



Terminal expansion airside view

Edmonton Airports

Construction Security Plan

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1. INTRODUCTION

This security construction plan describes policies and procedures to be followed by the Prime Contractor (PC), their sub-contractors and their employees; the Edmonton International Airport (EIA); approved security providers and other involved entities. The plan identifies operational, safety and security procedures required for ongoing construction projects at Edmonton International Airport. It also emphasizes the necessary interface with operational groups, including air carriers and tenants while construction is being planned and completed.

The Prime Contractor (PC) and associated sub-contractors will be required to follow all Canadian Aviation Security legislation and the EIA’s plans, rules and regulations as they relate to safety and security.

1.1 Glossary

The following are short forms or standard terms that may be used within the documentation.

Item	Definition
ATB	Air Terminal Building
AVOP	Airside Vehicle Operators Permit
CM	Construction Manager
COT	Combined Office Tower
CUP	Central Utilities Plant
EIA	Edmonton International Airport
EMC	Executive Management Committee
FOD	Foreign Object Damage
FTR	Fail to Return
ICAO	International Civil Aviation Organization http://www.icao.int/
MAP	Million Annual Passengers
NOTAM	Notice to Airmen
PBB	Passenger Boarding Bridges
PMO	Project Management Office
PSL	Primary Security Line
RAIC	Restricted Area Identification Card
RFP	Request for Proposal
TC	Transport Canada
Access Control Point	means an opening in the Security Barrier which provides access to designated airport restricted areas
Aerodrome Operator	The local authority responsible for operating Edmonton International Airport - the Edmonton Regional Airports Authority
Air Carrier	An aircraft operator conducting a commercial air service for the

	transportation of passengers, cargo or mail
Airport	An aerodrome in respect of which a Canadian Aviation document is in force - The Edmonton International Airport
Airside	That area of an airport intended to be used for activities related to aircraft operations and to which public access is restricted
Apron	A defined area on a land aerodrome intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refuelling, parking or maintenance
Baggage Sortation Area	An area of the air terminal building or of a building under the control of an air carrier in which baggage that has been accepted for transportation by air carriers is sorted and stored
Civil Aviation Security	The provision of facilities, equipment, resources and services in support of aircraft security, apron/airside security and security to protect persons and assets
Landside	The area of the airport that is a non-restricted area and is accessed by the general public without security controls
Restricted Area	An area at an aerodrome identified by a sign as an area to which access is restricted to authorized persons
Restricted Area Access Point	A point in a security barrier at which an access control system is in place that controls access to a restricted area from a non-restricted area
Temporary Restricted Area Pass	A document or other piece of identification approved or issued by or under the authority of an aerodrome operator authorizing its holder to have access to a specific restricted area during a specified period
Restricted Area Identification Card	A document of entitlement that is issued or approved by an aerodrome operator as authorization for a person to enter or remain in a restricted area
Security	In this plan security is used in reference to all aspects safeguarding civil aviation against acts of unlawful interference
Security Barrier	A physical structure or natural feature used to prevent or deter access by unauthorized persons to a restricted area, commonly referred to as the Primary Security Line
Security Personnel	Persons employed at an aerodrome to provide services aimed at preventing unlawful interference with civil aviation or ensuring that appropriate action is taken where that interference occurs or is likely to occur
Weapon	Anything used or intended for use in causing death or injury to persons, whether designed for such purpose or not, or anything used or intended for use for the purpose of threatening or intimidating any person and, without restricting the generality of the foregoing, includes any firearm



2. PROJECT REQUIREMENTS

This plan sets out EIA's requirements with respect to maintaining security during construction. This includes:

- the involvement of EIA Security at construction meetings for necessary co-ordination of security with planned construction activities
- ensuring minimum disruption to airport operations at EIA
- adherence to new or existing procedures and Canadian Aviation Security Regulations
- proper isolation of the construction site
- suitable safety and security at the construction site
- approved access measures for the site
- emergency procedures and response

Additional information is contained in the Construction Safety Management Plan.

The Prime Contractor responsible for construction activity will be required to develop and implement a specific "Security Construction and Operations Interface Plan" for approval by the EIA. These plans will detail how the above noted requirements will be achieved.

