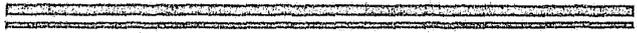


TERRORISM

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U.S. Department of Justice
National Institute of Justice

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PROLOGUE

“Individual violence is now more often used than invasion or bombardment as a means of international coercion, and is proving more effective than public demonstrations and riots for exerting internal pressure. Guerillas and terrorists have existed for centuries, but it is only in the last few years that they have become a substantial force in international affairs and internal politics which it is vitally important for the people of the world to understand.”

*Richard Clutterbuck
“Guerillas and Terrorists, ‘77*



DEPARTMENT OF DEFENSE
U.S. ATLANTIC COMMAND
HEADQUARTERS OF THE COMMANDER IN CHIEF
NORFOLK, VIRGINIA 23511-5100

FOREWORD

Physical security against terrorism is the responsibility of each soldier, sailor, marine, airman and government employee of the U.S. Atlantic Command. Terrorism doesn't discriminate as to the age, gender or nationality of its victims. It is a weapons system in a war that has many causes, most of which we as Americans have little knowledge or understanding. Nevertheless, we are the frequent targets for worldwide terrorism. It is only through constant awareness that we can prevent ourselves and, in some cases, our families from becoming casualties of the violence created by known and unknown terrorists.

This pamphlet is designed for you, the U.S. Atlantic Command's most important asset. It will assist you in taking defensive actions to reduce your vulnerabilities to terrorism. Read it, study it and put into practice those items that are applicable to your situation at home and abroad.

NCJRS *Lee Baggett, Jr.*
LEE BAGGETT, JR.
OCT 17 1986 Admiral, U.S. Navy

ACQUISITIONS

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Section I

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 INFORMATION COLLECTORS.
- BE ALERT TO STRANGERS WHO ARE ON COMMAND PROPERTY FOR NO APPARENT REASON.
- VARY DAILY ROUTINES TO AVOID HABITUAL PATTERNS WHICH KIDNAPPERS LOOK FOR. FLUCTUATE TRAVEL, TIMES, AND ROUTES TO AND FROM WORK.
- REFUSE TO MEET WITH STRANGERS OUTSIDE YOUR WORK PLACE.
- ALWAYS ADVISE ASSOCIATES OR FAMILY MEMBERS OF YOUR DESTINATION WHEN LEAVING THE OFFICE OR HOME AND THE ANTICIPATED TIME OF ARRIVAL.
- DON'T OPEN DOORS TO STRANGERS.
- KNOW KEY PHONE NUMBERS - OFFICE, HOME, POLICE, SECURITY ETC.
- BE CAUTIOUS ABOUT GIVING OUT INFORMATION REGARDING FAMILY TRAVEL PLANS OR SECURITY MEASURES AND PROCEDURES.
- REPORT ALL SUSPICIOUS PERSONS LOITERING NEAR YOUR RESIDENCE OR OFFICE, PROVIDE A COMPLETE DESCRIPTION OF THE PERSON AND/OR VEHICLE TO POLICE OR SECURITY.

FAMILY SECURITY CHECKLIST

- ALTHOUGH WIVES AND CHILDREN ARE SELDOM TARGETED BY TERRORISTS, THEY SHOULD BE AWARE OF AND PRACTICE BASIC PRECAUTIONS FOR THEIR PERSONAL SECURITY.
- PARENTS SHOULD PROVIDE ENOUGH INFORMATION TO ADEQUATELY INSTILL IN EACH CHILD THE RESPONSIBILITY TO BE SECURITY CONSCIOUS.
- CHILDREN SHOULD BE ESCORTED TO AND FROM SCHOOL. WARN CHILDREN NOT TO LEAVE SCHOOL WITH STRANGERS UNDER ANY CIRCUMSTANCE.
- DON'T PERMIT UNACCOMPANIED CHILDREN TO USE TAXIS OR PUBLIC TRANSPORTATION. PRIVATE TRANSPORTATION IS BEST.
- DON'T ALLOW CHILDREN TO HITCHHIKE.
- INSTRUCT CHILDREN ON THE PROPER USE OF THE TELEPHONE AND WHEN TO CALL FOR HELP.
- TAKE THE CHILDREN TO LOCAL FIRE AND POLICE STATIONS SO THEY HAVE A BETTER UNDERSTANDING OF THESE PUBLIC SERVICES.
- INSTRUCT CHILDREN NOT TO OPEN DOORS TO STRANGERS NO MATTER WHAT THE CIRCUMSTANCES.
- VARY ROUTES AND TIMES FOR TAKING CHILDREN TO SCHOOL, SHOPPING, ETC.
- DON'T ESTABLISH PATTERNS OF ALWAYS EATING IN ONE RESTAURANT ON A PARTICULAR NIGHT OR ALWAYS PARTICIPATING IN RECREATIONAL ACTIVITIES AT THE SAME TIME AND PLACE.

