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KEEP A LOW PROFILE

Your dress, conduct, and mannerisms should not attract attention. Try to blend into the local environment. Avoid publicity and don't go out in large groups. Stay away from civil disturbances and demonstrations.

BE UNPREDICTABLE

Vary your route to and from work and the time you leave and return home. Vary the way you dress. Don't exercise at the same time and place each day; never exercise alone, on deserted streets, or country roads. Let people close to you know where you are going, what you'll be doing, and when you should be back.

BE ALERT

Watch for anything suspicious or out of place. Don't give personal information over the telephone. If you think you are being followed, go to a pre-selected secure area such as a police station. Immediately report the incident to the security department, police or law enforcement agencies. In overseas areas without such agencies, report the incident to the Security Officer or the Military Attaché at the US Embassy.

GENERAL SECURITY CHECKLIST

- Instruct your family and associates not to provide strangers with information about you or your family.
- Avoid giving unnecessary personal details to anyone.
- Be alert to strangers who are around your property for no apparent reason. Report all suspicious persons loitering near your home/office; attempt to provide a complete description of the person and/or vehicle to police or security.
- Vary daily routines, such as departure times and routes to and from work, to avoid habitual patterns.
- Refuse to meet with strangers outside your work place.
- Always advise associates or family members of your destination and anticipated time of arrival when leaving the office or home.
- Don't open doors to strangers.
- Memorize key phone numbers, office, home, police, security, etc.
- Be cautious about giving out information regarding family travel plans or security measures and procedures.
- Learn and practice a few key phrases in the native language, such as "I need a policeman, doctor," etc.

HOUSE, HOME, AND FAMILY SECURITY

Although spouses and children are seldom targeted by terrorists, they should practice basic precautions for their personal security. Familiarize your family with the local terrorist threat and regularly review the protective measures and techniques listed in this document. Ensure everyone in the family knows what to do in an emergency.

TIPS FOR THE FAMILY AT HOME

- Restrict the possession of house keys. Change locks if keys are lost or stolen and when moving into a previously occupied residence.
- Lock all entrances at night, including the garage. Keep the house locked, even if you are at home.
- Destroy all envelopes or other items that show your name, rank, or other personal information.
- Develop friendly relations with your neighbors.
- Do not draw attention to yourself; be considerate of neighbors.
- Avoid frequent exposure on balconies and near windows.

BE SUSPICIOUS

- Be alert to public works crews and other foreign nationals requesting access to residence; check their identities through a peephole before allowing entry.
- Be cautious about peddlers and strangers.
- Write down license numbers of suspicious vehicles; note descriptions of occupants.
- Treat with suspicion any inquiries from strangers concerning the whereabouts or activities of family members.
- Report all suspicious activity to Security, Police or local law enforcement.

TELEPHONE SECURITY

- Post emergency numbers on the telephone and pre-program phone numbers where possible.

Security: _____

Local Police: _____

Fire Department: _____

Hospital: _____

Ambulance: _____

- Do not answer your telephone with your name and company position.
- Report all threatening phone calls to security officials and telephone company.

WHEN GOING OUT OVERSEAS

- Travel in small groups as much as possible. Avoid high-risk areas such as demonstrations, and vary movements so as not to be predictable.
- Try to be inconspicuous when using public transportation and facilities. Dress, conduct, and mannerisms should not attract attention.
- Do not be curious about spontaneous gatherings or demonstrations. Avoid them.
- Stay away from known trouble or disreputable places; visit only reputable establishments, but don't frequent the same off-work locations (in particular, known, US-associated locales).
- Know emergency numbers and how to use the local telephone system.

SPECIAL PRECAUTIONS FOR CHILDREN

- Know where your children are all the time.
- Never leave young children alone or unattended. Be certain they are in the care of a trustworthy person.
- If it is necessary to leave children at home, keep the house well lighted and notify the neighbors.
- Instruct children to keep doors and windows locked, and to never admit strangers.
- Teach children how to contact the police or neighbor in an emergency.