In addition the PC will follow instructions, complete and forward necessary checklists noted in Sections 11.2 and 11.3. The checklists were assembled for the convenience of the Prime Contractor and are not to be taken as a comprehensive listing of all items that need to be considered.

2.1 Responsibilities

The following parties have specific responsibilities for security at EIA during construction projects.

2.1.1 Edmonton International Airport is responsible for:

- attending all applicable construction meetings when there are security issues on the agenda and providing guidance to the PC
- coordination of airport operations
- review and approval of the Prime Contractor's site specific "Security Construction and Operations Interface Plan"
- compliance monitoring of PC plans
- notifying the local Transport Canada Security Inspector(s) about the status of relevant construction security issues
- administering the application process for Transportation Security Clearances and providing all necessary Restricted Area Identification Cards and Temporary Airport Security Passes
- ensuring only EIA approved security contractors are used by the PC for access control into the restricted area and security escorts
- ensuring only EIA approved security contractors are used by the PC for the temporary issuance of Security Passes on behalf of the EIA Pass Control Office
- making certain that certified Access Control Officers employed at access control points are in possession of current Fail to Return (FTR) lists
- issuing Airside Vehicle Operating Permits upon successful training and testing

- providing mandatory security awareness training for personnel requiring a Transportation Security Clearance
- providing “train-the-trainer” driving courses for the PC and sub-contractors who have employees with a requirement to drive in the airside restricted area
- issuing Airside Vehicle Operators Permits (AVOPs) to successful trainees
- creating and providing a Security PowerPoint Show for use by the Prime Contractor during the PC’s Site Safety and Security Orientation” sessions

2.1.2 The Prime Contractor is responsible for:

- ***Prime Contractors are responsible for monetary costs related to security badges, staffing of additional access control points into the restricted area, vehicular or worker security escorts in the restricted area, additional fencing, gates, locks, regulatory signage and their own site safety and security requirements.***
- developing and implementing a site specific “Security Construction and Operations Interface Plan”
- completing and submitting the Project Planning checklist noted in Section 11.2
- conducting ongoing construction meetings and ensuring all required parties are in attendance
- obtaining approval in advance from EIA for any changes to the Primary Security Line (PSL) and following all instructions of EIA in relation to moving or temporarily opening the PSL including submitting the checklist noted in Section 11.3
- ensuring that any opening in the PSLB is guarded and access is controlled by properly trained contract security personnel
- if security contractors are necessary, only EIA approved security contractors will be used for any activity in the restricted area
- making payment to appropriate parties for construction related security services
- adherence to security legislation and all applicable EIA policies and procedures
- contacting the Manager, EIA Pass Control Office and following all directions related to signing authority, applications for a Transportation Security Clearance and rules and regulations related to Restricted Area Identification Cards and Temporary Airport Security Passes
- providing safety and security orientation to each worker before they access the site
- fencing the construction site, inspecting the fence and patrolling the site to prevent vandalism/ theft and conducting fire picket surveillance
- providing identification badges for workers who have attended the safety and security orientation
- ensuring strict control measures for tools and materials that might be accessible to departing passengers
- obtaining Transportation Security Clearances for personnel who will require airside access on an ongoing basis (in excess of 3 months)
- employing a competent person(s) who can qualify as an AVOP driver trainer
- ensuring that each employee that is required to drive airside on a continual basis obtains an AVOP; contact the EIA Manager, Environment, Safety and Operations Compliance
- adhering to EIA safety policies as described in “EIA Requirements for Safe Work”
- controlling and removing Foreign Object Debris (FOD) – see Section 7



2.1.3 The Royal Canadian Mounted Police Detachment at EIA:

- is the police agency of jurisdiction for all policing incidents related to this project
- will be the first responders to any incidents requiring police response
- will manage all incidents which may be criminal offences

2.1.4 Contracted Security is responsible for:

- ensuring that only properly trained and certified Access Control Officers are employed for the purposes of safety and security
- ensuring the integrity of the Primary Security Line
- issuing short term Temporary Airport Security Passes onsite on behalf of the EIA Pass Control Office
- providing access control and escort services
- other duties that might be required such as construction site access, fire picket etc.