- REFRAIN FROM DISCUSSING FAMILY ACTIVITIES AND PLANS WITH STRANGERS.
- KNOW THE WHEREABOUTS OF FAMILY MEMBERS AT ALL TIMES, ENCOURAGE EVERYONE TO CHECK IN BY TELEPHONE.
- DON'T AUTOMATICALLY OPEN THE DOOR TO STRANGERS; USE THE PEEPHOLE AND ALWAYS CHECK CREDENTIALS.
- BE WARY OF ADMITTING POLLSTERS AND SALES PERSONS INTO THE HOUSE.
- LEARN AND PRACTICE A FEW KEY PHRASES IN THE NATIVE LANGUAGE, SUCH AS "I NEED A POLICEMAN, DOCTOR", ETC.
- REPORT FREQUENT WRONG NUMBERS OR NUISANCE TELEPHONE CALLS.
- REFUSE TO ACCEPT SUSPICIOUS PACKAGES OR LETTERS.
- BE AWARE OF STRANGERS HANGING AROUND THE NEIGHBORHOOD.
- KNOW YOUR NEIGHBORS AND BECOME FRIENDLY WITH THEM .
- ENSURE THAT ALL FAMILY MEMBERS KNOW WHO TO CONTACT IF THEY SUSPECT DANGER.

PERSONAL SECURITY CHECKLIST

- SECURITY MUST BE IMPLEMENTED TO ENSURE CONTINUED SAFETY IN FOREIGN AND DOMESTIC ENVIRONMENTS.
- AVOID PREDICTABILITY, VARY YOUR DAILY ROUTINE AND TIMES AND MODES OF TRAVEL.
- BE ALERT TO YOUR SURROUNDINGS.
- MAINTAIN A LOW PROFILE.
- AVOID CARRYING A BRIEFCASE.
- WHEN APPROPRIATE, RESTRICT THE WEARING OF MILITARY UNIFORMS, ORGANIZATIONAL JACKETS, PATCHES OR CAPS DURING PERIODS OF TRAVEL OR RECREATION.
- AVOID WEARING MILITARY HEADGEAR WHILE IN VEHICLES IN HIGH THREAT AREAS.
- AVOID CLOTHING THAT CONTRASTS WITH THAT OF THE COUNTRY IN WHICH YOU ARE VISITING.
- KEEP TATTOOS COVERED.
- BE FAMILIAR WITH SAFE LOCATIONS SUCH AS POLICE STATIONS, MILITARY BASES, ETC..
- USE THE "BUDDY SYSTEM"; TRAVEL IN GROUPS OF THREE TO FIVE.
- DON'T EXERCISE OR JOG ALONE; VARY YOUR ROUTE AND EXERCISE CLOTHING.
- AVOID ISOLATED AREAS, DARK STREETS, CIVIL DISTURBANCES AND DEMONSTRATIONS .
- KNOW WHAT TO DO IN EMERGENCIES.

- KEEP SHIP OR COMMAND, ETC., INFORMED OF YOUR ITINERARY AND WHEREABOUTS .
- BE ALERT FOR SURVEILLANCE. EXERCISE CAUTION WITH STRANGERS AND AVOID CASUALLY GIVING PERSONAL DATA TO STRANGERS.

PERSONAL VEHICLE SECURITY CHECKLIST

- ACTS OF VIOLENCE AGAINST INDIVIDUALS USUALLY OCCUR "ON THE STREET" AND AFTER THE INDIVIDUAL'S HABITS HAVE BEEN ESTABLISHED. YOUR MOST PREDICTABLE HABIT IS THE ROUTE OF TRAVEL FROM QUARTERS TO DUTY STATIONS OR TO COMMONLY FREQUENTED LOCAL FACILITIES.
- SELECT A PLAIN CAR, MINIMIZE THE "RICH AMERICAN" LOOK.
- CONSIDER NOT USING A GOVERNMENT VEHICLE THAT ANNOUNCES ITS OCCUPANT'S STATUS.
- SAFEGUARD VEHICLE KEYS.
- CORRECT ANY PROBLEM THAT COULD CAUSE VEHICLE TO STALL.
- KEEP THE GAS TANK AT LEAST HALF FULL AT ALL TIMES.
- ENSURE TIRES HAVE SUFFICIENT TREADS.
- PRIOR TO GETTING INTO A VEHICLE, CHECK BENEATH IT, LOOK FOR WIRES, TAPE OR ANYTHING UNUSUAL.

- WHEN TRAVELING IN A VEHICLE, BE PARTICULARLY ATTENTIVE TO YOUR VULNERABILITY TO ATTACK.
- AVOID LATE NIGHT TRAVEL.
- BEFORE LEAVING BUILDINGS TO GET INTO YOUR VEHICLE, CHECK THE SURROUNDING AREA TO DETERMINE IF ANYTHING OF A SUSPICIOUS NATURE EXISTS. DISPLAY THE SAME AWARENESS BEFORE EXITING YOUR VEHICLE.
- IF YOU HAVE A DRIVER, DEVELOP A SIMPLE SIGNAL TO BE USED IN CASE OF TROUBLE.
- TRAVEL WITH COMPANIONS OR IN CONVOY WHEN POSSIBLE.
- AVOID ISOLATED ROADS AND DARK ALLEYS.
- KNOW LOCATIONS OF SAFE HAVENS ALONG ROUTES OF ROUTINE TRAVEL.
- WHEN PARKING, SECURE CAR DOORS AND LOCK GARAGE DOORS.
- HABITUALLY RIDE WITH SEATBELTS BUCKLED, DOORS LOCKED, AND WINDOWS CLOSED.
- DON'T ALLOW YOUR VEHICLE TO BE BOXED IN. KEEP A MINIMUM OF EIGHT FEET BETWEEN YOUR VEHICLE AND THE ONE IN FRONT OF YOU.
- BE ALERT FOR SURVEILLANCE OR DANGER WHILE DRIVING OR RIDING.
- KNOW HOW TO REACT IF SURVEILLANCE IS SUSPECTED OR CONFIRMED:
 - - CIRCLE BLOCK FOR CONFIRMATION OF SURVEILLANCE.

