

*United States Department of State  
Overseas Security Advisory Council*

# **Security Guidelines For American Families Living Abroad**

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# Overseas Security Advisory Council

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Overseas Security Advisory Council

# Foreward

To help protect American families living abroad from the threat of terrorism, in 1985 the U.S. Department of State created the Overseas Security Advisory Council (OSAC). The twenty-one distinguished members of OSAC — all expert security professionals — have pooled their knowledge and experience to produce this compilation of security guidelines for Americans living and working abroad.

These guidelines are designed to facilitate personal security and protection of property. They focus on self-help techniques, as well as on assistance available through the U.S. Government. They can help save the lives of you and your loved ones.

Like personal safety, personal security cannot be totally delegated to others. I urge you to read this manual closely, and to implement its recommendations in full.

George P. Schultz



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# Preface

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The Overseas Security Advisory Council (OSAC) currently consists of 21 organizations from the private sector and four U.S. Government departments and agencies. There are 1400-plus private sector organizations that participate in the Council's activities and are recipients of the information and guidance it provides.

As part of its security program, OSAC has prepared publications containing suggested security and emergency planning guidelines for American private sector personnel and enterprises abroad. A listing of current OSAC publications is contained under the title *Publications* on page 65. As indicated by their titles, protection against the threats of terrorism, crime and theft of information is addressed in the OSAC booklets.

This publication is intended as a guideline for private sector personnel who travel and reside abroad. The guidelines were written by members of OSAC's Residential Security Committee including Chairman William F. Beane, United Airlines; James A. Brooke, Exxon Corporation; Brian C. Dowling, U.S. Information Agency; and Richard E. Mainey, International Business Machines Corporation. Special appreciation is extended to Henry Kemp, former Diplomatic Security Officer, who tirelessly edited and updated this publication.

Effective security precautions require a continuous and conscious awareness of your environment. This is especially true when living in a foreign country where it will be necessary to adapt to new cultures, customs, and laws which, in most instances, are very different than those to which Americans are accustomed in the United States.

Security precautions not only lessen your vulnerability to criminal and terrorist acts, but greatly facilitate the assistance the U. S. Government can render, where possible, to all Americans and their families living abroad.

The Council recognizes that many American organizations, especially the larger ones, employ numerous foreign nationals at locations abroad. It would be presumptuous of the Council to suggest security guidelines from an American perspective to these foreign nationals in their native land. For this reason, these security guidelines are primarily for American citizens living abroad.



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# Chapter I. Introduction

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This booklet is a compilation of diverse security measures for consideration by American private sector employees and their families living and working outside the United States. Obviously, the implementation of security precautions described herein should be consistent with the level of risk currently existing in the foreign country of residence.

Diverse political climates, local laws and customs, and a wide range of other variables make it impossible to apply standard security precautions worldwide.

Levels of risk can change very rapidly, sometimes overnight, triggered by internal or external incidents or

circumstances. It is advisable, therefore, to monitor continually the political climate and other factors which may impact the level of risk. Remember that establishing a family residence abroad requires much more security planning than a short-term visit to a foreign country for business or pleasure.

It is essential that security precautions be kept under constant review so that they may be adapted to respond effectively to any changes in the level of risk. An inflexible security posture would be indicative of a disregard for the climate of risk and will almost certainly result in a lack of preparedness.



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## Chapter II.

# Preliminary Residential Security Planning

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### Need for Planning

Begin to develop a tentative Residential Security Plan for yourself and all members of your family before leaving the U.S. This is essential in providing you the guidelines for selecting your future home and determining where your children will go to school, the type of car you will buy, the kind of clothing you will wear (and not wear) and the information required to live securely in your forthcoming overseas location.

Your Residential Security Plan should progress from a tentative to an active plan. The latter, however, is not to be considered final because you should keep it under continuing review and update it regularly as circumstances dictate.

### Primary Concept — Low Profile

A single concept, more than any other, should permeate all planning activities, namely keep a low profile. In other words, do not draw attention to yourself as an American by driving a big American car, having American publications delivered to residential mail box or doorsteps, or having displays at your residence which will identify you as an American. Common sense and a knowledge of local cultures and mores must guide you to what extent you should

blend into local environs. Appearing to "go native" may subject you to ridicule and be counter-productive in keeping a low profile.

Keeping a low profile also entails staying away from civil disturbances, protesters and mobs, and not visiting or, if possible, traversing high-risk areas.

### Information Required, and Where to Get It

To keep a low profile and to know what pitfalls must be avoided, you need to inform yourself about your new location if you are to live safely there. Much professional help is available for the family moving overseas. Major multinational corporations have large international departments and corporate security departments which may serve as valuable resources for Residential Security Planning. Libraries have an abundance of current reference materials on working and living abroad.

- Obtain a current issue of U.S. Department of State Publication #7877 entitled:

Key Officers of Foreign Service Posts  
A Guide for Business Representatives

This small, paperback volume can be obtained for \$3.75 a copy from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (Telephone: 202-783-3238). This publication lists all key U.S. State Department Officials, including the Regional Security Officer (RSO), mailing addresses, phone numbers and telex numbers for all U.S. Embassies and Consulates.

- Obtain a current political profile of the country to which you will be moving to aid you in assessing the level of risk.  
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- You and your family should study the culture and customs of the country. Use library sources and reference works. Two excellent publications relating to the prospective country of residence are available for sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

1. Background Notes, published by the U.S. Department of State, Bureau of Public Affairs (Publication Number 7757 - One for each country).

2. Foreign Area Studies, The American University has published a detailed volume on each of 108 foreign countries for the Department of the Army. Request the volume by country name in the Country Studies/Area Handbook Program.

during the 1992-93 school year it assisted 183 schools in 113 countries. The schools assisted are independent, non-profit, non-denomination schools established on a cooperative basis by U.S. citizens residing in foreign

## **Schools**

If you have school-age children, information about schooling will no doubt also be of major concern to you. Therefore, in addition to "in-house" guidance from your organization and from those who have been or are assigned to the country to which you are going, you may obtain information and advice from the Office of Overseas Schools (A/OS), Department of State about schooling abroad.

A/OS has six Regional Education Officers, each assigned to a specific geographic area, and it publishes a one-page "Fact Sheet" on each overseas American-sponsored school it assists —

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communities. These are considered essentially American schools.

A/OS also publishes detailed "Summary School Information Forms" (SSI) on over 700 overseas schools — preschools, elementary and high schools, and boarding schools — including information on course offerings, special programs, programs for children with special needs,

extracurricular activities, graduation requirements, etc. A/OS can be reached by phoning: (703) 875-7800; by faxing: (703) 875-7979. The mailing address is: Office of Overseas Schools, Room 245, SA-29, Department of State, Washington, D.C. 20522-2902. O/AS office hours are 8:15 am to 5:00 pm, Monday through Friday.



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## Chapter III. Assessing the Level of Risk at Overseas Location

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Two factors must be taken into consideration when evaluating the seriousness of the personal risk to you and your family when contemplating a move abroad:

- A risk assessment of the location to which you will be moving.
- The profile of the company for which you work. Highly visible defense contractors may not be welcome in some parts of the world.

The threat assessment designators below were formulated by the Department of State Threat Analysis Division in the Diplomatic Security Service. The assessments are reevaluated by the Department of State quarterly with new levels being assigned when and where appropriate.

This assessment information is available to the business community through the Regional Security Officer (RSO) at the U.S. Embassy. The level assigned to a particular country is the result of the political/terrorist/criminal environment in that country.

·High - The threat is serious and forced entries and assaults on residents are common or an active terrorist threat exists.

·Medium - The threat is moderate with forced entries and some assaults on residents occurring, or the area has potential for terrorist activity.

·Low - The threat is minimal and forced entry of residences and assault of occupants is not common. There is no known terrorist threat.



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## Chapter IV. Location of the Residence

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### **Finding a Safe Neighborhood**

The first step in the residence selection process should be choosing a safe neighborhood. The local police, the RSO or Post Security Officer (PSO) at the nearest U.S. diplomatic post, i.e. Embassy or Consulate, other American residents, and other sources, will facilitate this process.