2.1.5 Transport Canada

In general, Transport Canada (TC) is responsible for establishing National Regulations, Legislation, Standards and Guidelines governing the security practices of Aerodrome Operators and the Air Carriers. These initiatives are consistent with worldwide standards established by the International Civil Aviation Organization (ICAO). The TC Security and Emergency Planning Group in Ottawa plans and directs the development, implementation and enforcement of all Canadian Government security legislation and policy related to the air transportation system. This includes a range of physical, technical, administrative and enforcement security measures designed to monitor and control access within airports and to identify and respond to threatening situations.

Transport Canada Security Inspectors at EIA will:

- monitor the construction site and construction activity to ensure compliance with the Canadian Aviation Security Regulations
- ensure construction activity does not impact the safety or security of civil aviation
- issue violation notices to individuals or corporations as required

3. ISOLATION OF CONSTRUCTION SITE

EIA operates 24 hours per day with ongoing aircraft, gate allocation and apron activities. The Prime Contractor must be cognizant of airport operations to ensure that construction activities and flight operations **do not** interfere with one another. The safety and security of construction workers, airport employees and flight operations will be paramount. Minimizing any disruption and enhancing safety and security will be achieved (when possible) by separating construction activity by a fence or construction hoarding from operational landside and/or restricted airport areas. Construction hoarding and perimeter fencing/gates which form part of the primary security line must meet Transport Canada legislated requirements.

3.1 Access To Site

The Prime Contractor will designate an entrance to the site which will be used for equipment, building materials and construction worker access. A security control point at the site entrance will be staffed by an approved security contractor if the entrance provides access into the restricted area. Either an approved security contractor or the Prime Contractor's personnel will control site access if construction activity is in the landside area.

Access control will ensure:

- only authorized personnel access the restricted area and/or landside construction area
- necessary security credentials (a Restricted Area Identification Card or Temporary Airport Security Pass) are verified and visibly worn in the restricted area
- Prime Contractor's Identification is presented when entering the landside construction site
- emergency access is kept clear
- deliveries are escorted to the proper staging area, and
- the site perimeter is always secured

3.2 Fence Specifications – Landside Construction

A security barrier constructed of chain link fence (or alternative, approved by EIA) will surround the construction site and any corridor leading to the construction site. Fencing around the construction site and the corridor is intended to:

- deter access by unauthorized persons into the landside construction site
- prevent the passing of weapons, explosives or incendiary devices into the restricted area from a landside construction site
- protect the assets of the Prime Contractor until construction is complete and accepted by EIA

3.2.1 Description of Legislated Perimeter Fence/Security Barrier

The overall height of the fence is a minimum of 2.5 metres. The fence is comprised of the following elements:

- chain-link fence at least 2.13m high
- V topping three strands of barbed wire on each side of the V with a 0.3m high overhangs.

Current fence, gate specifications, padlock requirements and fence lighting standards are available from the EIA Manager, Airport & Corporate Security.

Note: Construction materials and equipment must remain a minimum of 1 metre from the inside of the fence and 3 meters from the outside. Staging areas must adhere to this requirement and snow must not be piled or allowed to accumulate against any security fence.

Any movement or temporary opening in the PSL must be coordinated and approved by appropriate EIA security personnel to ensure that electronic security installations are not damaged and security is not compromised. This will make certain that airport operations are not interrupted in any way and that EIA Security advises Transport Canada when necessary. The prime contact regarding the restricted area fence is the EIA Manager, Security and Airline Operations.

3.2.2 Obstruction Lighting

A red, omni-directional obstruction light must be installed on those portions of the fence adjoining the apron areas anywhere a wing tip of an aircraft may travel adjacent to the fence line. The lights will be positioned just above the barbed wire segment of the fence (usually on one of the posts) and spaced as per instructions received from EIA. Normally lights are installed about every 30m to 60m spacing on the fence where it parallels a taxi-lane or gate. Additional information is available from the EIA Manager Airside Maintenance.

3.2.3 Security and Construction Signage

Signs will be mounted along the PSL and will be installed with advice from airport security personnel so that Transport Canada requirements are met. The signs must not be obstructed in any way and will be erected at all access locations and intervals no greater than 150m along the fence.

All signage must be displayed in both Official Languages, or approved graphic and individual fence/gate signs will indicate:

- No Smoking
- Restricted Area – Authorized Personnel Only
- No Trespassing

Signs indicating “No Trespassing” are the minimum security requirement for a landside construction fence. Safety signage is also required.

