

Revision 2

Security & Emergency Guidelines



Port Freeport
Protective Services
801 Navigation Blvd.
Freeport, Texas 77515

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1. **PURPOSE**

The purpose for these guidelines is to provide security and safety guidance to those persons seeking access to Port Freeport (Port). These guidelines are subject to change due to federal/state regulatory changes, Port Freeport tariff and security/safety procedural requirements.

2. **AUTHORIZATION**

The requirements of this guideline are authorized under:

- Port Freeport Tariff Item 385 - Port Security Measures
- Port Freeport Tariff Item 345 - Safety
- Port Freeport Facility Security Plan (FSP)

At no time shall these guidelines take precedent over regulatory, tariff, or the Port Freeport Security Plan requirements.

3. **COMPLIANCE**

The Port may implement and enforce security and safety measures, procedures, policies and tariff requirements, and furnish and maintain such services and devices for the protection of persons and property on or about the channels, waterways, docks, slips and other facilities and improvements owned, operated, managed, or controlled by the Port as the Port deems reasonably necessary, including specifically, and without limitation, those required by 33 CFR section 105, as amended, and other applicable federal, state and local laws and regulations regarding maritime security.

Users and its agents, employees, contractors, and invitees shall comply with any and all Port Security Measures in effect or as levied from time to time by the Port. Should any of these parties cause the Port to be levied a fine due to action or omission, physically or verbally, of agents, employees, contractors or invitees, user shall be responsible for such fine plus a twenty percent (20%) administration fee.

TWIC violations are subject to monetary penalties from the Transportation Security Administration (TSA). TSA has the authority to revoke your TWIC.

The Port is committed to taking reasonable steps to provide timely and meaningful access for Limited English Proficient (LEP) individuals coming into contact with the Port's programs, services, and activities. Port Freeport shall provide free language assistance services to persons interested in submitting a proposal for this project.

4. **GENERAL INFORMATION**

Port Freeport's objective is to provide a safe and secure environment for people, cargo, and infrastructure assets; while facilitating the productive flow of commerce into, within, and out of the Port Freeport Community.

The Port Freeport property to which access is controlled is a Maritime Transportation Security Administration (MTSA) regulated facility. Most of Port Freeport's fenced area is classified as a "Secure Area" under 33 CFR 105.200(b)(6) and the Transportation Worker Identification Credential (TWIC) regulations, 46 USC 70105. These areas are

clearly marked with “Secure Area” signage. The other fenced areas, which are not classified as a “Secure Area” but are considered to be a “Restricted Area.” Even though these Restricted Areas do not require a TWIC identification to access the area, a visitor must have a valid reason to access the Restricted Area, proper identification ([Section 7.1](#)) and must follow all Port Freeport tariff requirements.

All individuals entering the Port must have a signed Security Orientation prior to entry. This form is available at all major entry points into the Secure Areas of the Port, or the Port Freeport Emergency Operation Center (EOC) located at 801 Navigation Blvd., Freeport, Texas.

Port Freeport is required to adhere to 33CFR and the applicable parts of the TWIC regulations. Port security cooperates with the United States Coast Guard (USCG) and the Transportation Security Administration (TSA) to ensure these regulations are followed. TSA has the authority to issue penalties to individual TWIC holders for TWIC violations.

Other federal agencies also have authority to enforce specific Federal regulations within the Port. The Freeport Police Department, Brazoria County Sheriff's Department, and Texas Department of Public Safety officers enforce local, state and some federal laws within the Port and have arrest authority.

Port Freeport is certified as a Customs-Trade Partner against Terrorism (C-TPAT) facility. Port Freeport security has self-imposed security requirements that are enforced as part of C-TPAT.

Additionally, the Port operates foreign-trade zones (FTZ). Security within and around these areas are enforced by Port Security.

5. MARITIME SECURITY LEVELS

Port Freeport operates under the USCG designated Maritime Security Levels. Normal operations under Maritime Security (MARSEC) Level 1 are included in this guideline. Higher security measures are required if the Maritime Security Level is raised to Level 2 or Level 3. Under these circumstances, Port Security shall enforce the requirements of the Facility Security Plan for these levels.

6. WATER-SIDE SECURITY ZONES

The Port Freeport security zone includes the harbor area adjacent to the public docks. Intrusions into the security zones are reported by Port Security to the United States Coast Guard (USCG). Only authorized water traffic is allowed in the security zones. For a link to current security zones go to the following link:

https://cdn2.hubspot.net/hubfs/1537475/Explore/Protective%20Services/SECZONEFreeport8_5x14.pdf

7. ACCESSING THE PORT

7.1. Authorized Port Entry

Persons with legitimate business may be granted access into the Restricted and Secure Areas of the Port. Unescorted individuals entering a Secure Area shall possess a TWIC. Non-TWIC individuals may be escorted under certain conditions. Escort arrangements must be made by the authorizing individual and cleared with Port Security.

