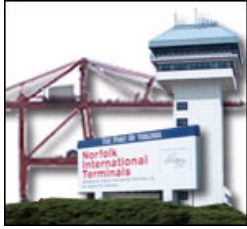


## Port Tour Policies and Guidelines



Virginia Port Authority / Virginia International Terminals, Inc.

 [Port Maps with Observation Points](#)

 [Hold Harmless Form](#)

The arrival of the Virginia-Class cranes, the good publicity about the port, and the increased public awareness has brought many visitors and guests to our terminals. It is important to protect the safety of all visitors while we conduct our business and educate the public and guests.

The following guiding principles should be observed when conducting port tours for visitors and guests:

- You must obtain security clearance through the VPA Police for all visitors and guests entering the terminal.
- No visitors or guests are allowed in the "Blue Zone" at the waterfront area of the terminals during tours.
- Visitors and guests on tours are not allowed to board or operate any equipment.
- Visitors and guests on tours are to be discouraged from departing their conveyance.
  - Any visitors or guests who are anticipated to depart the tour vehicle for any reason, must have completed and signed waivers in advance of the tour. These waivers must be delivered to VIT Risk Manager prior to entering the terminal.
  - Any visitors or guests who exit the tour vehicle, other than to enter the Control Tower or Administrative Offices, must wear a hardhat and observe all port safety rules.
- Tour vehicles and visitor conveyances are not permitted in any container handling areas and are restricted to observing container operations only from the locations identified on the attached terminal maps. Care should be taken to determine the safest route to these observations points while conducting the tour.
- Visitor and customer tours are to be conducted by VPA/VIT Management personnel only, no exceptions.
- Any exceptions to these policies are permitted ONLY with written approval from the VPA Executive Director or the VIT General Manager. This must be obtained in advance of the tour, and should be accompanied by signed waiver forms placed on file with the VPA Police upon entrance to the terminals.
- Technical tours by visiting Engineering or Maintenance Personnel of cranes, will be permitted only with the authorization of the VIT Director of Engineering and Maintenance and are accompanied by signed waiver.
- Tours with large groups are encouraged to use the Control Tower whenever possible.
- Deliberate disregard of these guidelines constitutes a safety compromise and may result in disciplinary action.

### TWIC Escort Regulations

- All persons entering VPA terminals, not possessing a TWIC must have an escort. An escort, for the purposes of TWIC escorting, is defined as "continuous physical proximity to and visual contact with the escorted person(s)."
- Escort notifications must be emailed to [TWICescorts@portofvirginia.com](mailto:TWICescorts@portofvirginia.com) at least 4 hours in advance for approval. Escorts will not be arranged at a VPA gate.
- Individuals authorized by VPA to escort a visitor must present a valid TWIC and VPA credential.
- Escorts must ensure that persons being escorted present a current government issued ID, with photograph, to obtain a visitor's badge
- No more than (5) non-TWIC holders may be escorted at any one time in a restricted area by a single escort.
- No more than (10) non-TWIC holders may be escorted at any one time in a secure area by a single escort.
- Escorts must possess the ability to immediately contact the VPA PD, e.g., by cell phone or VIT handheld radio via VIT dispatcher in the event he or she loses contact with person(s) being escorted, or if unlawful or suspicious activity is suspected.
- Escorts who fail to follow proper procedures may be prohibited from conducting future escorts and may have their terminal access suspended or revoked.

For additional information on Port Tours please contact Customer Relations at (757) 440-7204.