### **Street Conditions**

During the neighborhood selection process, particular attention should be paid to the condition of the streets, e.g., paved or unpaved, maintenance condition, wide or narrow, one-way or two-way traffic (two-way is preferred). Parked and/or double-parked vehicles could impede access to, or egress from, the residence. Density of pedestrian traffic could create security hazards. Dense vehicular and/or pedestrian traffic facilitates retention of anonymity of criminals and surveillants.

Note the overall security precautions that are taken in the neighborhood, such as barred windows, security fences, extensive lighting, large dogs, and security guards. Such visible precautions may indicate a high level of security awareness or a high crime area. Ensure you properly

interpret reasons for same by checking the crime levels with RSO or local police.

### **Susceptibility to Clandestine Approach**

You should examine the quality of lighting at night time to determine whether it is sufficient to illuminate the entrance to homes in the area. At the very least it should suffice to deter someone from lurking undetected in adjacent areas.

Also, you should assure that there are no trees or shrubbery on the grounds which provide cover for a clandestine approach and concealment, or that you may remove them if you move in.

### **Access Routes**

Statistics of kidnappings and assassinations have shown that the vast majority occur close to the residence when the victim is leaving or returning home. Therefore, it is essential that access routes to and from the residence provide sufficient alternatives which do not lock you into predictable patterns. Specifically, it is essential that dead-end streets or narrow one-way streets be

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avoided. If possible, your residence also should afford more than one point of entrance/exit.

## **Parking**

Underground parking, unless tightly controlled, should be avoided particularly in high threat areas and in multi-story buildings. Ideally, a garage that can be locked is the most suitable means of securing vehicles at single family dwellings. Carports and driveways within fenced or guarded

areas will also normally suffice. Parking the car on the street should be avoided.

## **Nearby Friends**

You may want to consider residences located near friends or co-workers. This could enable you to car pool, especially during periods of high stress and to have them share with you any observations of suspicious activities in the neighborhood.

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## Chapter V. Selection of Residence

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### Apartment vs Single Dwelling

Given a choice between apartment or single dwelling living, an apartment offers greater protection against criminal intrusion. An apartment, especially one above the second floor, presents a more difficult target, provides the tenant some degree of anonymity, provides the benefit of close neighbors, and is almost always easier and less expensive to modify with security hardware. In the event of an emergency and loss of communications, neighbors can often be relied upon to come to another tenant's assistance. At the very least, they can notify the authorities.

### Apartment Pros and Cons

Apartments on the first or second floors should be avoided because of their immediate and easy accessibility from the street level or from trees, tops of large vehicles, or porch roofs. Foreign objects can easily be introduced to first and second floor apartments from the outside area accessible to the public.

Although an apartment above the second or third floor is preferred, do not select apartments on floors above the fire fighting and rescue capabilities of the local fire department. Even the most

sophisticated fire and rescue equipment has limitations. In most countries it would be well not to live above the seventh floor.

It is important that access to the lobby of the apartment building be tightly controlled by a doorman or an electronic system such as card key readers or CCTV.

Surveillance of a particular target is sometimes more difficult in an apartment building because of multiple tenants.

### Single Dwelling Pros and Cons

The private or single dwelling allows the occupant greater opportunity to establish more rigid access control to the property. However, since single dwelling residences are seldom designed or built with security as a major consideration, it is usually more difficult to achieve good security.

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## **Safe Haven Suitability**

In certain areas where an active terrorist threat exists or there is a serious crime threat with forced entries and assaults on residents being common, it may be prudent to consider the need for a safe haven in any residence that may be selected, i.e. a place in a residence which can serve as an area where occupants may take refuge for short periods of time until help arrives.

If it is determined that there is a need for a safe haven, this factor should be included in the selection of a residence. Then the type, layout and construction of a residence should be assessed to decide whether it lends itself to constructing such an area.

A basic requirement for a safe haven is that it be furnished with a substantial door equipped with a door viewer or with a grill gate. The door or gate should be equipped with a strong deadbolt lock. (NOTE: A "substantial" door is made of material which is strong enough to prevent someone from breaking through by kicking, throwing body weight against it, or striking it with a heavy item such as a rock or hammer. A door below this standard may suffice if it is used with a good quality grill gate.)

The safe haven area also should be equipped with reliable communications and accessible windows/openings should be secured against forced entry. Furthermore, a desirable feature would be to have the area afford a secondary means of escape. This could be an opening from which to reach the ground safely (not from a high upper floor) or to reach an unobservable intermediate location in the building such as a rear stairwell. (Secondary escape routes from areas with grilled windows/openings would, of course have to be in accordance with fire and safety regulations.)

Even if all elements of a safe haven can not be achieved, a strong secure area in which to take refuge for a brief period may still be attainable. Of course, in an apartment without accessible openings/windows or balconies, the "safe haven" may be the whole residence, starting with the entrance door.

## **Long-Term Lease Availability**

A factor to consider in the selection of a residence is the availability of a long-term lease. Obtaining such a lease may be particularly desirable if sizeable expenditures are required on security hardware and security-related modifications, as well as on other residence-related expenditures.

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## Chapter VI. After Moving In

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### Passport Registration

Take your passport to the U.S. Embassy or Consulate and register as soon as possible following arrival in a foreign country.

All countries abroad where Americans are permitted to conduct business have a U.S. Embassy or American Interests Sector of a friendly embassy in the capital city of that country. In other major population centers there is often times a U.S. Consulate.

Registration greatly facilitates emergency evacuation from the country of residence, if it becomes necessary.

### Neighborhood Familiarization

When you have finally moved into your new residence, make an immediate effort to familiarize yourself with your new surroundings. Walk around the neighborhood and drive around the area to get a good idea of where you are located. Note the layout of the streets. Make a mental note of one way streets. Drive around at night. Streets and buildings look much different in the dark with artificial light.

Get acquainted with at least one

neighbor as quickly as possible. You may need a neighbor in an emergency or for a temporary "safe haven" in the event of a burglary or other type of incident.

Learn the location of the nearest hospital and police station. Drive the route to the hospital in daylight and at night. Go directly to the Emergency Room entrance so no time is lost if you really have to use the facility. Check on traffic conditions during rush hours and at other times. Determine how long it will take you to reach the Emergency Room at various times during day and at night.

### U.S. Government Advice on Security Concerns

American Embassies and Consulates will upon request, advise any American citizen or business representative on possible terrorist threats in foreign countries. The Regional Security Officer (RSO) or Post Security Officer (PSO) is the point of contact in embassies or consulates who can provide advice and guidance relative to your security concerns. However, it must be noted that the RSO/PSO must

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limit his assistance to the private sector to security services of an advisory nature. The RSO or other designated officer at a diplomatic or consular post can provide the following information:

- The nature, if any, of the general terrorist threat in a particular country.
- Whether private American citizens or companies have been the target of terrorist threats or attacks in the recent past.
- Specific areas in cities or countryside that are considered dangerous for foreigners.
- Recommended host government contacts, including police officials; local employment requirements for private security services.
- Methods and agencies available for security and background checks on local employees.
- Local laws and regulations concerning ownership, possession, and registration of weapons.
- Local government laws, regulations, and policies on paying ransom or making concessions to terrorists.

## **U. S. Government Assistance to Terrorist Victims**

In the case of a terrorist action against an American citizen or company, the Embassy or Consulate can:

- Facilitate communication with the home office and the family of the victim if normal channels are not adequate.
- Help establish useful liaison with local authorities.
- Provide information and suggest possible alternatives open to the family or company of the victim. The U.S. Government, however, cannot decide whether or not to accede to terrorist demands. Such a decision can be made only by the family or company of the victim, but it should be in consonance with local law. The official U.S. Government policy, as publicly stated, is not to make any concessions to terrorist demands and, while such policy is not necessarily binding on the private sector, the private sector is well advised to review its proposed action in time of crisis with the Embassy or Consulate.