Individuals approved to work within the Port must be authorized to work in the United States of America.

Individuals requesting access to Port Freeport must present valid government issued photo identification. These include, but are not limited to:

- State issued photo driver's licenses
- State issued photo identification cards
- Transportation Worker Identification Credential (TWIC)
- Passport w/photo (copies are allowed for seafarers only)
- Visa w/photo (copies are allowed for seafarers only)
- School issued identification is acceptable for minors to enter the Port as visitors, but shall not be accepted for access badge issuance
- Others as identified in the Code of Federal Regulations, Title 33 part 101, TWIC/Personal Identification.
- Tamper-proof photo identification which:
 - Contains a photo that accurately depicts the individual's current facial appearance, and
 - Includes the individuals first name, last name, and
 - Is issued by the individual's employer, union, or trade association, and
 - Bears the name of the issuing company or authority.

If an individual has a TWIC, Individual must have their TWIC to enter the Port. Once a TWIC individual is inside the Secure area of the Port, it is recommended that they carry the TWIC on their person. The Port understands this could be a safety risk for some operations. For this reason, the individual must be able to produce their TWIC within 10-minutes.

Port Freeport, at its sole discretion, reserves the right to refuse entry/access to any individual for any reason. The Port reserves the right to ask any individual to immediately leave the Port property. Immediate denial of Port access or expulsion from Port property can occur for, but not limited to any of the following:

- Possession of alcohol, drugs, firearms, illegal weapons, or illegal contraband
- Appearance and behavior associated with being under the influence of any substance and not attributed to a medical condition
- Verbal or physical altercation
- Workplace violence, bullying, stalking, and threats
- Willful destruction of Port Freeport or tenant property
- Failure to abide by security tariff requirements, instructions, or guidelines
- Failure to abide by safety tariff requirements, instructions, or guidelines
- Repeated traffic safety violations

Alcohol may be brought into the Port via the shipping agent or ship supply contractor and taken directly to the vessel.

Port Freeport reserves the right to deny or revoke access to Port Freeport property for any security or safety reason as determined solely and conclusively by Port Freeport.

7.2. Screening

As defined in 33 CFR 101.105, “screening” means a reasonable examination of persons, cargo, vehicles, or baggage for the protection of the vessel, its passengers and crew. The purpose of the screening is to secure the vital government interest of protecting vessels, harbors, and waterfront facilities from destruction, loss, or injury from sabotage or other causes of similar nature.

As authorized under federal law, 33 CFR 105.255, entering the Port is deemed as a valid consent to screening or inspection. Port Freeport may conduct screening operations of any persons, cargo, vehicles, or baggage entering a Secure or Restricted Areas. Failure to consent or submit to screening or inspection shall result in denial or revocation of access to Port Freeport properties.

As authorized under federal law, 33 CFR 105, Port Freeport also may conduct screening operations of any persons, cargo, vehicles, or baggage located inside a Secure or Restricted Area. Failure to consent or submit to screening or inspection shall result in denial and/or loss of access privileges to Port Freeport properties.

7.3. Weapons

Unless approved by the Director of Protective Services or designee, the following weapons are prohibited inside the Port, but not limited to:

- Firearms and ammunition;
- Airsoft, pellet, and BB guns.
- Edged weapons with blades longer than 5.5 inches (i.e., knives, swords, etc.);
- Striking weapons (i.e., clubs, brass knuckles, blackjack, nightstick, ASP, etc.)
 - Excludes commercial driver carrying a tire thumper
- Projectile weapons (i.e., arrows, bows, pepper ball guns, spears, axes, blow darts, throwing stars, darts, etc.)
- Conducted energy weapons (i.e., stun guns, Tasers, etc.);
- Explosive weapons (i.e., improvised explosive devices, grenades, rockets, missiles, mines, etc.); and
- Chemical dispensing device
 - Excludes devices sold for personal protection and less than 6 oz.

7.4. Port Badges

Individuals shall have a valid purpose of business within the Port prior to obtaining a Port Freeport identification card. Port Freeport identification cards are granted at the sole discretion of Port Freeport for a period determined by Port Freeport. The Port reserves the right to suspend or revoke a Port Freeport identification card at any time.

Individuals accessing the Port on a regular basis shall obtain a Port Freeport identification card. “Regular basis” shall be defined as any individual that enters the Port

more the four (4) times per 30/days. For example, upon arriving at the gate entry point with a Port badge, your gate access verification time is on average 3 to 5 seconds, whereas without a badge, your gate access time is on average 1.5 to 2 minutes.

