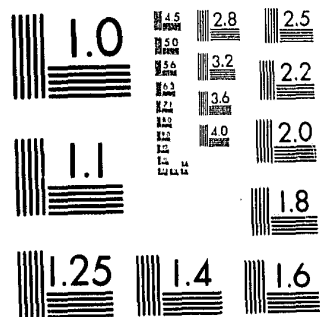


National Criminal Justice Reference Service



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National Institute of Law Enforcement and Criminal Justice  
Law Enforcement Assistance Administration  
United States Department of Justice  
Washington, D. C. 20531

DATE FILMED

4-2-80

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|               |     |      |   |                        |                    |
|---------------|-----|------|---|------------------------|--------------------|
| ORIGIN/ACTION |     |      | DEPARTMENT OF STATE   |                        |                    |
|               |     |      | <b>AIRGRAM</b>  |                        |                    |
|               |     |      | <small>Original to be Filled in Decentralized Files.</small>  |                        |                    |
| AMR           | REP | AF   | FILE DESIGNATION  |                        |                    |
| ARA           | EUR | FE   | A-8515  | UNCLASSIFIED           |                    |
| REA           | CU  | INR  | NO.   |                        | HANDLING INDICATOR |
| E             | P   | IO   | TO : ALL DIPLOMATIC AND CONSULAR POSTS  |                        |                    |
| L             | FBO | AID  |   |                        |                    |
| AGR           | COM | FRS  | FROM : S/CCT - Lewis Hoffacker  | DATE: October 11, 1973 |                    |
| INT           | LAB | TAR  | E.O. 11652, ADS, N/A  |                        |                    |
| TR            | AMB | AIR  | SUBJECT: Terrorism: Advice to Businessmen   |                        |                    |
| ISMT          | CIA | NAVY | TAGS: PINS  |                        |                    |
| OSD           | USA | NSA  | REF:  |                        |                    |
|               |     |      | <p>1. As a result of terrorist attacks on private American citizens abroad, the Department has received numerous inquiries related to personal security from American businesses with interests overseas. Country desks, SY, S/CCT, and other offices offer guidance as appropriate, but it is appreciated that the most pertinent counsel is probably available from the post with which the overseas business or businessman normally deals. Accordingly, the party concerned is advised to consult that post for information on the threat, if any, which may prevail, local ground rules and peculiarities, etc.</p> <p>2. The Department has prepared the enclosure for selective distribution to business organizations which inquire here for advice. Posts may wish to do likewise, again on a selective basis. It will be noted that this handout includes the recommendation that the security tips contained therein be confirmed or modified with the post security or other appropriate officer in the light of variable local conditions.</p> |                        |                    |
|               |     |      | Enclosure:  |                        |                    |
|               |     |      | General Security Tips for US Businessmen Abroad   |                        |                    |
|               |     |      | UNCLASSIFIED  |                        |                    |
|               |     |      | FOR DEPT. USE ONLY  |                        |                    |
|               |     |      | FORM DS-323   |                        |                    |

|   |  |  |
|---|--|--|
| Drafted by: S/CCT:JBrowne:nwh<br>Checked: EUR - Miss Clark<br>EA - Mr. Colantonio (draft)<br>SY - Mr. Gentile (draft) | Drafting Date: 10/9/73<br>NEA - Mr. Hunt (draft)<br>ARA/LA - Mr. Ackerman (draft)<br>EB/CBA - Mr. Scissors (draft) | Contents and Classification Approved by: S/CCT:LHoffacker<br>AF - Mr. Bradford (draft)<br>AID - Mr. Goin (draft) |
|---|--|--|

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GENERAL SECURITY TIPS FOR U.S. BUSINESSMEN ABROAD

No nation or individual is immune from acts of terrorism. The tragedy during the Munich Olympics in 1972, the maiming of a secretary at the British Embassy in Washington by a letter bomb, the virtual epidemic of kidnappings in Argentina, the murder of two American diplomats in the Sudan, and the wave of airline hijackings worldwide are but a few examples of the global terrorist threat.

The likelihood of terrorist incidents varies from country to country, depending, at least in part, upon the stability of the local government and the degree of frustration of terrorist groups or individuals. Alert nations and individuals, prepared for possible terrorist acts, can minimize the likelihood that these acts will be successfully carried out. American businesses and businessmen abroad are at times singled out as targets of terrorists. In Argentina, for example, the international business community has been hard hit by kidnappings and extortionist demands for money. Several American businessmen have been kidnapped there and a number of American-owned companies have been subject to extortion threats. Past experience suggests that when a tactic proves to be successful in one country terrorist groups in other countries imitate such an example.

Precautionary Measures.