ADVISE YOUR CHILDREN TO

- Never leave home without telling you where they will be and who will accompany them.
- Travel in pairs or small groups.
- Avoid isolated areas.
- Use locally approved play areas where recreational activities are supervised by responsible adults and where police protection are readily available.
- Refuse automobile rides from strangers and refuse to accompany strangers anywhere on foot even if the strangers say mom or dad sent them, or said it was "okay."
- Report immediately to the nearest person of authority (parent, teacher, security, police) anyone who attempts to molest or annoy them.

SECURITY PRECAUTIONS WHEN YOU ARE AWAY

- Leave the house with a lived-in look.
- Stop deliveries of or forward mail to a neighbor's home.
- Don't leave notes on doors.
- Don't hide keys outside house.
- Use a timer (appropriate to local electricity) to turn lights on and off at varying times and locations.
- Leave radio on.
- Hide valuables.
- Notify the police or trusted neighbor of your absence.
- Ask a trusted friend/neighbor to periodically check residence.

SUSPICIOUS PACKAGES OR MAIL

Suspicious characteristics to look for include:

- An unusual or unknown place of origin.
- No return addresses.
- An excessive amount of postage.
- Abnormal or unusual size.
- Oily stains on the package.
- Wires or strings protruding from or attached to an item.
- Incorrect spelling on the package label.
- Differing return address and postmark.
- Appearance of foreign style handwriting.
- Peculiar odor (Many explosives used by terrorists smell like shoe polish or almonds.)
- Unusual heaviness or lightness.
- Uneven balance or shape.
- Springiness in the top, bottom, or sides.
 - Never cut tape, strings, or other wrappings on a suspect package or immerse a suspected letter or package in water. Either action could cause an explosive device to detonate.

- Never touch or move a suspicious package or letter.
- Report any suspicious packages or mail to security officials immediately.

DOMESTIC EMPLOYEES

- Conduct a security background check with security, local police, neighbors, and friends.
- Inform employees about security responsibilities.
- Instruct them which phone or other means of communication to use in an emergency.
- Do not discuss travel plans or sensitive topics within earshot of domestic employees who have no need to know.
- Discuss duties in friendly, firm manner.
- Give presents or gratuities according to local customs.

RESIDENTIAL SECURITY

EXTERIOR GROUNDS

- Do not put your name on the outside of your residence or mailbox.
- Have good lighting.
- Control vegetation to eliminate hiding places.

ENTRANCES AND EXITS SHOULD HAVE

- Solid doors with deadbolt locks.
- One-way peep holes in door.
- Bars and locks on skylights.
- Metal grating on glass doors and ground floor windows, with interior release mechanisms that are not reachable from outside.

INTERIOR FEATURES

- Alarm and intercom systems.
- Fire extinguishers.
- Medical and first aid equipment.

OTHER DESIRABLE FEATURES

- A clear view of approaches.
- More than one access road.
- Off-street parking.
- High (6-8 feet) perimeter wall or fence.

GROUND TRANSPORTATION SECURITY

Criminal and terrorist acts against individuals usually occur outside the home and after the victim's habits have been established. Your most predictable habit is the route of travel from home to duty station or to commonly frequented local facilities.

VEHICLES OVERSEAS

- Select a plain car; avoid the "rich American" look.
- Consider not using a company car that announces ownership.
- Do not display decals with company affiliations on vehicle.
- Do not openly display equipment or field gear in your vehicle.

AUTO MAINTENANCE

- Keep vehicle in good repair.
- Always keep gas tank at least half full.
- Ensure tires have sufficient tread.

PARKING YOUR CAR

- Always lock your car.
- Don't leave your car on the street overnight, if possible.
- Never get out without checking for suspicious persons. If in doubt, drive away.
- Leave only the ignition key with parking attendant.
- Don't leave garage doors open or unlocked.
- Use a remote garage door opener if available. Enter and exit your car in the security of the closed garage.