Individuals without a Port badge who access the Port on a regular basis may be denied access. Port Freeport has the right to deny access after the fourth visit. This helps reduce traffic congestion at the points of entry. Individuals accessing the Port less frequently have the option to receive a permanent Port badge, which shall allow them faster access times.

Port Freeport identification cards can be obtained at Port Freeport's Emergency Operation Center (EOC) located at 801 Navigation Blvd, Freeport, TX, 77541.

To obtain a Port Freeport identification card, a person must have the following:

- Written authorization from the requesting tenant/company
- A signed Port Freeport Security Orientation form
- A valid government issued photo identification document.
 - If driving, the photo identification must be a valid driver's license.
 - If your identification has been recently lost or stolen, the individual must have an official temporary identification issued by the applicable government entity.
- If driving into the Port, valid proof of vehicle insurance along with vehicle description including make, model, color, and license plate number.

For individuals without a Port Freeport identification card, daily visitor badges shall be available at the entry gates for individuals who require daily access to the facilities for legitimate purposes as determined by Port Freeport or Tenants. The daily visitor badges must be returned upon the visitor's exit.

Reference Port Freeport Tariff Item 390 for Port Freeport identification fee amounts. If the Port Freeport identification card quits functioning for reasons other than abuse, the Port Freeport identification card shall be replaced at no charge. If the Port Freeport identification card is stolen, the replacement fee shall be waived with the presentation of a police department case number. Tenant direct hire employees are not required to pay for the initial badge. These prices may be adjusted at the Port's discretion.

Each company operating within the Port shall notify Port Security (979-373-5900) immediately when an employee terminates employment from their firm. The company shall make every effort to retrieve the employee's Port Freeport identification card and return it to the Badge Center located inside the Port Freeport EOC.

The non-holiday business hours of the EOC are Monday through Friday from 7:00 AM to 5:00 PM. The contact number for the Port Freeport Badge Center is 979-373-5943 and the email address is badgecenter@portfreeport.com.

7.5. Visitors

When entering a Port gate complex or visiting any Port facility, visitors without a Port Freeport identification card shall be required to sign in at the applicable point of entry. When signing in at a gate or Port Freeport facility, all visitors must possess a valid government issued photo identification as described in [Section 7.1](#) when signing in.

For groups larger than five (5) who are visiting the Secure Area of the Port, you may email the EOC at badgecenter@portfreeport.com with the following information for each visitor for pre-entry approval:

- Full Name of the Tenant or Port Representative
- Visitor's Full name (must match the photo Identification that the visitors shall have in their possession when visiting)
- Photo Identification Number (must match the photo Identification that the visitors shall have in their possession when visiting)
- TWIC Identification Number (if applicable)
- VISA Number (if applicable)
- Passport Number (if applicable)
- Visitor's Company Name
- Visitor's Cell Phone Number

Visitors requiring a TWIC escort shall be asked to wait outside the Secure Area until their escort arrives. If needed, these visitors may wait inside a vehicle at the non-TWIC lot, located across the street from Gate 8, or at the Port Freeport EOC located at 801 Navigation Blvd, Freeport, TX, 77541.

It is the responsibility of the person authorizing the visitor's entry to ensure non-TWIC persons entering the Port Secure Area are properly escorted. Port Freeport shall verify the assigned escort is a trained and authorized escort. Verbal or phone authority shall be accepted only under extreme circumstances and approval must be given by the Security Sergeant or above.

8. EXITING THE PORT

8.1. Gate Access Points

All individuals shall exit through a staffed Port Freeport access point. If exiting any other gate, Port Freeport Protective Services shall be notified prior to exiting the Port.

8.2. Exiting Port with Alcohol

A seafarer may exit the Port with alcohol only if the individual has proper Customs and Border Protection (CBP) paperwork, D1 or D2 visa, and is in route to the other vessel (D-1 status) or the airport (D-2 status).

8.3. Seafarers Exiting the Port

Any seafarer that does not have a valid TWIC shall be escorted from the vessel to the by a certified Port Freeport TWIC escort.

No seafarer shall walk from the vessel to the gate.

Foreign seafarers shall have the proper shore pass/documentation from CBP prior to exiting Port Freeport.

Seafarers from the United States shall have proof of US citizenship prior to exiting Port Freeport.

Transportation between the moored vessel to the facility gate shall be free of charge for the individuals below. If any organization/person tries to charge a fee for exiting Port Freeport, report it immediately to Security at 979-373-5900.

- Seafarers assigned to a vessel at that facility;
- Pilots; and
- Representatives of seafarers' welfare and labor organizations.