- DON'T STOP OR DO ANYTHING TO CONFRONT SUSPECTED SURVEILLANCE.
- DON'T DRIVE HOME.
- GET A DESCRIPTION OF THE CAR AND ITS OCCUPANTS.

- KNOW WHAT TO DO IF UNDER ATTACK IN A VEHICLE:
 - WITHOUT SUBJECTING YOURSELF, PASSENGERS OR PEDESTRIANS TO HARM, TRY TO DRAW PUBLIC ATTENTION TO YOUR CAR (FLASH LIGHTS, SOUND HORN, ETC.).
 - PUT ANOTHER VEHICLE BETWEEN YOU AND YOUR PURSUER.
 - EXECUTE IMMEDIATE TURN AND GET OUT OF THE ATTACK ZONE.
 - IF THE ROAD IS BLOCKED BY TERRORIST VEHICLES, DON'T STOP.
 - RAM BLOCKING VEHICLE IF NECESSARY. HIT NEAR REAR FENDER OF BLOCKING VEHICLE AT FULL POWER AND "DRIVE THROUGH". DON'T TAKE FOOT FROM THE ACCELERATOR. GET OUT OF THE ATTACK ZONE.
 - GO TO CLOSEST SAFE HAVEN.
 - REPORT INCIDENT TO POLICE OR SECURITY PERSONNEL.

RESIDENCE SECURITY CHECKLIST

- IDENTIFY THE BEST TYPE OF HOUSE AVAILABLE, I.E., APARTMENTS, SEPARATE HOUSES OR COOPERATIVE COMPOUNDS.
- AN APARTMENT OFFERS THE BENEFIT OF CLOSE NEIGHBORS. APARTMENTS ALSO OFFER THE OPPORTUNITY TO SHARE THE EXPENSE OF A SECURITY FORCE, A FENCE AND EXTERIOR LIGHTING.
- ON THE NEGATIVE SIDE, BECAUSE MANY FAMILIES LIVE TOGETHER IN APARTMENTS, STRANGERS WILL HAVE ACCESS TO THE COMPLEX.
- ATTEMPT TO LOCATE A HOME WITHIN REASONABLE DISTANCE FROM POLICE, FIRE, HOSPITAL OR OTHER PUBLIC/MILITARY FACILITIES.
- SELECT A RESIDENCE THAT HAS ALTERNATIVE ARRIVAL AND DEPARTURE ROUTES. AVOID HOMES ON DEAD END STREETS.
- BE PARTICULARLY CRITICAL OF THE FOLLOWING FACTORS IN APARTMENTS OR COOPERATIVE COMPOUNDS:
 - IS A SECURITY GUARD PRESENT?
 - DOES HE CONTROL ACCESS TO THE GROUNDS?
 - ARE STAIRWAYS LIGHTED?
 - ARE SELF-SERVICE ELEVATORS LOCKED AND IS ACCESS TO KEYS CONTROLLED?

- MEET YOUR NEIGHBORS AND INVOLVE THEM IN MUTUAL SECURITY.
- USE UNLISTED TELEPHONE NUMBERS. LIMIT DISTRIBUTION OF THESE NUMBERS.
- THE RESIDENCE SECURITY SYSTEM MUST FUNCTION WHEN YOU ARE HOME OR AWAY.
- EXTERIOR DOORS SHOULD BE SOLID AND FITTED WITH A PEEPHOLE AND A SECONDARY LOCKING DEVICE OF THE DEAD-BOLT TYPE. DOOR SHOULD BE LOCKED AT ALL TIMES.
- SLIDING DOORS AND FRENCH DOORS ARE DIFFICULT TO SECURE. SLIDING DOORS CAN BE SECURED WITH LOCKS AND BY CUTTING A ROD OR BROOM HANDLE TO FIT IN THE SIDE TRACK WHEN THE DOOR IS CLOSED. FRENCH DOORS WILL REQUIRE MULTIPLE LOCKS.
- A GOOD PERMANENT WALL OR FENCE IS A VALUABLE AID TO SECURITY. THICK COVER CAUSED BY SHRUBS, BRUSHES, ETC., SHOULD BE CUT TO PREVENT A CLANDESTINE APPROACH.
- GOOD EXTERIOR LIGHTING IS A MUST. EXTERNAL ELECTRICAL POWER AND FUSE BOXES SHOULD BE LOCKED.
- INSTALL NEW LOCKS BEFORE MOVING IN OR IF KEYS ARE LOST. NEVER HIDE SPARE KEYS AROUND THE EXTERIOR OF THE HOUSE.
- INVEST IN SECURITY ALARMS AND SMOKE DETECTORS IF POSSIBLE.
- INSTALL A FIRE EXTINGUISHER ON EACH FLOOR AND ENSURE THAT YOUR FAMILY AND STAFF KNOW HOW TO USE IT.

