Biosecurity and security are part of an all-hazards approach to Agriculture Aviation Safety.

BE PREPARED

- Create a biosecurity/security plan for your operation, to be included with your Emergency Plan.
  - For additional information utilize information and guidance found in trade publications and websites including the National Agricultural Aviation Association (NAAA) [www.agaviation.org/securitypage.htm](http://www.agaviation.org/securitypage.htm) and the TSA [www.tsa.gov/public/interapp/editorial/editorial_1113.xml](http://www.tsa.gov/public/interapp/editorial/editorial_1113.xml)
  - Follow the Best Management Practices established by the NJ Department of Transportation Division of Aeronautics.
  - If you need assistance with these plans, contact the NJ Department of Agriculture- Division of Plant Industry.

- Talk with your county Emergency Management Coordinator. Let him/her know about your operation’s need and concerns if a disaster or an emergency were to occur. Learn about your county’s disaster and emergency evacuation procedures and incorporate the following into your plan:
  - Understand the hazards/risks associated with your area.
  - Understand how and where to evacuate and/or shelter in place.
  - Develop procedures to implement if there is a breach in security concerning your operations. A security policy and security measures for deliveries.

- Develop a list of important phone numbers, radio contact information, such as the following: (keep posted in a prominent place and at an off-site location).
  - Police and local responders
  - NJ State Police
  - NJ Dept of Transportation Division of Aeronautics
  - Federal Aviation Administration
  - National Transportation Safety Board
  - Aviation Radio Emergency Call Frequency
Keep the Garden State Safe

BE PREPARED (continued)

- Develop an Emergency Notification List, including after hours numbers (e.g. owner(s), workers, vendors, suppliers, etc.). Include a list of essential employees allowed access to the operations during emergencies. Keep this information at an on-site and off-site location.

BE ALERT

- Notify authorities of people taking unauthorized pictures/videos or asking questions about hazardous materials, aircraft, facilities or operations.
  - Pay attention to their height, weight, and clothing; find one prominent feature.
  - Develop your Airfield Watch Program. See NAAA website for information.

- Maintain awareness of the location of visitors.
  - Post signs informing visitors where park and where to report.
  - Maintain visitor’s log and escort all visitors, including delivery personnel, while on premises.

- Watch for and report signs of tampering with aircraft, equipment, hazardous materials, buildings and utilities.
  - Have written procedures on steps to take if you suspect or find evidence of contamination or tampering.

- Maintain situational awareness of on-going threats.

- Train employees to be alert, vigilant with their surroundings, and who to notify if they see suspicious activity.

BE SECURE

- Ensure the physical security of buildings, grounds and equipment.
  - Limit access to your operations – consider utilizing perimeter fencing with controlled gate access, electronic security devices, steel hangar doors and industrial-type door hardware.

- Implement a two-lock system, which secures or disables the aircraft to prevent illegal or unlawful operation of aircraft.
BE SECURE (continued)

- If possible, store aircraft and crop products in locked hangars when not in use.
  - Park and disable loader trucks, forklifts, or other equipment to block aircraft.

- Maintain adequate internal/external lighting.
  - Note any repairs that need to be made and follow up to see that they are done.

- Limit access to the water and electrical supply and secure them to prevent tampering.

- Purchase crop protection products supplies from known suppliers.
  - Be present for all deliveries.
  - Maintain accurate records of products.

- Secure fuel and crop protection products.
  - Lock discharge gates of all hoppers and entry/discharge points of liquid bulk tanks, when not in use.

- Maintain up-to-date inventories on hazardous materials. Investigate discrepancies immediately.
  - Keep invoices on file.
  - Watch for signs of theft and evidence of tampering.
    - Inspect storage areas routinely.

- Keep vehicles and equipment locked and keys secured, when not in use.
  - Monitor vehicles for inappropriate contents or unauthorized/unusual activity.

- Pre-screen new employees to establish prospective employee’s qualifications and demeanor.

- Restrict access to computers and sensitive documents.
  - Protect computer data with virus protection.

- Shred sensitive documents before discarding.

- Train employees to be secure and notify you if they detect a breach in security.
**BE CLEAN**

- Keep chemicals and hazardous materials separate from consumable products.
  - Store pesticides and fertilizers in separate containers.
  - Properly ventilate storage areas.
  - Placard storage areas with appropriate warning and hazard signs.

- Follow sanitary practices to eliminate contamination. This applies to people, as well as equipment.
  - Provide proper personal protective equipment and training for handling hazardous materials.
  - Provide spill kits, clean up spills immediately and properly dispose of waste.
  - Emergency shower and eye flush fountains should be easily accessible.

- Provide sanitation and hand-washing facilities.
  - Encourage hand washing, especially after handling hazardous materials.

- Train employees to recognize known characteristics of your products.

- Train employees to be clean and to notify you if they see discrepancies.

**BE CURRENT**

- Practice emergency drills with your employees and with emergency responders.

- Review and update your plan.
  - Every year and after each drill, if necessary.
NOTIFY/CALL

- If you suspect suspicious activity, call local law enforcement and 1-866-4-SAFE-NJ.

- If you notice unusual signs of disease or pests in agricultural products, notify the Local Rutgers Cooperative Research and Extension Agent and the New Jersey Department of Agriculture.

- If you notice workers and/or customers unexpectedly getting sick, notify the local health department and the New Jersey Department of Agriculture.

- Train employees to notify you if there are concerns/problems.
  - Train them on the proper response procedures.
  - If tampering/contamination are suspected, isolate the suspected product and remove workers from the area.
  - Monitor facilities until authorities arrive.

- Train your employees on your plan and to Be Alert, Be Secure, Be Clean and Notify/Call.