9. TRANSPORTATION WORKER IDENTIFICATION CREDENTIAL (TWIC)

9.1. General TWIC Requirements

Unescorted individuals working within Port Freeport are required to possess a valid TWIC. For guidance regarding new employees or lost TWICs may contact the Port Freeport EOC or visit:

www.tsa.gov/for-industry/twic

Non-TWIC persons requesting access to Port Freeport on a temporary basis (Over the Road Truck drivers, Service Vendors, etc.), may be escorted.

Persons with a TWIC who have completed the Port Freeport TWIC Escort training and has been approved by Port Freeport or a Port Freeport tenant, may perform escort duties.

Non-TWIC holders requiring access to the Port must be escorted by an approved TWIC escort.

The Port Freeport Facility Security Officer (FSO) or Director of Protective Services may suspend escort activities or change the escort ratios as needed.

9.2. TWIC Escort Process

Prior to entering a restricted or secure area, approved escorts shall check-in with security at the facility's access control point (i.e., gate or checkpoint). Security shall confirm that the approved escort possesses a current and valid Port Freeport identification card, Port Freeport TWIC Escort credentials, and TWIC identification card. The approved escort and the non-TWIC holders being escorted shall sign-out at the security access point upon their departure.

The TWIC escort shall maintain their TWIC Escort Log.

At the discretion of Port Freeport, Protective Services may review the credentials and identification cards listed above at any time within Secure or Restricted Areas. Additionally, both the approved escort and the non-TWIC holders being escorted may have their vehicle screened at any time within a Secure or Restricted Areas.

Approved escorts may escort a maximum of:

- Five (5) non-TWIC holders outside of a vehicle.
- Two (2) separate vehicles, including commercial trucks; or
- Unlimited number of non-TWIC holders inside the same vehicle as long as the vehicle is being operated safely (ex. an approved escort may escort up to 29 non-

TWIC holders in a 30-person bus. Once the non-TWIC holder steps off the bus, the 5:1 ratio must be followed.

For non-TWIC holders outside of a vehicle, the approved escort shall stay within physical proximity of the non-TWIC individual(s) that they are escorting (i.e., side-by-side escort). When performing escorting duties, the TWIC escort shall not perform other activities and remain focused on the individual(s) being escorted.

Approved Escorts must possess a working cellular telephone while engaged in escorting duties in Secure Areas and must immediately report loss of side-by-side contact with escorted individuals, or any suspicious activity engaged in by such escorted individuals, to the Port Freeport Protective Services at (979) 373-5900.

The approved escort shall not be relieved of custody or responsibility for escorted persons until the approved escort and each of the non-TWIC holders being escorted by the Approved Escort, have checked-out at the facility's access control point or have been properly transferred to another approved escort. If transferred to another approved escort, there shall be physical evidence of this confirmation (ex. log, record, etc.).

9.3. TWIC Escort Requirements for Individuals

Possessing a TWIC does not grant automatic access to Port Freeport's Restricted Area facilities. There must be a reason to be on property, and approval for access is required. USCG regulations allow for certain non-TWIC holders to be escorted in Secure or Restricted Areas as long as they have a valid reason to be on the property, approved for access, and escorted if within a Secure Area.

At Port Freeport, a Port Freeport Escort Credential is required in order to perform escort duties. An escort card may be issued according to current port procedures, which includes approval from both the sponsoring company and Port Freeport, along with the successful completion of the Port Freeport TWIC Escort training program. There is no charge for the training program if attended on a regularly scheduled day, but there is a fee for the Port Freeport Escort Credential card. Reference Port Freeport Tariff Item 390 for fee amounts.

TWIC escorting privileges are granted at the sole discretion of Port Freeport for a period determined by Port Freeport. Additionally, Port Freeport reserves the right to deny granting escorting privileges or to suspend, revoke or deny renewal of escorting privileges previously granted to an individual, for any such reason as Port Freeport deems necessary.

9.4. Sponsorship for a TWIC Escort Company

TWIC escorts companies shall have a sponsor to operate within Port Freeport. Additionally, TWIC escorts companies shall complete an application for their TWIC Escort License. The TWIC Escort sponsor and license application forms may be obtained from the Port Freeport Emergency Operation Center.

There is no fee for sponsoring a contract TWIC escort company.

TWIC escorts companies shall pay an annual license and application fee to provide TWIC escorting services on Port Freeport property. Reference Port Freeport Tariff Item 390 for fee amounts.

Port Freeport reserves the right to deny granting TWIC Escort License and privileges or to suspend, revoke or deny renewal of such escorting licenses and privileges previously granted to a company, for any such reason as Port Freeport deems necessary including, but not limited to the actions listed within the previous section of the Tariff.