- OBTAIN EMERGENCY EQUIPMENT, I.E., FLASHLIGHTS, CANDLES, FIRST AID KITS, RADIOS, ETC., AND PLACE THEM IN A LOCATION KNOWN TO EVERYONE IN THE HOUSEHOLD.
- A DOG IS AN EXCELLENT ALARM AND SECURITY MEASURE FOR YOUR RESIDENCE.
- IF AT ALL POSSIBLE, DO NOT LOCATE CHILDREN'S ROOMS WHERE THEY ARE EASILY ACCESSIBLE FROM THE OUTSIDE.
- HAVE SERVICEMEN OR REPAIRMEN CALL BY APPOINTMENT ONLY. CHECK THEIR IDENTIFICATION AND DO NOT LEAVE THEM ALONE IN THE HOUSE.
- REMOVE ALL NAME DESIGNATORS FROM YOUR GATE, DOORS, ETC.
- DON'T PERMIT STRANGERS INTO YOUR RESIDENCE.
- KEEP TOOLS, PARTICULARLY LADDERS, UNDER LOCK AND KEY.
- REPORT THE PRESENCE OF STRANGERS IN THE NEIGHBORHOOD.
- PASSPORTS, VISAS AND SHOT RECORDS SHOULD BE CURRENT AND READILY AVAILABLE FOR EMERGENCY DEPARTURE.
- LETTERS AND OTHER SENSITIVE MATERIALS SHOULD NOT BE LEFT AROUND THE HOME FOR DOMESTICS TO READ.
- PRIOR TO HIRING A DOMESTIC, OBTAIN ALL THE BACKGROUND DATA AVAILABLE FROM LOCAL POLICE, MILITARY SECURITY SOURCES, ETC.

TELEPHONE SECURITY CHECKLIST

- DON'T HAND OUT BUSINESS CARDS OR HOME PHONE NUMBERS INDISCRIMINATELY.
- DON'T GIVE OUT YOUR PHONE NUMBER IN RESPONSE TO "WRONG NUMBER" CALLS.
- LOCATE THE TELEPHONES NEAREST YOUR HOME AND AND LET YOUR FAMILY AND DOMESTICS KNOW WHERE THEY ARE FOR USE IN AN EMERGENCY. KNOW HOW TO UTILIZE A LOCAL FOREIGN PAY PHONE AND CARRY APPROPRIATE COINS.
- EACH FAMILY MEMBER SHOULD HAVE A CURRENT LIST OF EMERGENCY NUMBERS, I.E., POLICE, HOSPITAL, EMBASSY, MILITARY POLICE, ETC. AFFIX A COPY TO YOUR PHONE.
- DON'T REVEAL TO UNKNOWN TELEPHONE CALLERS THE WHEREABOUTS OF FAMILY MEMBERS.
- DON'T GIVE STRANGERS OR TELEPHONE CALLERS THE NAMES OR POSITIONS OF PERSONS IN YOUR ORGANIZATION OR THE U. S. MILITARY; PARTICULARLY THEIR HOME ADDRESSES OR PHONE NUMBERS.
- WHEN ANSWERING THE TELEPHONE, DON'T IDENTIFY YOURSELF BY RANK AND NAME. INSTRUCT YOUR FAMILY NOT TO PROVIDE INFORMATION CONCERNING YOUR WHEREABOUTS TO UNKNOWN CALLERS. BABY-SITTERS OR CHILDREN LEFT AT HOME SHOULD STATE TO UNKNOWN CALLERS "LEAVE YOUR NAME AND NUMBER AND I'LL HAVE YOUR CALL RETURNED."

MAIL SECURITY CHECKLIST

- DON'T OPEN THE DOOR TO ACCEPT UNEXPECTED DELIVERIES. PACKAGES SHOULD BE LEFT BY THE DOOR UNTIL THEY CAN BE CHECKED.
- IF A SIGNATURE IS REQUIRED, INSTRUCT THE DELIVERY PERSON TO PASS THE RECEIPT UNDER THE DOOR OR THROUGH THE MAIL SLOT.
- SCREEN ROUTINE MAIL CAREFULLY TO DETERMINE THAT THE MAIL HAS NOT BEEN TAMPERED WITH.
- NEVER LEAVE MAIL OR OTHER PAPERS AROUND THAT PERTAIN TO TRAVEL PLANS.
- DON'T MAIL LETTERS CONCERNING FAMILY TRAVEL PLANS FROM YOUR HOME OR OFFICE. MAIL THEM AT A DROPBOX OR AT THE POST OFFICE.
- TERRORISTS HAVE MAILED AND DELIVERED EXPLOSIVES DISGUISED AS PACKAGES, BOOKS, AND LETTERS. MOST OF THESE DEVICES HAVE UNIQUE CHARACTERISTICS. EXAMINE MAIL CAREFULLY FOR THE FOLLOWING SUSPICIOUS FEATURES:
 - IS IT FROM A STRANGE PLACE OR AN UNKNOWN OR UNUSUAL SENDER?
 - IS THERE A RETURN ADDRESS?
 - IS THERE AN EXCESSIVE AMOUNT OF POSTAGE STAMPS?
 - IS THE SIZE ABNORMAL, EXCESSIVE OR UNUSUAL?
 - ARE THERE STAINS ON THE ITEM?