In addition to the fence, 15 km/hr speed limit signs will be mounted at each end of any access corridor. No Parking signs will be placed along the access corridor. A sign will also be mounted on all gates into the construction site with the following message: “Keep Clear, Emergency Gate”.

Current signage specifications are available from the EIA Manager, Security and Airline Operations and/or the EIA Manager, Environment, Safety and Operations Compliance.



4. PARKING

4.1 General

Onsite parking will be designated for key construction and management personnel and will be properly signed and located in an area so that deliveries to the site and emergency access are not affected.

Parking for worker's private motor vehicles will be determined after consultation with EIA. Parking fees may be applicable and it may be necessary to use dedicated transportation for construction employees from a construction worker's parking lot to the construction site entrance.

Assistance can be obtained from the EIA, Manager, Parking.



5. SECURITY ISSUES

This section describes measures the PC must take to comply with Transport Canada and EIA security requirements.

5.1 Restricted Area Identification Card (RAIC) And Temporary Airport Security Pass

EIA is continually audited by Transport Canada Security Inspectors to ensure that all Restricted Area Identification Cards, Temporary Airport Security Passes and Proximity Security Cards are accounted for. Therefore, there is an administrative fee of \$300.00 plus GST for each individual RAIC, security pass and proximity card that is not returned to the EIA Pass Control Office. ***It is the responsibility of the employer to ensure all security cards and passes are returned.***

The Prime Contractor and all sub-contractors will do everything possible to ensure all Restricted Area Identification Cards and Temporary Airport Security Passes are returned to the EIA Pass Control Office when the employee completes their employment, or their employment is terminated. EIA will invoice the PC \$300.00 for each RAIC or Temporary Airport Security Pass that is not recovered from the employee and immediately returned to Pass Control.

It is strongly recommended that the Prime Contractor and sub-contractors collect / hold \$300.00 from each employee upon receipt of their Temporary Airport Pass or Restricted Area Identification Card; otherwise, the Prime Contractor and sub-contractor's signing authority for RAIC and Security Passes is obligated to reimburse EIA.

5.1.1 Construction In the Restricted Area

The PC must comply with security legislation during any construction in the airport restricted area including inside the Terminal Building and Airside. Entry into the restricted area is allowed only for those in possession of a RAIC or Temporary Airport Security Pass. The "security controls" associated with some temporary passes requires that a security escort remain with the temporary pass holder at all times. Onsite Transport Canada security inspectors will enforce legislation and construction workers and their companies will be fined for non-compliance and personnel will be escorted from the construction site restricted area.

Early in the construction process contractors should determine what staff will need ongoing access, in excess of 3 months, into the restricted area and then take the necessary administrative steps to obtain a Transportation Security Clearance and necessary RAIC. At this time there is no cost for the security clearance process or initial issue of a Temporary Airport Security Pass (while waiting for the clearance) or the RAIC.

The EIA procedures for clearances and RAIC or Pass issuance are comprehensive and comply with considerable security legislation. The PC should contact the EIA Manager, Security and Airline Operations and the EIA Manager, Pass Control Office for information and assistance.

5.1.2 Mandatory Security Escorts in the Restricted Area

Workers who do not obtain a Transportation Security Clearance and RAIC will be required to obtain and display a Temporary "escort required" Security Pass. Workers must at all times be under the surveillance and control of a qualified escort. Failure to comply will result in fines (up to \$3000.00 per person per incident) and expulsion.



The Prime Contractor's security representative and designated airport security contractor will be responsible for ensuring escorts and surveillance is available as required. All escort requirements are at the expense of the PC; therefore, a cash allowance should be included in response to tenders to cover anticipated costs.

The EIA Manager, Security and Airline Operations can provide the current billing rate for escort services from approved EIA contractors.

5.2 Changes To The Primary Security Line (PSL)

Legislation requires EIA to advise Transport Canada **in advance** prior to beginning any construction or effecting any change to the physical and structural security systems in place. Therefore, the Prime Contractor can not arbitrarily make any changes such as moving the Primary Security Line, which includes specific fences, gates, walls and mandatory signage. Changes to the PSL will be planned at least **72 hours in advance** so that appropriate authorities and stakeholders can be advised. Exceptions may be possible, but will be considered on a case by case basis.