New TWIC Escort License applications and renewals shall be presented to Port Freeport's Board of Commissioners for approval. If the license application does not get approved, 50% of the license and application fee shall be refunded.

A TWIC escort company may be sponsored by multiple firms. There shall be a separate sponsor form for each sponsor, but only one application is necessary.

All individuals who provide TWIC escort services and are employed by a TWIC escort company shall complete an Individual TWIC Escort sponsor forms, which may be obtained at the Port Freeport Emergency Operation Center. These individuals shall successfully complete the Port Freeport provided TWIC Escort training program prior to being granted a Port Freeport Escort Credential.

The following Employers are eligible to sponsor a contract firm to provide TWIC Approved Escort services:

- (1) Tenants leasing land, buildings, or office space within the boundaries of the Port Freeport
- (2) Port Freeport
- (3) Steamship Agents with vessels routinely call on the Port Freeport.

TWIC escorts companies shall not stage company equipment or escort vehicles on Port Freeport property unless:

- (1) The equipment and/or vehicles are staged on Port Freeport property leased/rented by the contract TWIC escort company. The rates for this property shall be at the going Tariff rate or an agreed upon contract rate.
- (2) The equipment and/or vehicles are staged on Port Freeport property leased/rented by the contract TWIC escort company's sponsor.

9.5. Sponsorship for an Individual TWIC Escort

All individuals not associated with a TWIC escort company who are applying for a Port Freeport Escort Credential, shall have a sponsor. The Individual TWIC Escort sponsor forms may be obtained from the Port Freeport Emergency Operation Center. The User Company assumes the liability of penalties levied against Port Freeport as they relate to the failure of the respective escort to comply with escorting responsibilities mandated by applicable sections of the TWIC regulation. The following Employers are eligible to sponsor their employees for TWIC Approved Escort privileges:

- Tenants leasing land, buildings, or office space within the boundaries of the Port Freeport
- Steamship Agents with vessels routinely call on the Port Freeport.
- Companies that provide transportation for vessel crews, agents, or tenants.
- TWIC escort contractor companies contracted by Port Freeport or its tenants, and clients to perform TWIC escort functions within the Restricted Areas.
- Employees of Port Freeport and its elected officials

- Port of Freeport Protective Services.
- Contractors or other invitees of the Port Freeport, its tenants, or vessels who provide necessary, on-going services to facilities or vessels.

Individuals shall successfully complete the Port Freeport provided TWIC Escort training program prior to being granted a Port Freeport Escort Credential. The TWIC Escort training course shall be provided on a regularly scheduled basis. Individuals may obtain the course schedule at Port Freeport's Emergency Operation Center. There is no fee for the regularly scheduled course. If needed, a sponsoring company may request a class on a non-regularly scheduled day. Reference Tariff Item 390(I) for fee amounts.

Individuals who are granted a Port Freeport Escort Credential shall:

- Possess and maintain a valid TWIC.
- Be sponsored by their employer as a TWIC escort within the Secure Access areas.
- Be a direct employee of the sponsoring employer and may not be sponsored by more than one employer.
- Complete the training requirements listed in 33 CFR 105.215, as provided by the Port Freeport's Protective Services Department.
- Must possess a working cellular telephone while engaged in Approved Escort duties.
- Possess a valid Port Freeport identification. This identification shall be on the person at all times when on Port Freeport property.
- Possess a valid Port Freeport TWIC Escort credential. This credential shall be on the person at all times when on Port Freeport property.

9.6. TWIC Escort Training

Port Freeport requires TWIC escort training for personnel assigned full time escort duties within the Port. Training is conducted free of charge on the third Tuesday of every month starting promptly at 8:00 AM. If the Tuesday falls on a holiday, the free training shall be conducted on the first workday (i.e., Monday – Friday) day following the holiday. If training is needed on a different day, please contact the EOC at least 48 hours in advance to schedule TWIC Escort Training for non-regularly scheduled days.

Reference Port Freeport Tariff Item 390 for fee amounts.

If the Port Freeport TWIC Escort Credential is stolen, replacement fee shall be waived with the presentation of a police department case number. These prices may be adjusted at the Port's discretion.

10. RADIO COMMUNICATIONS

No individual shall transmit on a Port Freeport frequency without approval from Port Freeport Protective Services.

Port Freeport manages and maintains its own UHF digital radio communication system. Tenants of the Port may utilize the radio infrastructure if they choose. If the tenant chooses to use the Port radio system, the tenant shall be responsible for the radios and programming.

For security reasons, the programming must be completed by a radio service company that is approved by Port Freeport Protective Services.