(In regard to the comment in the foregoing paragraph that your decision should be in consonance with local law, keep in mind that, unlike some U.S. Government employees who enjoy diplomatic immunity while living and working in the host country, U.S. private sector employees and their families are subject to all laws of the host country. It is well to remember

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that the constitutional safeguards enjoyed by all Americans in the U.S. do not apply to the actions of foreign governments.)

## Emergency Preparations

Once an emergency strikes it is too late to obtain needed equipment or to make necessary preparations, including the following:

- Obtain emergency fire and safety equipment as soon as possible, including but not limited to fire extinguishers, first-aid kits, blankets, matches and candles, flashlights and batteries

y operated radios with spare batteries. Consider storing a seven day supply of canned food, juices, water and staples for all members of the family.  
· Supplies should be stored for emergency use and inspected on

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basis.

- Family members and domestic employees should be trained and tested on the use of each item of emergency equipment.
- Know beforehand where you will turn for help. Familiarize yourself

with the identities of nearby neighbors, their servants, and their vehicles. This will facilitate the identification of a stranger or an unauthorized individual in the area.

· Investigate the possibility of participating in an alert-calling list in event of emergencies. If such a list does not exist, create one.

· Be cognizant of host country fire regulations and telephone numbers. Determine if the emergency number has someone on the other end who can understand you if you do not speak the local language. Arrange alternate emergency numbers which can forward your call in the local language if necessary.

· It is highly recommended that an "Employee and Family Profile" form be filled out for each family and updated at least once a year. Keep one copy at home and one at the office with supervisor or person responsible for security. Include current photos of each family member. Suggested form in back of this booklet (see Appendix I).



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## Chapter VII. Perimeter Security

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### General Parameters

Generally, there are two lines of defense for a residence, the outer and the inner perimeter. The outer ordinarily is a property line in the case of a single residence, or the outer lobby door in an apartment or high-rise condominium. A third, or remote outer perimeter, may exist if your home or apartment is situated in a private compound or club environment.

### Outer Perimeter

Any perimeter barrier, even if it is only a symbolic hedge, serves as a deterrent. An intruder must commit an overt act in crossing the barrier and run the risk of being seen. Therefore, it is recommended that, where possible, a single family dwelling overseas have a perimeter barrier.

The type of barrier employed should be carefully considered as each has its advantages and disadvantages. Different type barriers include:

### Hedges and Natural Growth Material

This type of barrier is useful in marking the property line. However, unless they are thick and covered with

thorns or pointed leaves, they can easily be breached.

### Picket and Chain Link Fences

Advantages include view of outside area by resident, while not providing a hiding place for a potential intruder. Residual benefit is restraint for watchdog.

### Solid or Block Fences/Walls

Although a solid wall limits the occupant's observation out of the compound and could provide concealment for an intruder, it is usually the most secure perimeter barrier.

The perimeter barrier is no stronger than the gate. A solid wooden gate is appropriate for a hedge or picket fence, a chain link gate is appropriate for a hedge, a picket fence or a chain link fence, and a solid wooden or metal gate is appropriate for a solid fence or wall. The gate should be well anchored to the fence or wall, swing outward with hinges on the inside, and be provided with a high security lock. Keys to locks should be stored in a secure but accessible location in the residence.

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Shrubbery around a single detached dwelling should be trimmed in such a way that it does not provide a hiding place.

Consider installation of a contingency or emergency exit through the rear of the property, to be utilized only in high risk situations.

### **Inner Perimeter — Grills and Shatter Resistant Film**

All building exterior openings over 96 square inches in size on the ground floor or accessible from trees, vehicle tops or porches should be grilled. Bars of solid steel, flat or round stock, spaced five to seven inches apart, with horizontal braces 10-12 inches apart to provide adequate rigidity, and securely imbedded on all sides to a depth of at least three inches into the adjacent wall or frame, should be installed. Use clip anchors or bend the end of the bars when grouting them into the wall. Otherwise, where possible, the bars should extend through the wall and be secured on the interior.

Shatter resistant film, a high quality clear plastic sheeting glued to windows, is recommended and should be applied to windows and doors before the grills are installed. Decorative grills should be so designed that the protection afforded is equal to the conventional type grills. Wherever possible, grillwork should be installed on the interior of the opening.

At least one grill in each section of the sleeping quarters should be hinged and equipped with an emergency release to permit emergency exit in the event of fire. Houses with a single corridor access to

all sleeping quarters should have an iron grill gate to control the bedrooms at night time. This grill gate would constitute an inner perimeter protection for the sleeping quarters. Where grillwork is required, a complete early warning fire detection and alarm system must be installed.

### **Inner Perimeter — Locks and Key Control Locks**

These are described in several ways and the various descriptions tend to confuse the layman. For example, they are described by their use (primary or auxiliary), by their locking mechanism (pin tumbler, wafer disc, lever, magnetic, cipher, etc.), by the type of cylinder (single or double), or by the type of mounting (key-in-the-knob, mortised, rim, etc.).

All primary residential entry doors should be equipped with both a primary and auxiliary lock. Additionally, each entry door should have a 190 degree optical viewer or equivalent.

Primary locks are the main lock on a door and are identified by the fact they have handles. These locks are usually key-in-the-knob or mortised type locks with the locking hardware located in a cavity in the door. Unless they have a

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latch or bolt that extends into the door jamb 5/8 inch to one inch, they do not provide sufficient protection.

Auxiliary locks usually are deadbolts which are mortise or rim/surface mounted, located on the inner door and door frame surface, and do not have handles. This type lock does not have to be keyed and may be nothing more than a sliding deadbolt. The exception to this rule is where there is a window or side light within 40 inches of the lock.

Change all exterior locks, including garage door and mail box lock (if in an apartment) prior to moving into new residence abroad, in either a new or used home. It is possible to change only the lock cylinder or to repin the cylinder on good quality locks without changing the complete locking device.

Exterior doors with or near glass panels should be equipped with dead bolts which are key operated on both interior and exterior. It is advisable to place an extra key for this type lock in a concealed area in the immediate proximity to the inside lock in case of emergencies. All residents should be aware of its location. Never leave the key in the inside lock for personal convenience.

Lock all fuse boxes and electrical panels located on the exterior of the residence.

Electronic garage door openers have advantages and disadvantages and, therefore, should be installed with discretion. A security advantage, in addition to the convenience, is that it is not necessary to leave the security of your locked car to enter and lock your garage behind you. The disadvantage is that such devices can often be compromised by a variety of inexpensive transmitters. If installed, insure maximum protection is installed on door between garage and interior of house. Discuss with competent locksmith.

Have a qualified locksmith install effective locking devices on sliding glass doors which are highly vulnerable. Avoid using louvered or jalousie windows which are a very easy mark for even the most inexperienced burglar.

### **Maintaining Perimeter Security**

Maintain strict key control on all exterior locks. Never hide an exterior door key outside the house. Sophisticated burglars know all the hiding places.

Install an intercom between primary entrance and the inside foyer or protected area. In apartments and homes the intercom should be backed up with a peep hole in solid core door with an angle of visibility of 190 degrees.

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Remove all name identification from your gate and doors. Avoid displays which

identify you as an American.

Burglars/terrorists are always on the alert for an easy way to enter a residence.

Doors, windows, and garages should be closed and locked at all times when the residents are away from home, no matter how short the time. If there is any doubt about accountability of keys to a home, have the lock cylinders replaced or re-pinned. Keys should be controlled and only given to mature family members or trusted friends. When domestic employees are given a key, it should

only be to the primary lock of one entry door. They should never be given keys to both the primary and auxiliary locks. This ensures that the occupants can always secure the residence in the evenings or when the domestic staff is absent. Insure that access to the residence is not permitted through domestic employee's quarters.

Any padlocks used for residential security should always be stored in the locked position. Sophisticated burglars sometimes will replace a padlock with a similar one to which they alone have the key.

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## Chapter VIII. Intrusion Alarms and Security Lighting

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### Objective

Intrusion or alerting devices are any means by which a resident and/or the local police/security force are made aware of the attempted or forcible entry of a residence. This includes alarm systems, guards, dogs, noisemakers, and communications systems.