ON THE ROAD

- Before leaving buildings to get into your vehicle, check the surrounding area to determine if anything of a suspicious nature exists. Display the same wariness before exiting your vehicle.
- Prior to getting into a vehicle, check beneath it for any tampering or bombs by looking for wires, tape, or anything unusual.
- If possible, vary routes to work and home.
- Avoid late night travel.
- Travel with companions.
- Avoid isolated roads or dark alleys when possible.
- Habitually ride with seatbelts buckled, doors locked, and windows closed.
- Do not allow your vehicle to be boxed in; maintain a minimum 8-foot interval between you and the vehicle in front; avoid the inner lanes. Be alert while driving or riding.

KNOW HOW TO REACT IF YOU ARE BEING FOLLOWED

- Check during turns for confirmation of surveillance (If you think you are being followed, turn right 4 times in a row about a block and see if the vehicle is still following you.)
- Do not stop or take other actions which could lead to confrontation.
- Do not drive home. If necessary, go to the nearest police station.
- Get description of car and its occupants.
- Report incident to security/police.

Recognize events that can signal the start of an attack. When one of these events occurs, start mentally preparing a course of action in case an attack develops. These events may include, but are not limited to:

- Cyclist falling in front of your car.
- Flagman or workman stopping your car.
- Unusual or false police or government checkpoint.
- Disabled vehicle/accident victims on the road.
- Unusual detours.
- An accident in which your car is struck.
- Cars or pedestrian traffic that box you in.
- Sudden activity or gunfire.

KNOW WHAT TO DO IF UNDER ATTACK IN A VEHICLE

- Without subjecting yourself, passengers, or pedestrians to harm, try to draw attention to your car by sounding the horn.
- Put another vehicle between you and your pursuer.
- Execute immediate turn and escape.
- Ram blocking vehicle if necessary.
- Go to closest safe haven.
- Report incident to security/police.

COMMERCIAL BUSES, TRAINS, AND TAXIS

- Vary mode of commercial transportation.
- Select busy stops.
- Do not wear US clothing or symbols.
- Don't always use the same taxi company.
- Don't let someone you don't know direct you to a specific cab.
- Ensure taxi is licensed and has safety equipment (seatbelts at a minimum).
- Ensure face of driver and picture on license are the same.
- Try to travel with a companion.
- Do not provide critical information to the taxi driver, they always want to talk and get information about passengers.
- If possible, specify the route you want the taxi to follow.
- Traveling defensively by Air

- Air travel, particularly through high risk airports or countries, poses security problems different from those of ground transportation. Simple precautions can reduce the hazards of a terrorist assault.

MAKING TRAVEL ARRANGEMENTS

- Get a threat briefing from your security department prior to traveling in a high-risk area. Your security team will know which areas are considered a high-risk area.
- Before traveling, consult the Security Guidelines to ensure you know and can meet all requirements for travel to a particular country.
- Avoid scheduling through high-risk areas. If necessary, use foreign flag airlines and/or indirect routings to avoid high-risk airports.
- Don't use company positions (rank) or address on tickets, travel documents, or hotel reservations. Select a window seat, which would offer more protection since aisle seats are closer to the hijackers' movements up and down the aisle.
- Rear seats also offer more protection since they are farther from the center of hostile action which is often near the cockpit.
- Seats at an emergency exit may provide an opportunity to escape.

PERSONAL IDENTIFICATION

- Don't discuss your personal, religious, or political affiliation with anyone.
- Have proper identification to show airline and immigration officials. Consider use of a tourist passport, if you have one with necessary visas, providing the country you are visiting allows it.
- If you use a tourist passport, consider placing your official passport, personal ID, and related documents in your checked luggage, not in your wallet or briefcase.
- If you must carry these documents on your person, select a hiding place onboard the aircraft to "ditch" them in case of a hijacking.
- Don't carry classified documents unless they are absolutely work-essential.

LUGGAGE

- Use plain, civilian luggage; avoid military/police-looking bags such as B-4 bags and duffel bags, camouflage bag packs.
- Remove any military patches, tactical logos, or decals from your luggage and briefcase.
- Ensure luggage tags don't show your address.
- Don't carry official papers in your briefcase.

CLOTHING

- Travel in conservative civilian clothing when using commercial transportation when traveling.
- Don't wear distinct military, police, or tactical items such as organizational shirts, caps, or military issue shoes, shoes/boots or glasses.