- ARE WIRES OR STRINGS PROTRUDING OR ATTACHED TO THE ITEM IN AN UNUSUAL LOCATION?
- ARE THE ITEMS MARKED CONSPICUOUSLY WITH THE RECEIVER'S NAME; I.E., "PERSONAL FOR" "CONFIDENTIAL FOR" ETC.?
- IS THE SPELLING ON THE ITEM CORRECT?
- IS THE ITEM MARKED IN ANY UNUSUAL OR STRANGE MANNER?
- DOES THE RETURN ADDRESS DIFFER FROM THE POSTMARK?
- DOES THE HANDWRITING APPEAR UNUSUAL OR OF A FOREIGN STYLE?
- DOES THE ITEM SMELL PECULIAR? EXPLOSIVES UTILIZED BY TERRORISTS OFTEN SMELL LIKE SHOEPOLISH, ALMONDS OR MARZIPAN.
- IS THE ITEM UNUSUALLY HEAVY OR LIGHT, LOPSIDED OR UNEVEN IN BALANCE?
- DOES THE ITEM FEEL FUNNY, I.E., DOES IT APPEAR SPRINGY?
- o ISOLATE ANY SUSPECT LETTERS OR PACKAGES. DO NOT IMMERSE THEM IN WATER; THIS MAY MAKE THE PAPER SOGGY AND CAUSE A SPRING-LOADED DEVICE TO DETONATE.
- o WHENEVER YOU SUSPECT THAT LETTERS OR PACKAGES CONTAIN AN EXPLOSIVE DEVICE, ALWAYS NOTIFY LOCAL LAW ENFORCEMENT PERSONNEL IMMEDIATELY AND STAY AWAY FROM IT.

AIR TRAVEL SECURITY CHECKLIST

- AVOID UNOFFICIAL TRAVEL TO HIGH THREAT AREAS.
- USE MILITARY AIRCRAFT OR MAC CHARTER WHENEVER POSSIBLE WHEN TRAVELING IN HIGH THREAT AREAS.
- PRIOR TO COMMENCING TRAVEL TO, OR THROUGH HIGH RISK AIRPORTS OR AREAS, SERVICE MEMBERS WILL, AND CIVILIAN EMPLOYEES AND FAMILY MEMBERS MAY, REFER TO AND FAMILIARIZE THEMSELVES WITH THE DEPARTMENT OF DEFENSE (DOD) CODE OF CONDUCT GUIDANCE FOR PERSONNEL SUBJECT TO TERRORIST ACTIVITY. SEE SECTION II.
- AVOID WEARING MILITARY UNIFORMS ON COMMERCIAL AIRCRAFT IN HIGH THREAT AREAS OR TO HIGH RISK AIRPORTS.
- NONDESCRIPT CIVILIAN CLOTHING SHOULD BE WORN ON COMMERCIAL FLIGHTS. DISCONTINUE WEARING APPAREL CLEARLY OF U.S. ORIGIN SUCH AS COWBOY BOOTS/HATS, BELT BUCKLES, ETC., OR THE WEARING OF DISTINCTIVE MILITARY ITEMS.
- WEARING OF CIVILIAN CLOTHING MAY BE AUTHORIZED ON MILITARY AIRCRAFT IF CONNECTING WITH A COMMERCIAL FLIGHT THAT WILL TRANSIT A HIGH RISK AREA.
- TEMPORARY DUTY TRAVEL TO OR THROUGH HIGH RISK AREAS SHOULD BE LIMITED TO THAT DEEMED ABSOLUTELY MISSION ESSENTIAL.
- CLASSIFIED MATERIAL MUST BE SENT THROUGH APPROVED CHANNELS AND NOT HAND CARRIED, EXCEPT WHEN MISSION ESSENTIAL.