### Alarm Systems

Basically, alarm systems perform two functions: they detect an intruder, and they report the intrusion. However, for the purpose of residential security use overseas, an alarm system in a residence should be considered as a deterrent device. In areas abroad where forced entry of a residence is commonplace, or where an active terrorist threat is present, the use of a good residential alarm system is highly recommended.

Minimum desired alarm system features are:

- Capable of operating on the local electrical current and have a rechargeable battery backup.
- Relatively easy to install and trouble-shoot. Many local electricians may not be capable of installing or repairing a

complex alarm system.

- Equipped with a time delay feature to

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## Security Lighting

Security lighting should be an integral part of the intrusion system.

Lighting - Most intruders will go to great lengths to escape visual detection. Therefore, they will normally strike at a residence that appears vacant or is dark.

Outdoor lighting can be a major deterrent against criminal intrusion. Properly used, it can discourage criminal activity and aid observation.

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The important elements of protective outdoor lighting are coverage and evenness of light. It is possible that in some residential settings existing street lighting, along with one or two porch lights, will furnish sufficient lighting. However, it may be necessary to install additional lighting in order to achieve the degree of security desired. If outdoor lighting is to be used as a protective measure, all accesses to vulnerable areas of the property and house should be lighted.

Lighting should be placed in such a manner that it covers the walls of the residence and the ground area adjacent to the perimeter walls. Also, it should illuminate shrubbery and eliminate building blind spots.

If security lighting is deemed advisable in your location, it should consist of two independent systems. Cosmetic or low

level tamper-resistant fixtures installed in the eaves or overhangs for continuous perimeter illumination, and emergency floodlights tied to the alarm system so that they will turn on automatically when the alarm is activated. A manual switch should be installed in the living quarters

of the single family residence, so that they may be turned on independent of the alarm system.

It is a good idea to connect the cosmetic lighting to a photo electric cell which automatically turns them on at dusk and off at dawn. They should be connected to a dimmer, so that the light level can be adjusted to the extent that it would discourage an attack on the house by burglars but at the same time would not be offensive to the neighbors.

Insure that all lighting systems are installed in compliance with local codes.

Consider installation of diesel powered auxiliary generator which turns on automatically when electric power fails. Turn on at least once each quarter to insure it's in good working order.

"Mushroom" lights which are installed along the foundation of the house and cast a light up the side of the structure are easily compromised and should be avoided.

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## Chapter IX. Extended Absences From the Residence

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Extended absences present the burglar with his easiest opportunity to target a residence. There are many indicators to a burglar that a residence is unoccupied. For example, discussing the planned absence in the office or in the neighborhood, forgetting to cancel deliveries, leaving the home unlighted and the blinds or drapes drawn, and closing the shutters.

While residents are away, automatic timers or photoelectric switches should turn on inside lights, a radio, or even an air-conditioner to create the illusion that someone is home.

Invite a reliable neighbor to park a car in your driveway at times during your absence, especially at night.

Ask close friends or neighbors to look after the home and turn on and off

different lights, put out trash as usual, etc.

In many foreign locations it is advisable to have trusted domestic employees remain in the residence during extended absences.

If you live in a single-family house or if the servants are on vacation, you could hire a guard but do not give him access to enter the house. He should only patrol the garden area which encircles the house.

Hook up of a telephone answering device serves to defeat the telephone call that is made by the terrorist/criminal to determine if someone is home.



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## Chapter X. Domestic Hires Screening and Responsibilities

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Domestic employees can either be a valuable asset to residential security or a decided liability. The chances of obtaining the services of a reliable servant can be improved by hiring one employed and recommended by a friend, acquaintance or neighbor.

Prospective applicants should be required to produce references and should be interviewed thoroughly.

It is wise to personally check with references to confirm their existence and obtain information concerning the reliability, honesty, attitudes and work habits of prospective applicants.

In some countries, the authorities will conduct background investigations upon request.

In some foreign countries, it is an accepted practice to request full personal data from applicants for employment. This data should be copied from either a National Government I.D. card or a passport.

Do not accept the person's word as to their name and date of birth without

an authentic government document to back up their claim.

Obtain the following information:

- Government Identity Card or passport, etc., for number, date of birth, nationality, full names, valid date, place of registry.
- Letters of reference: Be sure you know who wrote it and what it says. (Usually written in local language.)
- Obtain the address of the former employer and the company he represented.
- Good domestic employees are generally referred by your predecessor, although this is not always the case.

This entire procedure should only require a few days if you utilize good contacts with competent police recommended by the embassy, consulate or your predecessor. If you are unable to establish good contacts, contract the job out to reliable investigative consultants.

## Caution

Do not permit domestics of untested integrity and reliability in your home. If you must engage a cook or house servant before investigation is completed, do not entrust keys or an unoccupied house to the employee in question.

When you have hired a servant, record his/her complete name, date and place of birth, identity card number, telephone number, and address as well as the names of spouse, parent or close relative.

Domestic help should be briefed on security practices. It is critical that they be rehearsed and rebriefed from time to time to refresh their memory and to update previous instructions. Domestic staff should be briefed on visitor control, how to report suspicious or unusual activity, proper telephone answering procedures, and admittance of maintenance men to the residence. They should also be made aware of emergency telephone numbers. They should be able to reach the man or woman of the house by phone to report critical situations at the residence.

Domestic employees should be trained to answer the door rather than members of the household. They should not be allowed to admit visitors without specific approval. When visitors, repair or services personnel are expected, domestic employees should be informed of their probable time of arrival and identification and should not unlock or open the door until they have been properly identified.

Domestic employees should never give a caller the impression that no one is

home, nor should they tell when the occupants are expected. They should be directed to reply that occupants are "Unable to come to the phone right now but will return the call, if the caller will leave his name and telephone number."

Domestic employees should not be allowed to overhear family plans and official business. Sensitive and confidential letters such as those dealing with business strategies, hiring or firing practices, employee disciplinary matters and other matters which are closely guarded at the office, should be equally guarded at home. Travel itineraries, purchasing negotiations and bids, labor negotiation strategies, pricing and marketing information, to name but a few, are other examples of official business which should not be shared with domestics in any form, written or oral, and documents relating to same should not be left unsecured about the residence.

Terrorists or burglars do not always break in; sometimes people let them in. Family members should be wary of salesmen, or unexpected visits from repairmen or utility company representatives, even if they are in uniform. Ask to see their credentials or call their office to verify their bona

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fides. If a stranger asks to use the telephone, do not let him in. Make the call for him. Do not hesitate to be suspicious if the situation warrants it. An intercom system can be used to determine a stranger's business before he is allowed access to the residence.

Frequently brief all domestic hires, such as maids, cooks, gardeners, handymen and chauffeurs, on security precautions. Be very specific in making clear what you expect of them. It is advisable to select one member of the domestic staff and make him/her responsible for the actions of others.

Instruct the domestic help to report to the man or woman of the house the presence of strangers in the neighborhood. Virtually all kidnappings and terrorist assaults have indicated that the perpetrators had an

intimate knowledge of the victims' habits developed through surveillance prior to attack.

Do not allow domestic help to invite anyone into your home without prior approval.

As a final word of caution, do not, in front of domestic employees, make comments which could be construed as being disrespectful of local customs or people. Even when they make critical remarks about themselves or their government do not join in. Remember that we would probably consider criticism of the U.S. by a foreigner even if justified as an indication of anti-Americanism, especially if made repeatedly. And remember further, the security of you and your family may depend on these employees and their fellow nationals.



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# Chapter XI. Family and Company Cars

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## Selection of Make and Model

Purchase or lease a car that blends in well with local passenger car environment. Remember, keep a low profile!