Reference Port Freeport Tariff Item 485 for fee amounts.

If interested in utilizing this service, contact the EOC to schedule a meeting with the Port's Protective Service's group.

11. PORT SECURITY SERVICES

If a Port User requires additional security within Port Freeport's Secure Area, User may utilize a state licensed security firm of their choice, or the Port can provide these services at the tariff or contracted rate. Users may use off-duty police officers if desired. All additional security within Port Freeport's Secure and/or Restricted Areas shall be approved by the Port Freeport Protective Services.

Additional security measures may also include patrol, which consist of land-based or water-based patrols in a specific area or around a specific vessel. Land-based security patrols hired by Port Freeport tenants are restricted only to the tenant's leased area. Non-Port Freeport water-based patrols within Port Freeport's security zone shall be approved and fully coordinated with Protective Services.

The User shall be responsible for arranging additional security at the User's sole cost and expense.

Under no circumstances shall the Port be responsible for or liable to the User or any other person, for losses due to theft or burglary or for vandalism of its cargo or property.

Additional security function(s) provided by the Port shall be charged at the rates defined by Port Freeport Tariff Item 385.

In order to fulfill our responsibilities for security, including but not limited to responsibilities mandated under the Maritime Transportation Security Act of 2002 and the USCG regulation 33 CFR 105, Port Freeport shall assess a Port Security Fee as set forth within the Port Freeport Tariff.

12. DRIVING WITHIN THE PORT

12.1. Traffic Violations

A verbal or written warning may be issued at the discretion of the security officer for any traffic violation (ex. speeding; failure to stop; striking a fixed object). For traffic offenses that have an increased safety risk, Port Freeport may also exercise its right to revoke the offender's Port Freeport access rights for a short period of time, but for more serious or repeated offenses, Port Freeport may also exercise its right to revoke the offender's Port Freeport access rights for a longer period of time.

For repeat offenders, Port Freeport may also exercise its right to revoke the offender's Port Freeport access right up to one (1) year or longer.

Licensed law enforcement officials may issue citation(s) and may detain and/or arrest traffic offenders to the limit allowed by local, state, or federal law.

12.2. Radiation Portal Monitor

A radiation portal monitor (RPM) is a detection device that provides Customs and Border Protection (CBP) with a passive, non-intrusive means to screen trucks and other conveyances for the presence of nuclear and radiological materials. These systems are capable of detecting distinct types of radiation emanating from nuclear devices, dirty bombs, special nuclear materials, natural sources, and isotopes commonly used in medicine and industry.

At Port Freeport, all cargo that has been containerized which originated at a foreign location must be scanned by the RPM. Additionally, any container originating from a foreign port must be scanned by the RPM, including empty containers.

The following type of cargo is exempt from being scanned by the RPM:

- Containers containing drilling mud
- American rice
- Exported cargo
- Non-containerized cargo
- Personal vehicles
- Rock and dump trucks

All firms working with radioactive test equipment must notify CBP prior to entering or leaving the Port (979-230-9364).

CBP can be contacted at 979-230-9364 for questions.

13. PARKING

13.1. General Parking Requirements

Parking is at a premium within the Port and, like driving in the Port, is a privilege and not a right. Vehicles parking in unauthorized locations are subject to being towed. The driver/owner is responsible for any fees associated with the towing service. Port Freeport shall not be liable for any damage claimed by the owner/driver of any towed vehicle.

Labor is expected to park in the designated parking spots. The majority of the Port tenants have their own designated parking areas for their labor.

No vehicle is allowed to park within 100 feet of a docked vessel. This shall be further restricted during higher MARSEC levels.

Parking in any area of the Port may be further restricted or prohibited during elevated Maritime Security levels.

Nighttime parking on docks is allowed for the walking foreman as long as the vehicle is not a detriment to security, safety, or traffic movement.

No vehicle and/or cargo shall be left unattended in the non-TWIC lot across from Gate 8. If left unattended, the vehicle and/or cargo may be towed at the owner's expense. The only exceptions are as follows:

- Going to the Dole Gate for paperwork
- Going to the EOC for a badge or to talk to Security/FSO.

- Mechanical issues make it unsafe to drive on the roadway. If this occurs, the driver shall notify Security at 979-373-5900 to gain permission prior to leaving. If the vehicle and/or cargo is in an unsafe location or impedes traffic flow, Port Freeport may tow at the owner's expense.

13.2. Waterfront and Dock Access

Temporary or "come and go" parking on the docks is allowed for the following in performance of duties:

- Pilots
- Lineman
- Agent
- Stevedore clerks working a vessel
- Ship stores
- Contractors performing work on a vessel, which requires the vehicle in order to perform the work. These vehicles shall be thoroughly searched prior to being allowed to park next to a vessel. TWIC regulations apply.
- Gas delivery vehicles must have safety cones on the side opposite of the dock and display signs stating, "No Smoking" and "Flammable" (or similar) while discharging from dock to vessel.
- Others approved by Security on an individual basis.