- Don't wear US identified items such as cowboy hats or boots, baseball caps, American logo T-shirts, jackets, or sweatshirts.
- Wear a long-sleeved shirt if you have a visible US affiliated tattoo.

PRECAUTIONS AT THE AIRPORT

- Arrive early; watch for suspicious activity.
- Look for nervous passengers who maintain eye contact with others from a distance.
- Observe what people are carrying, note behavior not consistent with that of others in the area.
- No matter where you are in the terminal, identify objects suitable for cover in the event of attack- pillars, trashcans, luggage, large planters, counters, and furniture can provide protection.
- Proceed through security checkpoints as soon as possible.
- Avoid secluded areas that provide concealment for attackers.
- Be aware of unattended baggage anywhere in the terminal.
- Be extremely observant of personal carry-on luggage. Thefts of briefcases designed for laptop computers are increasing at airports worldwide. Likewise, luggage not properly guarded provides an opportunity for a terrorist to place an unwanted object or device in your carry-on bag. As much as possible, do not pack anything you cannot afford to lose; if the documents are important, make a copy and carry the copy.
- Observe the baggage claim area from a distance. Do not retrieve your bags until the crowd clears. Proceed to the customs lines at the edge of the crowd.
- Report suspicious activity to the airport security personnel.

ACTIONS IF ATTACKED IN AN AIRPORT

- Dive for cover. Do not run; running increases the probability of shrapnel hitting vital organs or the head.
- If you must move, belly crawl or roll. Stay low to the ground, using available cover.
- If you see grenades, seek immediate cover, lay flat on the floor, feet and knees tightly together with soles toward the grenade. In this position, your shoes, feet, and legs protect the rest of your body. Shrapnel will rise in a cone from the point of detonation, passing over your body.
- Place arms and elbows next to your ribcage to protect your lungs, heart, and chest. Cover your ears and head with your hands to protect neck, arteries, ears, and skull.
- Responding security personnel will not be able to distinguish you from attackers. Do not attempt to assist them in any way. Lay still until told to get up.

ACTIONS IF HIJACKED

- Remain calm, be polite and cooperate with your captors.
- Be aware that all hijackers may not reveal themselves at the same time. A lone hijacker may be used to draw out security personnel for neutralization by other hijackers.
- Surrender your tourist passport in response to a general demand for identification.

- Don't draw attention to yourself with sudden body movements, verbal remarks, or hostile looks.
- Prepare yourself for possible verbal and physical abuse, and lack of food, drink, and sanitary conditions.
- Discretely observe your captors and memorize their physical descriptions. Include voice patterns and language distinctions, as well as clothing and unique physical characteristics.
- Cooperate with any rescue attempt. Lie on the floor until told to rise.

TAKEN HOSTAGES – YOU CAN SURVIVE!

- The chances of you being taken hostage are truly remote. Even better news is that survival rates are high. But should it happen, remember, your personal conduct can influence treatment in captivity. Should a hostage situation develop, the Law Enforcement will immediately begin to act according to preconceived plans to attempt to release the hostages. If kidnapped and taken hostage, the hostage has three very important rules to follow:
 - Analyze the problem so as not to aggravate the situation.
 - Make decisions to keep the situation from worsening.
 - Maintain discipline to remain on the best terms with the captors.

PREPARING THE FAMILY

- Have your family affairs in order, including an up-to-date will, appropriate powers of attorney, and measures taken to ensure family financial security.
- Issues such as continuing the children's education, family relocation, and disposition of property should be discussed with family members.
- Your family should know that talking about your company leadership position or personal affiliations may place you in great danger.
- Don't be depressed if negotiation efforts appear to be taking a long time. Remember, your chances of survival actually increase with time.

STAY IN CONTROL

- Regain your composure as soon as possible and recognize your fear. Your captors are probably as apprehensive as you are, so your actions are important.
- Take mental notes of directions, times of transit, noises, and other factors to identify your location.
- Note the number, physical description, accents, habits, and rank structure of your captors.
- Anticipate isolation and efforts to disorient and confuse you.
- To the extent possible, try to mentally prepare yourself for the situation ahead. Stay mentally active.