### Safety and Security Precautions:

- Consider installation of burglar alarm on car consistent with risk level.
  - Make sure gas cap, spare tire, and engine compartment are lockable in the interest of good safety and security.
  - Always have the fuel tank at least half full.
  - Keep vehicle(s) locked at all times.
  - Never park your vehicle on the street for long periods of time.
  - Keep your vehicle(s) housed in a garage.
- Make sure that you have both right and left side rear view mirrors.
  - Visibility around your vehicle is critical.
  - Do not leave registration papers in your car.
  - If legal to do so, have your car license plate registered to a Post Office Box rather than to your home or office. List the P.O. Box to your office.
  - Keep extra water and oil in the trunk.
  - Keep emergency equipment in the trunk — flashlight, flares, fire extinguisher, first aid kit, etc.
  - Do not use stickers or personalized license plates.
  - If possible, install a communication device, such as a two-way radio or telephone in your car.



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## Chapter XII. Auto Travel

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### Travel Precautions

Potential victims of kidnapping and assault are probably most vulnerable when entering or leaving their home or office.

- Never enter a car without checking the rear seat to insure that it is empty.
- Do not develop predictable patterns during the business day or during free time. For example, do not leave home or the office at the same time and by the same route every day. Do not have a standard tee-off time for golf, tennis, hand ball, etc.
- If possible, exchange company cars, swap with co-workers occasionally.
- Know the location of police, hospital, military, and government buildings. Ascertain when they are open and which are 24-hour operations. These areas can provide a safe haven along normal transportation routes.
- Even the slightest disruption in travel patterns may disrupt a surveillance team sufficiently for them to tip their hand or abandon their efforts.
- Avoid trips to remote areas, particularly after dark. If it is essential to go into such an area, travel in a group or convoy and advise trusted personnel of your

itinerary.

- Select well traveled streets as much as possible.
- Keep vehicles well maintained at all times, including a useable spare tire. Install additional rear-view mirrors so passengers may see what is behind.
- If chauffeur driven, consider riding up front next to the driver sometimes, in keeping with the low profile concept.
- Chauffeurs and high-risk personnel should be trained in offensive and evasive driving techniques.
- When driving, keep doors and windows locked.
- Be constantly alert to road conditions and surroundings, to include possible surveillance by car, motorcycle, or bicycle. All passengers should be vigilant. If a surveillance or some other danger is detected, drive to the

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closest safe haven, such as police station, hospital emergency room, fire station, etc., lock your car and go inside. Advise authorities as appropriate.

- When traveling, pre-plan your route and one alternate.
- Be prepared for local environmental conditions (snow, rain, etc.).
- Never pick up hitchhikers.
- Whenever possible, drive to the center of the road, especially in rural settings, to avoid being forced off the road.
- Remain a safe distance behind the vehicle ahead to allow space for avoidance maneuvers, if necessary.
- Check side and rear view mirrors routinely.
- Carry 3 x 5 cards with important assistance phrases printed on them to assist with language problems. Always carry appropriate coin denomination for public phones. Practice use of public telephones.
- Report as appropriate all suspicious activity to the company security contact, embassy or consulate, or local police as soon as possible.
- Consider keeping a small hand-held cassette recorder in the glove box at

all times, descriptions of suspicious persons, activities, license plate numbers, etc., can be dictated while driving. It's impossible to make notes while driving or in stressful situations.

- Never leave identifying material or valuables in the vehicle.

## **Surveillance**

If surveillance is suspected, consider the following actions:

- Divert from originally intended destination, make a few turns to see if the surveillant still persists.
- Immediately determine any identifying data that you can observe. (For example: make, color of car, license number, number and description of occupants.)
- Remember, do not panic if surveillance is confirmed. Surveillance teams are normally neither trained nor have the mission to assault the potential target.

## **Parking Precautions**

- Always lock the vehicle, no matter where it is located.
- Do not leave the car in the care of a valet parking service such as hotel, restaurant or club.

- Require chauffeurs to stay with the car.
- Avoid leaving the vehicle parked on the street overnight.
- Never exit vehicle without checking the area for suspicious individuals. If in doubt, drive away.



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## Chapter XIII. Telephones

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One can never be sure of the true identity of a person on the other end of a telephone line. For this reason, it behooves all of us to exercise the following telephone security precautions:

- Do not answer the telephone by stating the name of the family.
- If a caller inquires, "To whom am I speaking?", respond with a question like, "Who are you calling?"
- Do not give the residence telephone number in response to wrong-number telephone calls. If the caller asks, "What number did I reach?" respond with another question like, "What number are you calling?"
- Report repetitive wrong-number telephone calls to the telephone company, the person in charge of security at your company, if there is such a person, and to the police as appropriate.
- Be suspicious of any caller alleging to represent the telephone company and advising that the telephone service may be interrupted.
- Be skeptical of telephone calls from strangers advising that a family member has been injured or has won a prize, or

making any other assertion that is followed by a request for the family member to leave the home immediately. Verify the telephone call by looking up the number of the caller in the directory, check it against the one given by the caller, and then call the number to verify the information given.

- Children should be advised not to converse with strangers on the telephone for any reason. When an adult is not present, a child will occasionally answer the phone. Children should be instructed to tell callers in such circumstances that the adult being called is not available to come to the phone, rather than reveal that the adult is absent from the home.
- When practical, home telephone numbers should be unlisted and unpublished.
- Do not list home phone numbers in company directories unless circulation is highly restricted.

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- Family members and domestic help should not divulge personal information or travel plans over the telephone to anyone without specific authority to do so.
  - Avoid party lines.
  - Consider use of answering devices for ALL incoming calls in order to be selective in which calls you choose to answer.
  - Report ALL suspicious activity to your security contact at the company or the local police.
  - Locate the nearest public telephone to your home and inform the family and household members of its location for their use in an emergency. Also, locate the nearest non-public telephone to your home to which you have access, perhaps a friendly neighbor's phone, for the same reason.
  - All family members should carry the phone number of one or more trusted neighbors who have a clear view of your home, either front or rear. A pseudo-extortionist may call you at your office and claim that family member(s) are being held at gunpoint at your home and, unless a sum of money is paid to a third party or placed at a designated location, they will be harmed. A telephone call to a neighbor who has a clear view of your home may, by simply looking out the window, determine that your family is in no jeopardy at all and thereby determine with reasonable certainty that the call is a hoax. If a strange vehicle is parked in the driveway, the police should be notified as appropriate.
  - Emergency telephone numbers of police, fire, medical and ambulance service should be available for quick reference at each telephone in the home. Check accuracy of list every six months or so.
  - You and your family members, should practice the use of public telephones.
  - If available, maintain two portable two-way radios - one in your own home and one in a neighbor's home - in the event wire communications are severed. Telephone service in many foreign countries is highly unreliable.
  - In certain emergencies, it may become necessary on short notice to locate and account for all members of the family. Make it a habit to know generally where family members will be every day. Make a list of phone numbers of all places frequently visited by family members such as neighbors, friends homes, clubs, beauty salons, barbers, favorite restaurants, schools, etc. All family members should carry a copy of the list and a copy kept at home for domestics and one at the office. Update regularly.

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## Chapter XIV. Mail

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Businessmen should discourage the delivery of mail to their private residence. Either rent a Post Office Box registered to your office or have your personal mail delivered to your office.

Family members and domestic help should accept no mail parcels or other unexpected deliveries unless they are sure of the source.

Do not open the door to accept strange deliveries. Packages should be left by the door. Wait a considerable time before opening the door to retrieve the package.

If deliveryman requires a signature, have him slide receipt under the door.

Continuously remind yourself and others in the household to be suspicious of all incoming mail and parcels and to remain alert for the following danger signs:

### **Appearance**

- Is it from a strange place?
- Is there an excessive amount of postage?
- Are there stains on the item?
- Are wires or strings protruding or attached to the item in an unusual

location?

- Is the item marked conspicuously with the receiver's name: i.e., Personal for Mr. Smith, Confidential for Mr. Smith?
- Is the spelling on the item correct?
- Does the letter or package contain an inner letter or package addressed to a particular individual or tied with a string, tape, wire, rubber band, or any compression item?
- Do the return address and the postmark differ?

### **Odor**

- Do the items smell peculiar? Many explosives used by terrorists smell like shoe polish or almonds.

### **Weight**

- Is the item unusually heavy or light?

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- Is the item uneven in balance or lopsided?