- ALL REFERENCES DURING TRAVEL ARRANGEMENTS SHOULD BE MADE WITHOUT NOTING MILITARY RANK.
- BAGGAGE IDENTIFICATION SHOULD NOT IDENTIFY MILITARY RANK, INSIGNIA, OR DUTY STATION.
- EMPLOY OFFICE SYMBOLS ON ORDER/LEAVE AUTHORIZATION IF WORD DESCRIPTION DENOTES HIGH OR SENSITIVE POSITION.
- DON'T LOITER IN PUBLIC SECTIONS OF THE AIRPORT. WHERE POSSIBLE, PROCEED EXPEDITIOUSLY THROUGH SECURITY CHECK-POINTS TO SECURE AREAS TO AWAIT YOUR FLIGHT.
- DON'T DISCUSS YOUR MILITARY ASSOCIATION WITH STRANGERS.
- 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.
- BLEND WITH OTHER PASSENGERS AS MUCH AS POSSIBLE.
- IF TRAVELING ON A TOURIST PASSPORT, REMEMBER THAT THIS IS ONLY A SHALLOW ATTEMPT TO CONCEAL MILITARY OR DOD AFFILIATION.
- TOURIST PASSPORTS SHOULD BE SURRENDERED IN RESPONSE TO A GENERAL DEMAND FOR IDENTIFICATION.
- MILITARY OR DOD EMPLOYEE STATUS SHOULD BE CONFIRMED WHEN DIRECTLY CONFRONTED. INDIVIDUALS SHOULD BE PREPARED TO EXPLAIN THAT THEY ALWAYS TRAVEL ON THEIR PERSONAL PASSPORTS AND NO DECEIT WAS INTENDED.

- MILITARY AND DOD EMPLOYEES SHOULD LIMIT THE NUMBER OF DOCUMENTS IN THEIR POSSESSION THAT CONFIRM THEIR AFFILIATION WITH THE MILITARY OR DOD. UNNECESSARY DOCUMENTS SHOULD BE PLACED IN CHECKED LUGGAGE.
- WHEN TRAVELING THROUGH OR TO HIGH RISK AREAS, A "THREAT BRIEF" ON RECOMMENDED PRECAUTIONARY MEASURES SHOULD BE REQUESTED IF THE APPROPRIATE AGENCY (NIS, FBI, INTELLIGENCE, POLICE, ETC.) IS AVAILABLE TO PROVIDE THIS SERVICE.

COMMERCIAL TRANSPORTATION SECURITY CHECKLIST

◦ TRAINS, BUSES:

- VARY MODE OF PUBLIC TRANSPORTATION WHENEVER POSSIBLE.
- SELECT BUSY BOARDING AND DEPARTING LOCATIONS.
- SPEAK THE LANGUAGE WELL ENOUGH TO ASK FOR HELP.

TAXIS:

- USE VARIOUS TAXI COMPANIES ON A RANDOM BASIS.
- IF POSSIBLE, SPECIFY THE ROUTE YOU WANT THE TAXI TO FOLLOW.
- TRY TO TRAVEL WITH A COMPANION.
- ENSURE FACE OF DRIVER AND PICTURE ON LICENSE ARE THE SAME.

- ENSURE TAXI IS LICENSED, AND HAS SAFETY EQUIPMENT (SEATBELTS AS A MINIMUM).
- TRY TO AVOID BEING DIRECTED TO A TAXI UNLESS YOU ARE SURE IT'S THE NEXT ONE IN LINE.

KIDNAP (HOSTAGE) SECURITY CHECKLIST

- THE DEPARTMENT OF STATE HAS RESPONSIBILITY FOR ALL U. S. GOVERNMENT PERSONNEL AND THEIR DEPENDENTS IN OVERSEAS AREAS. SHOULD A HOSTAGE SITUATION DEVELOP, THE STATE DEPARTMENT IMMEDIATELY MOVES 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.
- IF KIDNAPPED, SUPPRESS YOUR INITIAL PANIC AND STAY AS CALM AS POSSIBLE. KEEP IN MIND THAT GOVERNMENT FORCES ARE ACTIVELY WORKING FOR YOUR SAFE RETURN.
- DON'T BECOME DEPRESSED IF NEGOTIATIONS TAKE TIME. TIME IS ON YOUR SIDE. THE MORE TIME THAT PASSES, THE BETTER YOUR CHANCES FOR RELEASE.

- ATTEMPT TO GET ON A NAME BASIS WITH YOUR CAPTORS. IF THEY THINK OF YOU AS A PERSON RATHER THAN AN OBJECT, THINGS WILL GO EASIER FOR YOU.
- DON'T BECOME SYMPATHETIC OR FEIGN ALLEGIANCE TO THE KIDNAPPER'S CAUSE.
- DON'T FIGHT BACK OR STRUGGLE PHYSICALLY UNLESS YOU ARE REASONABLY SURE OF SUCCESS. HAVE A SOUND PLAN.
- COMPLY WITH INSTRUCTIONS OF YOUR ABDUCTORS AS WELL AS YOU CAN.
- DON'T DISCUSS WHAT ACTION MAY BE TAKEN BY YOUR FAMILY, FRIENDS OR EMPLOYER. CLAIM YOU DON'T KNOW.
- MAKE A MENTAL NOTE OF TIMES IN TRANSIT, DIRECTION, DISTANCES, SPEEDS, LANDMARKS ALONG THE WAY, SPECIAL ODORS, AND SOUND.
- WHENEVER POSSIBLE, TAKE NOTE OF THE CHARACTERISTICS OF YOUR ABDUCTORS, THEIR HABITS, SURROUNDINGS, SPEECH MANNERISMS, WHAT CONTACTS THEY MAKE, THEIR PHYSICAL DESCRIPTIONS, NAMES USED, ETC.
- ESCAPE, UNLESS ATTEMPTED DURING INITIAL ABDUCTION, SHOULD BE ATTEMPTED ONLY AS A LAST RESORT.
- AVOID MAKING PROVOCATIVE REMARKS TO YOUR ABDUCTORS.