All such activities will be approved in advance by EIA airport security personnel through the office of the EIA Manager, Security and Airline Operations. Transport Canada must be formally advised and their concerns addressed before changes to the PSL are initiated.

5.3 Site Security

After construction hours the gate at the entrance to the construction corridor will be locked. If necessary a security guard or other responsible individual(s) will be employed to patrol the construction site to prevent vandalism and theft and conduct fire picket surveillance. The EIA will also include an inspection of the perimeter fence during patrols.



6. DELIVERY AND STORAGE OF MATERIAL

6.1 General

Construction materials brought onto the site will be delivered through the access corridor and stored within available site space. Some storage of materials may be required off site and this will be the responsibility of the PC. Materials that cannot be stored onsite will be placed within a designated compound which must be at least 3 metres away from the security fence, and as necessary, properly secured to prevent vandalism and theft.

7. OPERATIONAL CONSTRAINTS AND SPECIAL PROCEDURES

This section describes special procedures that will be carried out by the PC and EIA during construction and airport operations.

Five areas are considered:

- aircraft operations adjacent to the construction site
- baggage services and access to sortation areas
- emergency exits
- control of debris contributing to foreign object damage (FOD)
- snow removal on the construction site

7.1 Aircraft Operations

The construction site and related activity must not infringe on aircraft operations. All contractors must adhere to Edmonton Airport's Hot Works Permitting Program and pre-plan this activity to ensure aircraft are not parked adjacent to welding activity and fuelling is not in progress. The EIA construction standard must be followed in relation to all hot works.

7.2 Baggage Service And Access To Sortation Equipment

Air Carrier baggage activity includes the "drive through concept" to accommodate long lines of baggage carts and containers which are towed by tractors and are not suitable for reversing inside the Terminal baggage sortation area. Construction activity must not compromise security of checked baggage or interfere with the sortation or loading of baggage. Construction activity must ensure this need is provided for in consultation with EIA Operations who will approve other suitable temporary operational procedures.

7.3 Emergency Access/Exit

There are two areas of concern relating to emergency access for responding agencies. There must be a minimum of two vehicle access routes into the site which are **kept clear** at all times and signage must be installed to designate the emergency routes. The two designated emergency access routes are required for construction on the apron or in a fenced landside location. Fire apparatus must be able to access the identified access routes.

Whenever an emergency access route to the construction site is changed the Airport Duty Manager's office must be immediately advised at **780-890-8327**.

A secondary concern is the pedestrian exit routes required during a Terminal Building evacuation or aircraft evacuation. The construction site must not impede emergency pedestrian access out of the building / aircraft and away from the incident. Any changes impacting emergency evacuation must have a documented evacuation procedure and be approved at a construction meeting prior to work commencing. Further information is available from the EIA Manager, Emergency Services and Planning.

All applicable life/safety codes will be approved through the building permit process.

7.4 Foreign Object Damage (FOD) Control

The PC, as needed, will perform regular sweeping of the site pavement area. Covered garbage bins will be placed in convenient locations for the construction work force; however, not in the vicinity of the apron. The PC will prevent an overflow of waste onto the apron and will carry out garbage collection in sufficient frequency.

Extensive damage with dire consequences can occur to an aircraft from small pieces of debris. This safety concern should be included in the PC's safety and security orientation. The PC will be held liable for any damage caused by FOD from the construction site.

EIA will inspect the site and the apron area around the site on each shift for cleanliness.

7.5 Snow Removal

Snow will be ploughed and stockpiled on the site by the PC and when required a snow dump will be designated by EIA. All snow removal costs are the responsibility of the contractor.

8. EMERGENCY PROCEDURES

This section describes the actions that will be taken by the Prime Contractor and airport responders during an emergency.

8.1 Emergency Telephone Assistance

Emergency contact information:

- **FIRE and AMBULANCE:** 780-890-7911
- **POLICE:** 780-890-4333
- **AIRPORT DUTY MANAGER:** 780-890-8327

These emergency numbers should be posted in prominent areas. **Contractors SHOULD NOT call 911 as this will delay a response from onsite emergency personnel.**

8.2 Emergency Coordination

The PC has the responsibility for developing an emergency coordination plan for the construction site. The plan will include a response plan for safety of emergency services responding to the site, an interface with the Edmonton Airports Emergency Procedures. In the event of an escalation of an emergency, the Airport Emergency Operations Centre will be activated to assist in managing a resolution to the emergency and provide implementation of airport business continuity and recovery plans. Further information is available from the EIA Manager, Emergency Services and Planning.