Caution

If parcel is at all suspicious, STOP further handling, place item against

exterior corner of room. DO NOT IMMERSE ITEM IN WATER. This may make paper soggy and cause spring-loaded device to detonate. Open windows and evacuate the immediate area. Call appropriate authorities.

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## Chapter XV. Banking and Charge Accounts

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Checking accounts, charge accounts and loan applications create audit trails which divulge more about you and your family than you may wish to be known. Purchasing habits can reveal much about the value of household goods and personal valuables that are kept in your residence and which might become attractive to potential thieves. It may be prudent to utilize major U.S. credit cards as opposed to writing checks on local banks, in order to reduce the audit

trail your financial transactions can leave.

When requested to write a phone number on checks or credit card slips, use the office number and have family members do the same.

**DO NOT** imprint your home address or phone number on personalized checks.



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## Chapter XVI. Trash Removal

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Trash containers have been proven to be excellent sources of intelligence for curiosity seekers and terrorists.

Therefore, do not place material in them which can be exploited to the detriment of yourself or a member of your family. To preclude this possibility, incinerate, disintegrate or shred trash consisting of private papers, letters, correspondence including drafts of outgoing correspondence, bills, invoices, cancelled checks as well as any papers with your signature or facsimile thereof, or any other type of materials which might result in

embarrassment to or compromise the security of any other member of your household. As a rule of thumb, all paper products, used carbons and discs or tapes, exclusive of wrapping paper and publications not annotated by a member of your household should be destroyed as indicated above.

Trash receptacles should be stored inside the residence or outside in a secure shed, to preclude easy access by the curiosity seeker or the placement of dangerous objects.



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## Chapter XVII. Quality of Law Enforcement Protection

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### Police Capability

Assessment of police protection available to a given area is necessary. Determine if the police have sufficient officers and means of transportation and communication to respond to residential crimes in a timely manner. Every effort should be expended to establish quick, dependable communication links to the local security or police force to insure their effective response in an emergency. You should be aware of the attitude of the government, police and the populace towards other nationals, particularly Americans. A strong anti-American attitude may be cause for diminished police responsiveness.

### Private Guard Service

Where police capability is in doubt, the use of a private guard service should be considered. However, the use of guards is costly and the quality of guards vary significantly from area to area. Most guards are poorly trained

and ineffective. However, if the guard can at least alert the resident to an attack on the residence by tripping a "panic" switch, sounding a horn, or blowing a whistle, he has done his job.

All guards should be subjected to a security check. As much as possible should be known about the employed guards, particularly where and how effectively he has worked previously. At a minimum, guards should be physically capable of performing their shift duties during the normal work day. They should be provided with the following: written guard orders (both in English and native language), a uniform, a communication or alerting device, e.g., air horn, whistle, alarm panic switch, two-way radio, etc., a flashlight, and a defensive weapon such as a club or a chemical deterrent (mace). In rare instances where the threat warrants and local laws and customs allow, a side arm should be considered provided the guard is fully trained in its use.



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## Chapter XVIII. Firearms in Foreign Countries

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Firearms restrictions and/or requirements differ from country to country. Persons assigned overseas should contact the local police authority to ascertain the law of the land concerning private ownership of weapons.

If authorized by the host country, weapons must be maintained and used

in accordance with the local customs and laws. Host country licenses must be obtained when required. Training and safety should be prime considerations if a weapon is to be maintained in the home.

Illegal importation of a firearm is a serious criminal offense in many countries.



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## Chapter XIX. Children's School

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When children are to be picked up at school by other than immediate family members, there should be an established procedure coordinated with school officials to assure that they are picked up only by authorized persons.

Children should be instructed in observing good security procedures such as traveling in groups, refusing rides with strangers, avoiding isolated play areas, keeping parents informed as to time and destination, reporting all

strange events and attempted molestations and how to get help or call the police.

In many overseas locations it is economical to contract with a taxi company or driver to pickup and drop off students at school and home. Insist on the same driver every day and instruct children not to ride with a strange driver. In other locations car pooling may be practical.



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## Chapter XX. Coups d'etat and Emergency Evacuations

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Establish contact, if not done so earlier, and maintain continuing contact with the Regional Security Officer (RSO) or Post Security Officer (PSO) at the nearest U.S. diplomatic post, i.e. Embassy or Consulate, and a designated member(s) of the Emergency Action Committee. Each post abroad formulates an Emergency Action Plan unique to its location, to deal with a coup d'etat and an attempted coup.

- DO NOT automatically pack and leave the country on your own initiative. Most coups only last a few days and are usually preceded by some type of advance warning, such as demonstrations, and therefore, often times can be anticipated. Contact the RSO/PSO for guidance BEFORE taking drastic action.
- Monitor local news media, TV, radio and newspapers for any evidence of anti-American activity, since such activity will have an impact on the Embassy's Emergency Action Plan.
- In certain locations, for example in some third world countries, where the political climate is right for coups and coup attempts, it is

recommended that adequate supplies of non-perishable foods and drinking water be stockpiled in your home to sustain your family for an arbitrary period of time (days or weeks) consistent with the existing threat. Maintain regular (at least daily) contact with the Embassy during such periods of high stress.

- Develop alternate routes of evacuation from your residence to be used in the event of fire or other emergency where rapid evacuation would be necessary.
- Be prepared. Have bag packed for each family member in the event you have to leave on short notice.
- Appropriate amount of currency and traveler's checks should be isolated and kept on hand.
- Keep airline tickets (without reservations) on hand for each family member.
- Maintain current passports and, where applicable, visas for a "safe haven" country.

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- Prepare a list of telephone numbers for transportation companies, should emergency evacuation be necessary, i.e., taxi, airlines, private limousine service, etc. Place near the office and home telephones.
  - Consolidate important personal records/files for easy access and transportation.
  - Have more than one (1) evacuation plan.
- Americans should have in place a pre-planned telephonic pyramid contact system, to insure the American population in the host country is aware of what is happening. A pyramid contact system is one in which each person called with information is required to call two or three others to relay the same information.

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## Chapter XXI. Social Activities

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- During social gatherings, conversations with citizens of host country, especially with reference to political, racial, economic, religious and controversial local issues, should be closely guarded and as non-committal as possible.
- Where possible, employees in high threat areas should avoid social activities which have a set place and schedule, such as the same church service every Sunday morning, shopping at the same store every Saturday, and attending well publicized American citizen functions.



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## Chapter XXII. Spouse and Dependent Activity

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Each family member should be familiar with basic security procedures and techniques.

- All family members should know how to use the local telephones, both public and private.
- Family members should not reveal information concerning travel or other family plans; they should be cautious in answering such questions over the phone, even if the caller is known, to guard against the possibility of taps or other leaks.
- Family members should avoid local civil disturbances, demonstrations, crowds, or other high risk areas.
- Children, in particular, should be on guard against being approached or questioned by strangers. It is safer to drive them to school than to let them walk. If they must walk, they

should not go alone. Adult escorts are preferable, but even groups of children offer some deterrence. Although children must attend school on a particular schedule, parents are encouraged to vary departures, arrivals, and routes to the extent possible. Use of carpools, especially if scheduling is on a random basis, also breaks down patterns of movement and enhances security.

- The location of family members should be known at all times. Causes of delays or unforeseen absences should be determined immediately. Family members should be encouraged to develop the habit of checking in before departure, after arrival, or when changing plans.
- Shopping or family outings should not conform to a set pattern or routine.



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## Chapter XXIII. Watchdogs

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- A dog's extremely sensitive and discriminating senses of smell and hearing enable it to detect quickly a stranger who is not normally present in the residential area. The well-trained dog will normally bark ferociously when approached by an intruder.
- Dogs should be well trained to react only to the introduction of strangers into the residence area, to stop barking on command from the owner, and to accept food only from its master.
- Sophisticated burglars can neutralize the most ferocious of watchdogs by tossing it a meat patty laced with Demoral, which will put the dog to sleep for several hours.
- There are some liabilities attached to the presence of an animal whose role is to deter, discourage, and rout criminal intruders, particularly if the animal does not discriminate well between friend and foe.