Only persons granted Restricted Area access and with legitimate reasons may venture onto the docks. Non-TWIC personnel must be escorted at the approved ratio. This requirement is federally mandated.

Vehicles parking on the dock is a security concern and can cause traffic congestion and blind spots. Additionally, parked vehicles on the docks can cause unnecessary challenges for emergency vehicles and slow down their response times. For these reasons, parking on the docks is only allowed for individuals who have a legitimate reason for parking near a vessel.

Vehicles on the dock must have a Dockside Parking Pass. Port Tenants shall receive Dockside Parking Passes at no charge by registering their vehicle at the EOC.

Reference Port Freeport Tariff Item 390 for fee amounts.

13.3. Parking Violations

A written warning may be issued at the discretion of the security officer for any parking violation. For offenses with an increased risk to safety and/or security (ex. blocking traffic; illegal parking on the dock), vehicles may be towed at the owner's expense.

For repeat offenders, Port Freeport may also exercise its right to revoke the offender's Port Freeport access right up to one (1) year.

Licensed law enforcement officials may issue citation(s) and may detain and/or arrest parking offenders to the limit allowed by local, state, or federal law.

14. UNMANNED AERIAL SYSTEMS

14.1. Pilot Requirements

To operate the controls of the unmanned aerial system, you shall have an FAA Remote Pilot Airman Certificate with a small UAS rating in compliance with 14 CFR 107.12. You must be at least 18 years old and pass an initial aeronautical knowledge test at an FAA-approved knowledge testing center. If you already have a Part 61 pilot certificate, other than a student pilot certificate, you must have completed a flight review in the previous 24 months and you must take a small UAS online training course provided by the FAA.

14.2. UAS Registration

Drones weighing between 0.55 pounds and 55 pounds shall be registered with the FAA.

14.3. UAS CERTIFICATION

You are responsible for ensuring a drone is safe before flying. The pilot shall perform a preflight visual and operational check of the small unmanned aerial system to ensure that safety-pertinent systems are functioning properly. This includes checking the communications link between the control station and the unmanned aerial system. The unmanned aerial system must also be registered.

14.4. Insurance Requirements

Companies operating an unmanned aerial system shall follow the insurance requirements documented in the Port Freeport Tariff.

14.5. Pre-Flight Approval

When flying a drone over Port Freeport property, the pilot shall obtain approval from Port Freeport prior to flight by submitting an Unmanned Aircraft Authorization Request, which can be obtained on the Port Freeport Protective Services [website](#) or in person at the Port Freeport EOC located at 801 Navigation Blvd, Freeport, Texas.

When submitting a request, the following information shall also be submitted with the Unmanned Aircraft Authorization Request:

- A copy of the pilot's FAA Remote Pilot Airman Certificate (required for all commercial flights per FAA regulations)
- Pilot's driver's license and/or passport
- Any support staff's driver's license and/or passport
- FAA UAS registration (required for all commercial flights per FAA regulations)
- Digital pictures of the UAS that will be used
- Flight map documenting the flight path and the location of the pilot
- Insurance on the UAS

The above information shall be submitted via email to comcenter@portfreeport.com no later than 48-hours prior to each flight.

14.6. Process

When performing drone activity on Port Freeport property, the following process shall be followed:

- Check in with Security at the Port Freeport Emergency Operation Center (EOC) located at 801 Navigation Blvd, Freeport, Texas 77541. The phone number is 979-373-5943. The EOC is open Monday through Friday from 7:00AM to 5:00PM.
- Notify Security (979-373-5900) when you are prepared to start flight operations
- Perform flight operations
- Notify Security (979-373-5900) when you have completed flight operations.
- Security will randomly inspect all photos and video to assure no security related information was captured. If security related information was captured, you shall delete such photos/videos immediately.
- Exit Port Freeport property.

14.7. Operating Requirements

The small UAS operator manipulating the controls of a drone should always avoid manned aircraft and never operate in a careless or reckless manner. You must keep your drone within sight. Alternatively, if you use First Person View or similar technology, you must have a visual observer always keep your aircraft within unaided sight (for example, no binoculars). However, even if you use a visual observer, you must keep your unmanned aircraft close enough to be able to see it if something unexpected happens. Neither you nor a visual observer can be responsible for more than one unmanned aircraft operation at a time.