The following indicates the types of events requiring **FIRE, AMBULANCE AND POLICE** notification and response:

- structural fire or malfunction on the construction site
- structural bomb threat on the construction site
- hazardous material spill on the construction site
- medical emergencies, minor and major

The prime contractor will be guided by EIA's Emergency Procedures which will be provided and kept readily available for reference and guidance. Contact the EIA Manager, Emergency Services and Planning for a copy of the Emergency Procedures Manual. The PC will (in advance) designate a staff person to represent their interests and assist in co-ordinating emergency response efforts.

In addition, to comply with Occupational Health and Safety requirements, the contractor must have necessary qualified first aid staff, first aid stations and equipment onsite.

8.3 Emergency Access To The Site

Emergency responders will access the site via the two established emergency access routes noted in Section 7.3. Keys to unlock the gates must be secured in a convenient location and available for designated onsite personnel including the PC's senior managers. This process will ensure there is no delay in emergency response. Any gate on the primary security barrier/line will be interlocked with the EIA security padlock.

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9. SAFETY ISSUES

When the Terminal is operational certain precautions will be taken to enhance safety and minimize interference between construction and aircraft operations as required in the Construction Safety Management Plan.

9.1 Hot Work Activities

No welding or similar procedures involving open flame or spark may be conducted on or near the exterior of the construction site which would endanger the Apron or any EIA structure. A “Hot Work” permit will be required by Airport Emergency Response Services and must be followed. See Section 7.1 in reference to the EIA Hot Work Program and standards.

9.2 Aircraft Power Out Procedures

Whenever possible, construction sites located airside should be designed to avoid jet blast. Flight crews will attempt to manoeuvre aircraft so that jet blast will not be directed at the construction site.

9.3 Notice To Airmen (NOTAM)

The Project Manager will be responsible for developing a NOTAM schedule for EIA to issue. The PC should contact the Duty Manager’s office to ensure that notice to airline operations departments is co-ordinated advising all flight crews of construction activities in the vicinity of the construction site as required.

10. CONSTRUCTION SECURITY MEETINGS

10.1 General

Construction security meetings will be held by the Prime Contractor and will include key EIA personnel and all applicable stakeholders. The following items are some of the issues which will be considered at the meetings:

- isolation of the area
- RAIC, temporary airport passes and parking permits
- delivery and storage of materials
- hours of involved airport operations and construction activity
- telephone contact numbers and email addresses
- operational constraints and special procedures
- signage
- security requirements
- emergency procedures
- safety precautions
- inspection of the construction site and work related activities

The Prime Contractor will prepare and distribute a summary of the construction security meetings to all participants.

11.1 Contact List – Key Management

Brett Bain – Manager Parking

Email – bbain@flyeia.com

Chris Carr – Operations Manager Security & Pass Control Office

Email: UPSOpsMgr@flyeia.com

Burl Hamm – Manager, Emergency Services and Planning

Email: bhamm@flyeia.com

Garry Holland – Site Manager Security

Email: gholland@flyeia.com

Rob Hough – Manager, Environment, Safety and Operational Compliance

Email: rhough@flyeia.com

Steve Maybee – Director Airport Operations

Email – smaybee@flyeia.com

Gord Myrehaug – Director Terminal Services

Email – gmyrehaug@flyeia.com

Jason Sangster – Manager Airport & Corporate Security

Email: jsangster@flyeia.com



11.2 Construction Security Plan – Project Planning Checklist

The project's security representative will complete this checklist and submit it to the Project Manager prior to the commencement of construction. In addition every six months the security representative will review the current status of the project and update the checklist. Updates must be reviewed by the Project Manager to ensure that all issues are complied with.



11.3 Construction Security Plan – Moving/Opening the Security Barrier Checklist

The Security Barrier as defined in Section 1.1 is commonly referred to as the **Primary Security Line (PSL)**. Any change to the PSL is a major security concern to Transport Canada Security and EIA Security. Therefore, detailed planning and subsequent approval and coordination are required.