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## Chapter XXIV. Recreation and Exercise

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In order to establish a potential target's routine and evaluate the level of security awareness, terrorists usually watch their intended victims for some time before they attack. Therefore, persons in high threat areas should consider whether or not to participate in recreational or exercise activities which have a set place and schedule such as: bowling, little league sports, golf, tennis, jogging, walking, etc.

If you decide to participate in these sports, you should select jogging paths, tennis courts, golf clubs and all out-of-door activity locations with great care. For example, do not indiscriminately jog through a park with which you are not totally familiar. Use densely populated areas, if possible.



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## Chapter XXV. A Word About Illegal Drugs

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Despite repeated warnings, drug arrests and convictions of American citizens are still on the increase. If you are caught with either soft or hard drugs overseas, you are subject to local and not U.S. laws. Penalties for possession or trafficking are often the same.

The laws governing the use, possession, and trafficking in illegal drugs vary widely throughout the world, as do penalties for violations of those laws. One may be legal in one country and may constitute a serious criminal offense in another. It behooves all U.S. Citizens living abroad to familiarize themselves with selected laws of the host country, especially those relating to illegal drugs.

A statement by Mr. John C. Lawn, while he was Administrator of the Drug Enforcement Administration, U.S. Department of Justice, emphasized the seriousness of violations of illegal drug laws abroad and resultant penalties:

"Possession and use of illegal drugs overseas is no casual matter. Unlike

the United States, in many countries trafficking and even possessing drugs for personal use are extremely serious offenses. You may have no rights at all - no bail, no speedy trial, no jury trial - the penalties can be severe and the prisons can be frightening. You are subject to the criminal sanctions of another country. In at least two countries I know of, the penalty includes death and the U.S. State Department will not be able to help you."

It is important that the foregoing be emphasized to all family members living abroad, especially to teenage children and young adults.

### **Prescription Medications**

It is advisable to leave all medicines in their original labeled containers if you require medication containing habit-forming drugs or narcotics. You should also carry a copy of the doctor's prescription. These precautions will make customs processing easier and also will ensure you do not violate the laws of the country where you plan to live or are currently residing.



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## **Chapter XXVI. A Word About Bomb Threats, Bombings, Extortion and Kidnapping**

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Bomb threats, bombings, extortion, kidnapping, and hostage taking are criminal acts frequently engaged in by international terrorists. We have alluded to these techniques in this

booklet in only a general way. It was not the intention of the authors to expound on these highly volatile subjects in detail, since so much has already been written about them.



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## Chapter XXVII. Conclusion

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Many of us have been victimized by crime and most of us are acquainted with victims of crime. The news media daily swamps us with a barrage of stories about a wide range of criminal activities, including burglary, robbery, rape, kidnapping and murder, to name but a few.

To this list have been added, in recent years, the often bizarre activities of the international political terrorist, which are nonetheless criminal acts. Yet, it is perhaps the most difficult job in the world to convince people to practice security and safety in their lives.

Crime is escalating throughout the world. It is a most serious problem which will not be solved in our lifetime, if ever. Unfortunately, we cannot delegate our personal security to the police or to anyone else. Law enforcement, as we all know, is largely reactive.

Each of us must assume responsibility for our personal security

and insure that our loved ones do the same. We must adopt an attitude of continuous awareness to our vulnerabilities and always resist the temptation to yield to the complacent philosophy of "it will not happen to me."

If we do not involve ourselves, personally, in protecting ourselves, our loved ones, and our property, our vulnerability to criminal acts will increase dramatically.

Security, like safety, will never be a positive science because there are no foolproof techniques or hardware which guarantee freedom from vulnerability. Effective security must be dynamic and never static simply because the diverse risks which confront us are always changing.

Remember always to remain vigilant, especially in the unfamiliar environment of far away places.



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# Publications

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The Department of State publication *Key Officers of Foreign Service Posts: Guide for Business Representatives* contains essential information pertaining to telephone numbers, FAX numbers, addresses, and assigned personnel for all U.S. diplomatic posts abroad. It is available for a small price from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (Telephone: 202-783-3228).

Under the aegis of the State Department, current OSAC publications include the following:

*Security Guidelines for American Families Living Abroad*

*Security Guidelines for American Enterprises Abroad*

*Emergency Planning Guidelines for American Businesses Abroad*

*Security Awareness Overseas  
An Overview*

*Guidelines for Protecting U.S.  
Business Information Overseas*

*Personal Security Guidelines for the  
American Business Traveler  
Overseas*

These are available, as supplies last, through the Overseas Security Advisory Council, Bureau of Diplomatic Security, U.S. Department of State. Additional copies of some OSAC publications are also available at the U.S. Government Printing Office.



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# **Appendix I**

## **Employee and Family Profile**



	EMPLOYEE AND FAMILY PROFILE				CONFIDENTIAL
	Employee	Spouse		Children	
Name					
Date of Birth					
Height					
Weight					
Color of Eyes					
Color of Hair					
Special Medication Required (yes/no)					
Photo Attached (yes/no)					
Passport: Country					
Number					
Expiration Date					
Drivers License State/Country					
Number					
Expiration Date					

Name and Address of Family Physician

Name and Address of Family Dentist

PERSONALLY OWNED VEHICLES			
Make/Type	Year	Color	License

Name, Address and Telephone Number of Local Person to Contact in Event of Emergency

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Signature \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prospective Tenant

\_\_\_\_\_

## RESIDENTIAL SECURITY SURVEY

SECURITY FEATURE	YES	NO	REMARKS
<b>NEIGHBORHOOD</b>			
1. Is unit in good residential area with a low crime rate?			
2. Do other employees live nearby?			
3. Is the police and fire protection adequate and within 10 minute response time?			
4. Are there a number of alternate routes to and from the dwelling?			
<b>EXTERIOR OF SINGLE-FAMILY OR DUPLEX DWELLING</b>			
1. Is the property well-defined with a hedge, fence or wall in good condition?			
2. Are the gates solid and in good condition?			

## RESIDENTIAL SECURITY SURVEY

SECURITY FEATURE	YES	NO	REMARKS
EXTERIOR OF SINGLE-FAMILY OR DUPLEX DWELLING, continued			
3. Are gates kept locked?			
4. Are there handy access routes (poles, trees, etc.) which may be used to get over the barrier?			
5. Is public or residence lighting sufficient to illuminate all sides of the dwelling?			
6. Are all lights working at sufficient height to prevent tampering?			
7. Have hiding places near doors, windows & garage or parking area been illuminated or eliminated?			
8. If garage is available, is it used and kept locked?			
EXTERIOR OF APARTMENT			
1. Are the public areas of the building controlled and well lighted?			
2. Can lobby and elevator be viewed from the street?			
3. Are secondary entrances to the building and parking controlled?			

## RESIDENTIAL SECURITY SURVEY

SECURITY FEATURE	YES	NO	REMARKS
EXTERIOR OF APARTMENT, continued			
4. Is apartment height within the rescue capabilities (ladder height) of the fire department?			
5. Is the balcony (or other apartment windows) accessible from another balcony, ledge, roof or window?			
<b>DOORS</b>			
1. Can each exterior (regular, sliding, French, etc.) door be adequately secured?			
2. Does the primary lock on each door work?			
3. Are all doors kept locked?			
4. Can any door be opened from the outside by breaking a door glass or sidelight?			
5. Have all unused exterior doors been permanently secured?			
6. Are all keys accounted for?			
7. Have all "hidden" keys (under door mat, etc.) been removed?			

## RESIDENTIAL SECURITY SURVEY

SECURITY FEATURE	YES	NO	REMARKS
DOORS, continued			
8. Are exterior hinges protected?			
9. Does each major entrance have a door viewer or interview grille?			
WINDOWS			
1. Are all non-ventilating windows permanently secured?			
2. Are all windows accessible from the ground, balconies, trees, ledges, roofs and the like protected by grilles?			
3. Are all windows kept closed and locked when not in use?			
4. Have emergency escape provisions been incorporated into one or more window grilles?			
5. Are all sliding and hinged glass doors secured with a metal grille gate?			
6. Are all sliding glass doors and windows secured by a rod (charlie bar) in the slide track?			

