracks, crane tracks, Rubber Tired Gantry Cranes (RTG) travel pads, truck loading zones, roadways blocking traffic flow or within 15 feet of a fire hydrant, and inside warehouses, unless designated by the Operations Manager.

Parking in any area that is not designated as a parking space is prohibited.

Citations will be issued to all vehicles that are located outside the authorized area and/or not displaying decals or parking passes. Citations are issued on a 24 hour basis. Payment and fines may be mailed to SCPA Police Headquarters in the envelope provided or paid at SCPA Port Police Headquarters at 200 Ports Authority Drive, Mount Pleasant, SC 29464. Port Police Officers are not allowed to accept payment for fines.

Drivers are expected to obey all traffic signs whether posted or painted on the pavement.

Speed limits are strictly enforced. Actual conditions may warrant lower speeds. SC Uniform Traffic Citations are issued at all SCPA Terminals.

## **Incidents, Accidents and Injury Reporting:**

All accidents, personal injuries, spills, and equipment failure/breakdown requiring service vehicles should be reported to Port Police immediately. Port Police will investigate all accidents and injuries. Knowing where accidents and injuries are located on SCPA terminals ensures that Emergency Response and Medical Services will be able to locate you and provide the necessary care quickly, instead of having to search SCPA terminals to locate you.

Persons involved in accidents shall not leave the scene and vehicles should not be moved if possible prior to Port Police investigation.

There is a \$5.00 charge for each accident report. The reports will be ready 5 business days from the date of the accident. To receive copies of accident reports, please contact Port Police Headquarters at (843) 577-8706 between the hours of 7:30 to 3:30 Monday through Friday. You can also email Freedom of Information Act (FOIA) requests to [foia@scspa.com](mailto:foia@scspa.com).

As in any community, the safety and protection of individuals is priority. The Port Police will make every effort to maintain a safe environment for all that travel on SCPA property. The SCPA Police will enforce the laws of the State and the rules and regulations of the Ports Authority.

# HELP MAKE OUR TERMINALS SAFER BY REPORTING ANY UNSAFE ACT TO PORT POLICE

## **WARNINGS**

All vehicles traveling on SCPA property should use extreme caution and always be aware that large container handling equipment, forklifts, yard trucks and other industrial equipment are operating throughout container yards and adjacent to warehouses. Container lifting equipment has priority over all vehicle movement. Vehicle operators must observe all equipment operation zones and yield the right-of-way.

## **ALL ACCIDENTS MUST BE REPORTED TO THE PORT POLICE**

SCPA Police Headquarters (843) 577-8706  
(24 hours a day)

Columbus Street Terminal	(843) 577-8650
Georgetown Terminal	(843) 527-4476
Hugh Leatherman Terminal	(843) 353-5981
North Charleston Terminal	(843) 745-6516
SC Inland Port Dillon	(843) 774-5565
SC Inland Port Greer	(864) 968-7911
Union Pier Terminal	(843) 577-8653
Wando Welch Terminal	(843) 856-7001