DEALING WITH YOUR CAPTORS

- Do not aggravate them.
- Do not get into political, religious, or ideological discussions.
- Comply with instructions, but always maintain your dignity.
- Attempt to develop a positive relationship with them.
- Be proud of your heritage, government, and personal association, but use discretion.

KEEP OCCUPIED

- Exercise daily.
- Read anything and everything.
- Eat what is offered to you. You must maintain your strength.
- Establish a slow, methodical routine for every task.

BEING INTERROGATED

- If you need to make up a story to protect sensitive information, take a simple, tenable position you will be able to remember and stick to it.
- Be polite and keep your temper.
- Give short answers. Talk freely about nonessential matters, but be guarded when conversations turn to matters of substance.
- Don't be lulled by a friendly approach. Remember that one terrorist may play "Good Guy" and one "Bad Guy." This is the most common interrogation technique.
- Briefly affirm your belief in basic democratic principles.
- If forced to present terrorist demands to authorities, in writing or on tape, state clearly that the demands are from your captors.
- Avoid making a plea on your behalf.

DURING RESCUE

- Drop to the floor and be still. Avoid sudden moves. Wait for instruction.
- Once released, avoid derogatory comments about your captors; such remarks will only make things harder for those still held captive.

RESPONDING TO CHEMICAL THREATS

GENERAL INFORMATION

Chemical agents are generally liquids, often aerosolized, and although some effects are delayed, most induce an immediate response. There are many different potential chemical agents that a terrorist could use as a weapon. Nonetheless, the following broad generalizations can be made:

- Although food or water contamination is possible, inhalation is the most likely method of delivery. Protection of the breathing airway is the single most important factor of defense.

- Many likely agents are heavier than air and will tend to stay close to the ground. This dictates an upward safety area strategy.
- Generally, chemical agents tend to present an immediate noticeable effect. Medical attention should be sought immediately, even if exposure is thought to be limited.
- Most chemical agents that present an inhalation hazard will break down fairly rapidly when exposed to sun, diluted with water, or dissipated in high winds.
- No matter what the agent or particular concentration, evacuation- preferably upwind from the area of attack- is always advisable unless you are properly equipped with appropriate breathing device and protective clothing.

DETECTION

A chemical attack or incident will not always be immediately apparent because many agents are odorless and colorless. Be alert to the possible presence of an agent. Indicators of such an attack include:

- Droplets of oily film on surfaces.
- Unusual dead or dying animals in the area.
- Unusual liquid sprays or vapors.
- Unexplained odors (smell of bitter almonds, peach kernels, newly mowed hay, or green grass).
- Unusual or unauthorized spraying in the area.
- Low-lying clouds of fog unrelated to weather; clouds of dust; or suspended, possibly colored particles.
- People dressed unusually (long-sleeved shirts or overcoats in the summertime) or wearing breathing protection particularly in areas where large numbers of people tend to congregate, such as subways, or stadiums.
- Victims displaying symptoms of nausea, difficulty breathing, convulsions, disorientation, or patterns of illness inconsistent with natural disease.

DEFENSE IN CASE OF CHEMICAL ATTACK

Protection of breathing airways is the single most important thing a person can do in the event of a chemical attack. In most cases, absent a gas mask, the only sure way to protect an airway is to put distance between you and the source of the agent. While evacuating the area, cover your mouth and nose with a handkerchief, coat sleeve, or any piece of cloth to provide some moderate means of protection. Other steps are:

- Stay alert. Early detection enhances survival.
- Move upwind from the source of attack.
- If evacuation from the immediate area is impossible, move outdoors or to an interior room on a higher floor. Remember, many agents are heavier than air and will tend to stay close to the ground.
- If indoors and no escape outside is possible, close all windows and exterior doors while also shutting down the air conditioning or heating systems to prevent circulation of air.

- Cover your mouth and nose. If gas masks are not available, use a surgical mask or handkerchief.
- Cover bare arms and legs and make sure any cuts or abrasions are covered and bandaged.
- No matter what the agent or concentration, medical attention should be sought immediately, even if the exposure is thought to be limited.