## RESIDENTIAL SECURITY SURVEY

SECURITY FEATURE	YES	NO	REMARKS
WINDOWS, continued			
7. Are windows and wall air conditioners anchored and protected by steel grille-work to prevent removal from the outside?			
ALARMS			
1. Are all entrance doors alarmed?			
2. Are all non-grilled windows within access of the ground, balconies, trees, etc. alarmed?			
3. Does the alarm have an external alerting device, such as a bell or siren?			
4. Is the alarm linked by transmitter to a central monitor station?			
5. Does the system have panic buttons placed at strategic locations around the residence?			
6. Do the occupants test the alarm periodically?			

## RESIDENTIAL SECURITY SURVEY

SECURITY FEATURE	YES	NO	REMARKS
<b>SAFEHAVEN</b>			
1. If a safehaven is recommended, can one be accommodated?			
2. Does the safehaven have a solid core, metal, or metal-clad door?			
3. Is the emergency radio kept charged and available in the safehaven?			
4. Are toilet facilities available in the safehaven?			
5. Is there an emergency egress from the safehaven?			
<b>MISCELLANEOUS CONCERNS</b>			
1. Does the dwelling have at least one 5 lb. or 10 lb. ABC general purpose fire extinguisher located in the kitchen?			
2. Does the dwelling have at least one 2 1/2 gallon water type fire extinguisher located in the safehaven?			
3. Are fire extinguishers checked periodically?			

## RESIDENTIAL SECURITY SURVEY

SECURITY FEATURE	YES	NO	REMARKS
MISCELLANEOUS CONCERNS, continued			
4. Do the occupants, including older children & domestic employees, know how to use extinguishers?			
5. Is there a smoke detector in the dwelling?			
6. Are smoke detectors properly installed?			
7. Are smoke detector batteries replaced at least once a year?			
8. Are smoke detectors tested periodically?			
9. Does the dwelling have an operational emergency radio, with an outside antenna?			
10. Do the occupants, including older children and domestic employees, know how to use the radio?			
11. Are emergency phone numbers (post, fire, police, ambulance) kept near the phone?			
12. Has a background check been conducted on domestic employees?			

## RESIDENTIAL SECURITY SURVEY

SECURITY FEATURE	YES	NO	REMARKS
MISCELLANEOUS CONCERNS, continued			
13. Have children and employees been briefed on security requirements (locked windows & doors, no admittance of strangers, no acceptance of packages, etc.)?			
14. Do occupants have a firearm in the home?			
15. Is it protected (trigger lock, disassembled, etc.) from children?			
16. Have occupants been trained in its use?			

# RESIDENCE SECURITY SELF-EVALUATION WORKSHEET

SECURITY FEATURE/ISSUE	YES	NO
<b>EXTERIOR</b>		
Do garden gates lock?		
Are gates kept locked and the keys under your control?		
Is the gate bell in working order?		
Are stairways lighted?		
Are walls of sufficient height to deter thieves?		
Are exterior lights adequate to illuminate the residence grounds, particularly around gates and doors?		
If butane gas is used, are the bottles secured in a safe place?		
Are there any poles, boxes, trees, or out-buildings that would help an intruder scale your wall or fence?		
<b>BUILDING DOORS</b>		
Are the exterior doors of solid wood or metal construction?		
Are locks on your exterior doors of the cylinder type?		
Are they the dead locking (jimmyproof) type?		
Can any of your door locks be opened by breaking a glass or light wood panel next to the lock?		

# RESIDENCE SECURITY SELF-EVALUATION WORKSHEET

SECURITY FEATURE/ISSUE	YES	NO
<p>BUILDING DOORS, continued</p> <p>Do you use heavy-duty sliding deadbolts on your most used doors as auxiliary locks?</p> <p>Can all your doors including porch, balcony, basement, terrace and roof be locked securely?</p> <p>Are all your locks in good working order?</p> <p>Does anyone other than your immediate family have a key to your residence (i.e. previous tenants, owners, servants, friends)?</p> <p>Are all unused doors permanently secured?</p> <p>Are all locks securely mounted?</p> <p>Do you hide a spare key to your main entrance under a door mat, in a flower pot, or some other nearby, but obvious, spot?</p> <p>Do you answer the door partially dressed?</p> <p>Do you have a peephole or interview grille in your main door?</p> <p>Do you answer the door without first checking to see who has rung the bell or knocked?</p> <p>Do you lock your padlocks in place when the doors are unlocked (garage, storage room, unused servants' quarters, etc.)?</p>		

# RESIDENCE SECURITY SELF-EVALUATION WORKSHEET

SECURITY FEATURE/ISSUE	YES	NO
<p><b>BUILDING DOORS, continued</b></p> <p style="padding-left: 40px;">Are padlock hasps installed so that screws cannot be removed?</p> <p style="padding-left: 40px;">Are hasps and staple plates mounted so that they cannot be pried or twisted off?</p> <p><b>WINDOWS</b></p> <p style="padding-left: 40px;">Are all your first floor windows protected?</p> <p style="padding-left: 40px;">Are unused windows permanently closed and sealed?</p> <p style="padding-left: 40px;">Are your windows properly and securely mounted?</p> <p style="padding-left: 40px;">Can window locks be opened by breaching the glass?</p> <p style="padding-left: 40px;">Do you keep your windows locked when they are shut?</p> <p style="padding-left: 40px;">Are you as careful with securing windows on the second floor or basement windows as you are with those on the ground floor?</p> <p style="padding-left: 40px;">Have you locked up your ladder or relocated trellises that might be used as a ladder to gain entry through a second-story window?</p> <p style="padding-left: 40px;">Do you have a sliding glass doors and if so, do you have a rod or "charlie bar" to place in the track?</p>		

# RESIDENCE SECURITY SELF-EVALUATION WORKSHEET

SECURITY FEATURE/ISSUE	YES	NO
<b>GARAGE</b>		
Do you lock your garage at night and when you are away from home?		
Are all garage doors and windows equipped with adequate locks and are they in good working order?		
Are tools and equipment left in the garage where a burglar might be able to use them in gaining entry to your residence?		
<b>MISCELLANEOUS</b>		
Do you have any type of fire extinguishers?		
Do you know the type of fire on which to use your extinguishers?		
Has your fire fighting equipment been inspected or recharged within the past year?		
Does every member of your family and domestic staff know how to use your fire fighting equipment?		
Do you keep your cash and small valuables in a safe storage place?		
Do you have a list of serial numbers of your watches, cameras, typewriters, computers, radios, stereo, VTRs, etc.?		

## RESIDENCE SECURITY SELF-EVALUATION WORKSHEET

SECURITY FEATURE/ISSUE	YES	NO
<p>MISCELLANEOUS, continued</p> <p>Do you keep an inventory of all valuable property?</p> <p>Do you have an accurate description ( with photographs) of all valuable property which does not have serial numbers?</p> <p>Do you avoid unnecessary display or publicity of your valuable items?</p> <p>Have you given your family and servants instructions on what they should do if they discover an intruder attempting to break in or already in the house?</p> <p>Have you told your family and servants to leave the house undisturbed and call the police if they find a burglary has been committed?</p> <p>Do you know and have you posted near the telephone the number of the nearest police station?</p> <p>Do you know how to report a fire and your dwelling location in the local language?</p> <p>Do you and your family have an emergency escape plan with alternate emergency escape routes? Have you practiced this emergency plan?</p> <p>Have you instructed your family and servants regarding the admission of strangers, no matter how authentic their credentials may appear?</p>		

# RESIDENCE SECURITY SELF-EVALUATION WORKSHEET

SECURITY FEATURE/ISSUE	YES	NO
<p>MISCELLANEOUS, continued</p> <p>Are you, your family, and servants alert in the observations of strange vehicles or persons who may have you under surveillance or may be "casing" your residence for a burglary?</p> <p>Have you verified the references and good health of your servants?</p> <p>Do you know the location and telephone number of the nearest police, fire department, and hospital?</p>		