Section II

**DOD CODE OF CONDUCT FOR PERSONNEL
SUBJECT TO TERRORIST ACTIVITY**

**DEPARTMENT OF DEFENSE
DIRECTIVE 1300.7 OF 19 DEC 1984**

A. Policy:

This policy concerning the conduct of U.S. military personnel isolated from U.S. control applies at all times. U.S. military personnel finding themselves isolated from U. S. control are required to do everything in their power to follow DoD policy. The DoD policy in this situation is to survive with honor.

B. Scope:

The Code of Conduct is a moral guide designed to assist military personnel in combat or being held prisoners of war to live up to the ideals contained in the DoD policy. This guidance shall assist U. S. military personnel who find themselves isolated from U. S. control in peacetime, or in a situation not related specifically in the Code of Conduct.

C. Rationale:

U. S. military personnel, because of their wide range of activities, are subject to peacetime detention by unfriendly governments or captivity by terrorist groups. This guidance seeks to help U. S. military personnel survive these situations with honor and does not constitute a means for judgment or replace the UCMJ as a vehicle for enforcement of proper conduct. This guidance, although exactly the same as the Code of Conduct in some areas, applies only during peacetime. The term peacetime means that armed conflict does not exist or armed conflict does exist but the United States is not involved directly.

D. General:

U. S. military personnel captured or detained by hostile foreign governments or terrorists are often held for purposes of exploitation of the detainees or captives, or the U. S. Government, or all of them. This exploitation can take many forms, but each form of exploitation is designed to assist the foreign government or the terrorist captors. In the past, detainees have been exploited for information and propaganda efforts, including confessions to crimes never committed, all of which assisted or lent credibility to the detainer. Governments also have been exploited in such situations to make damaging statements about themselves or to force them to appear weak in relation to other governments. Ransoms for captives of terrorists have been paid by governments, and such payments have improved terrorist finances, supplies, status, and operations, often prolonging the terror carried on by such groups.

E. Responsibility:

U. S. military personnel, whether detainees or captives, can be assured that the U. S. Government will make every good faith effort to obtain their earliest release. Faith in one's country and its way of life, faith in fellow detainees or captives, and faith in one's self are critical to surviving with honor and resisting exploitation. Resisting exploitation and having faith in these areas are the responsibility of all Americans. On the other hand, the destruction of such faith must be the assumed goal of all captors determined to maximize their gains from a detention or captive situation.

F. Goal:

Every reasonable step must be taken by U. S. military personnel to prevent exploitation of themselves and the U. S. Government. If exploitation cannot be prevented completely, every step must be taken to limit exploitation as much as possible. In a sense, detained U. S. military personnel often are catalysts for their own release, based upon their ability to become unattractive sources of exploitation. That is, one who resists successfully may expect detainers to lose interest in further exploitation attempts. Detainees or captives very often must

make their own judgments as to which actions will increase their chances of returning home with honor and dignity. Without exception, the military member who can say honestly that he or she has done his or her utmost in a detention or captive situation to resist exploitation, upholds DoD policy, the founding principles of the US and the highest traditions of military service.

G. Military Bearing and Courtesy:

Regardless of the type of detention or captivity, or harshness of treatment, U. S. military personnel will maintain their military bearing. They should make every effort to remain calm and courteous, and project personal dignity. This is particularly important during the process of capture and the early stages of internment when the captor may be uncertain of his control over the captives. Discourteous, unmilitary behavior seldom serves the long term interest of a detainee, captive, or hostage. Additionally, it often results in unnecessary punishment which serves no useful purpose. Such behavior, in some situations, can jeopardize survival and severely complicate efforts to gain release of the detained, captured, or hostage-held military member.

H. Classified Information:

There are no circumstances in which a detainee or captive should voluntarily give classified information or materials to those who are unauthorized to receive them. To the utmost of their ability, U. S. military personnel held as detainees, captives, or hostages will protect all classified information. An unauthorized disclosure of classified information, for whatever reason, does not justify further disclosures. Detainees, captives and hostages must resist, to the utmost of their ability, each and every attempt by their captor to obtain such information.

I. Chain of Command:

In group detention, captivity, or hostage situations military detainees, captives or hostages will organize, to the fullest extent possible, in a military manner under the senior

military member present and eligible to command. The importance of such organization cannot be over emphasized. Historically, in both peacetime and wartime, establishment of a military chain of command has been a tremendous source of strength for all captives. Every effort will be made to establish and sustain communications with other detainees, captives, or hostages. Military detainees, captives, or hostages will encourage civilians being held with them to participate in the military organization and accept the authority of the senior military member. In some circumstances, such as embassy duty, military members may be under the direction of a senior U. S. civilian official. Notwithstanding such circumstances, the senior military member still is obligated to establish, as an entity, a military organization, and to ensure that the guidelines in support of the DOD policy to survive with honor are not compromised.