All drone activity shall comply with the federal regulatory requirements within 14 CFR 107. The State of Texas requirements within Vernon's Texas Statutes and Codes along with Texas Government Code Chapter 423 shall also be adhered to.

You may not capture any still or video media concerning Port Freeport security measures. Violations of this nature will be turned over to the United States Coast Guard law enforcement unit and the FBI immediately.

You may fly during daylight or in twilight (30 minutes before official sunrise to 30 minutes after official sunset, local time) with appropriate anti-collision lighting. The minimum weather visibility is three miles from the pilot's location. The maximum allowable altitude is 400-feet above the ground.

You cannot fly a small UAS over anyone who is not directly participating in the operation, not under a covered structure, or not inside a covered stationary vehicle. No operations from a moving vehicle are allowed.

Drone payloads/gimbals shall be designed specifically for the make and model of the drone being operated. Camera and lidar payloads are the only approved payloads at Port Freeport. Any other payload shall require prior approval from Port Freeport.

Without prior approval, payloads designed to carry and drop objects are prohibited at Port Freeport.

14.8. Violations

The FAA may be notified if a pilot violates any requirements within 14 CFR 107.

Port Freeport falls under the requirements within the Maritime Transportation Security Act of 2002 (i.e., a DHS regulated facility), so DHS, FBI, USCG, and other federal agencies may be contacted for any security violations.

Port Freeport reserves the right to revoke access at any time for any violation to [Port Freeport Tariff](#), [Port Freeport Safety & Security Guidelines](#), or any local/state/federal regulation/law.

15. PHOTOGRAPHY

Photos or video are not permitted in Secure/Restricted or commercial areas and roadways without approval from Port Freeport Security.

If approved, Port Freeport Protective Services reserves the right to examine photos and videos prior to leaving the Port to ensure no sensitive information was obtained.

16. REPORTING EMERGENCIES

To report an emergency, please do the following:

- Dial 911 for ambulance or fire departments; then
- Call Port Security at 979-233-3565 so security can facilitate emergency vehicle access into the Port, and
- Notify the tenant safety representative.

17. EMERGENCY ACTIONS

17.1. Emergency Action Plans

Each tenant shall generate and maintain Emergency Action Plans (EAP) for their operation at Port Freeport.

Tenant employees shall be trained on the tenant's EAP.

At minimum, the tenant's EAP shall include:

- Roles and Responsibilities of Staff
- Incident Communications and Interoperability
- Accountability and Assembly Areas
- Evacuation
- Shelter in Place
- Fire, Smoke, Explosion (FSE) Incidents
- Bomb Threats
- Suspicious Activity and Suspicious Packages
- Civil Disorder
- Acts of Nature
- Medical Emergencies

- Hazardous Release and/or Spill
- Workplace Violence / Active Aggressor
- Cyber Attack
- Burglary, Robbery, and Theft

17.2. General Emergency Action Information

Emergency evacuations of tenant facilities are determined by the tenant or the on-scene Incident Commander. Each tenant shall follow their own emergency plan. Should an emergency evacuation of the Port be called by the Incident Commander, security egress shall be accomplished through Gate 4, Gate 8, or Gate 14.

A Community Awareness & Emergency Response siren (CAER) is located on Pete Schaff Blvd in Port Freeport. It is evaluated every Monday at noon. To learn more about CAER, please visit the CAER web site (www.industrialcaer.com/home).

17.3. CAER Emergency Horn Signals

CAER instructions can be heard on your vehicle radio at 1610 AM or by calling 979-238-2237. Should the horn sound outside the normal test time, Port and CAER officials shall be in contact and issue further instructions. Normally, shelter in place suffices. To shelter in place, please do the following:

- Stay inside or enter your 'shelter in place' location Turn off the AC or heater
- Seal obvious cracks or openings
- If in a vehicle, turn off the AC and engine.

Tenants shall identify shelter in place locations for their employees and visitors.

If you are unsure about the shelter in place locations, the following locations can be utilized as long as they are not located within the area of concern:

- Port Operations Office
- Maintenance Foreman's office
- Maintenance Shop Offices
- Gate 8
- EOC
- Clerk's Offices
- Transit Shed Bathrooms

18. CYBER SECURITY

18.1. Port Freeport Network Connections

When connecting via Wi-Fi to a Port Freeport network, non-Port Freeport staff shall connect through the guest connection, unless you have prior approval from Port Freeport senior staff or IT Department.

For any network connections other than guest Wi-Fi, the Port Freeport IT Department shall be consulted and must approve the connection.

19. QUESTIONS

If you have questions concerning this document, please contact Port Security at the EOC:

- Phone: 979-373-5943
- Email: badgecenter@portfreeport.com

If you have questions for Customs and Border Protection, you can call 979-230-9364.