J. Guidance for Detention by Governments:

Once in the custody of a hostile government, regardless of the circumstances that preceded the detention situation, detainees are subject to the laws of that government. In light of this, detainees will maintain military bearing and should avoid any aggressive, combative, or illegal behavior. The latter could complicate their situation, their legal status, and any efforts to negotiate a rapid release.

1. As American citizens, detainees should be allowed to be placed in contact with U. S. or friendly embassy personnel. Thus, detainees should ask immediately and continually to see U.S. embassy personnel or a representative of an allied or neutral government.

2. U. S. military personnel who become lost or isolated in a hostile foreign country during peacetime will not act as combatants during evasion attempts. Since a state of armed conflict does not exist, there is no protection afforded under the Geneva Convention. The civil laws of that country apply. However, delays in contacting local authorities can be caused by injuries affecting the military member's mobility, disorientation, fear of captivity, or a desire to see if a rescue attempt could be made.

3. Since the detainer's goals may be maximum political exploitation, U. S. military personnel who are detained must be extremely cautious of their captors in everything they say and do. In addition to asking for a U. S. representative, detainees should provide name, rank, social security account number, date of birth, and the innocent circumstances leading to their detention. Further discussions should be limited to and revolve around health and welfare matters, conditions of their fellow detainees, and going home.

a. Historically, the detainers have attempted to engage military captives in what may be called a "battle of wits" about seemingly innocent and useless topics as well as provocative issues. To engage any detainer in such useless, if not dangerous, dialogue only enables a captor to spend more time with the detainee. The detainee should consider dealings with his or her captors as a "battle of wills"-- the will to restrict discussion to those items that relate to the detainee's treatment and return home against the detainer's will to discuss irrelevant, if not dangerous, topics.

b. As there is no reason to sign any form or document in peacetime detention, detainees will avoid signing any document or making any statement, oral or otherwise. If a detainee is forced to make a statement or sign documents, he or she must provide as little information as possible and then continue to resist to the utmost of his or her ability. If a detainee writes or signs anything, such action should be measured against how it reflects upon the U. S. and the individual as a member of the military or how it could be misused by the detainer to further the detainer's ends.

c. Detainees cannot earn their release by cooperation. Release will be gained by the military members doing his or her best to resist exploitation, thereby reducing his or her value to a detainer, and thus prompting a hostile government to negotiate seriously with the U. S. Government.

4. U. S. military detainees should not refuse to accept release unless doing so requires them to compromise their honor or cause damage to the U. S. Government or its allies. Persons in

charge of detained U. S. military personnel will authorize release of any personnel under almost all circumstances.

5. Escape attempts will be made only after careful consideration of the risk of violence, chance of success, and detrimental effects on detainees remaining behind. Jailbreak in most countries is a crime, thus, escape attempts would provide the detainer with further justification to prolong detention by charging additional violations of its criminal or civil law and result in bodily harm or even death to the detainee.

K. Guidance for Captivity by Terrorists:

Capture by terrorists is generally the least predictable and structured form of peacetime captivity. The captor qualifies as an international criminal. The possible forms of captivity vary from spontaneous hijacking to a carefully planned kidnapping. In such captivities, hostages play a greater role in determining their own fate since the terrorists in many instances expect or receive no rewards for providing good treatment or releasing victims unharmed. If U. S. military personnel are uncertain whether captors are genuine terrorists or surrogates of government, they should assume that they are terrorists.

1. If assigned in or traveling through areas of known terrorist activity, U. S. military personnel should exercise prudent antiterrorist measures to reduce their vulnerability to capture. During the process of capture and initial internment, they should remain calm and courteous, since most casualties among hostages occur during this phase.

2. Surviving in some terrorist detentions may depend on hostages conveying a personal dignity and apparent sincerity to the captors. Hostages therefore may discuss nonsubstantive topics such as sports, family, and clothing, to convey to the terrorist the captive's personal dignity and human qualities. They will make every effort to avoid embarrassing the United States and the host government. The purpose of this dialogue is for the hostage to become a "person" in the captor's eyes, rather than a mere symbol of his or her ideological hatred. Such a dialogue also should strengthen the hostage's determination to survive and

resist. A hostage also may listen actively to the terrorist's feeling about his or her cause to support the hostage's desire to be a "person" to the terrorist; however, he or she should never pander, praise, participate, or debate the terrorist's cause with him or her.

3. U. S. military personnel held hostage by terrorists should accept release using guidance in subsection J.4 above. U. S. military personnel must keep faith with their fellow hostages and conduct themselves accordingly. Hostages and kidnap victims who consider escape to be their only hope are authorized to make such attempts. Each situation will be different and the hostage must carefully weigh every aspect of a decision to attempt to escape.

EPILOGUE

“ . . . neither hardware nor security guards can overcome stupidity, carelessness or recklessness by the people using the building, and especially by those who may be the personal targets for attack. The degree of inconvenience and self-discipline to be tolerated must be balanced against the degree of risk to be accepted, but a manifestation of conscientious and disciplined protection is likely to be an effective deterrent in itself and will often induce the terrorist to transfer his attention to softer targets.”

*Richard Clutterbuck
“Guerillas and Terrorists, ‘77*