American embassies and consulates abroad are prepared to advise any American citizen, businessman or otherwise, who requests information on possible terrorist threats in foreign countries.

The security officer 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 respective country.
- whether American citizens or companies have been the target of any terrorist threat or action in the recent past.
- what specific areas of the cities or countryside are considered dangerous for foreign visitors.
- police requirements for employment of private security services.

-- what steps to take in case of a terrorist threat or act.

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

- facilitate communications with the home office and the family of the victim if normal channels are not adequate.
- be a helpful liaison with local enforcement authorities.
- provide guidelines and alternatives open to the family of the victim or his company. The United States Government, however, cannot make the decision whether or not to concede to the demands of the terrorists. This is a decision that can only be made by the family or company of the victim.

In addition to the aid that embassies or consulates can provide to businessmen abroad, the following general security suggestions may be considered when travelling or residing in territory believed to contain terrorists. These are not hard and fast rules and should be checked with the local embassy or consulate to determine if they are appropriate for local conditions.

Travel Precautions

- To the extent possible, avoid routine in the routes and times of your movements to and from work and around town. Past instances of kidnappings indicate that the kidnapers kept the victim under surveillance for a substantial period of time (several days to several months) to discover travel patterns and arrange a suitable time and place for the kidnapping. Unpredictability is one of your best weapons.
- When going out for any reason, avoid going alone. Try to travel with a group of people since there is safety in numbers.
- If possible travel in a convoy whether to work or while travelling long distances.
- Insofar as possible, travel only on busy, well-traveled thoroughfares, staying away from isolated back-country roads. Avoid dangerous areas of the city.
- On multiple-lane highways, drive toward the center of the road, making it more difficult for your car to be forced to the curb.

- When travelling in an automobile, keep all doors locked. Keep the windows closed, or opened only a small crack.
- Avoid cars or actions that identify you as an American or as someone rich or important.
- Park cars off the streets at night.
- Lock unattended cars, no matter how short the time.
- Before entering your car, ascertain that there are no suspicious objects or unexplained wires or strings inside or underneath.
- If you find suspicious wires or packages in your car, office or residence, report them immediately to the proper authorities. Do not attempt to remove any such objects yourself.
- Be sensitive to the possibility of surveillance. Before leaving your house, check up and down the street for suspicious cars. Try to note whether you are being followed to or from work, or other places you frequent: if so, notify police promptly.

#### Security Measures for Home and Family

- Make your residence as burglar-proof as possible by installation of a burglar alarm system, use of exterior lighting or even an exterior floodlight system activated by intrusion detection devices. Other safeguards might include deadbolt locks on doors, key-locks, iron grills, or heavy screens, wherever possible, for ground floor windows, and care in securing upper-story windows accessible by trees, low roofs, etc., and unusual doorways, such as sliding glass or French doors, etc. Members of the household should be instructed not to admit strangers without proper identification. A peephole or small window aperture in a doorway where visitors can be observed prior to entry would be useful.
- Consider having a watchdog inside or outside your house, or both.
- If local police protection is available, and protection appears needed, request a patrol through your neighborhood as frequently as possible. Where police patrols are

- infrequent or nonexistent, employ a private security patrol, perhaps in cooperation with neighboring residents.
- Arrange for your children to be escorted to and from school. Instruct school authorities that under no circumstances are they to be picked up by persons other than family members or other authorized people.
- Do not permit unaccompanied children to use taxis and public transportation.
- Have a security or background check of all servants.
- Instruct your servants and members of the household about their security responsibilities. Emphasize that they are to admit no one not positively identified, to refuse information to strangers inquiring about your activities or whereabouts, and to accept no packages or other items, unless they are positive of the source.
- Recognize that your telephone will possibly be tapped by potential kidnapers. Be most discreet on the telephone in disclosing information concerning travels to an area where a kidnapping might be perpetrated.
- Be alert to persons disguised as public utility crews, road repair workers, etc., who might station themselves near your house, where they can observe your activities. (In one case a kidnapper disguised as a fruit peddler set up a fruit stand near the victim's house.) Report such incidents to the police for checking out.
- Locate the telephone nearest your home and advise your servants and family of its location, for their use in an emergency.
- Avoid crowds and civil disturbances. Stay away from areas in which you have no business.
- Do not become involved in disputes with local citizens. If others initiate troublesome incidents, leave the scene as quickly as possible and/or report the matter to the appropriate authority.
- At some appropriate time, discuss with your family what you want them to do in case you are kidnapped.

Suggested Behavior in Case of Kidnapping

While it is recognized that hard and fast rules cannot be applied in kidnappings, embassies, consulates, and others with experience in such situations sometimes emphasize the following points.

- Under all circumstances, attempt to stay calm and be alert to situations that you can exploit to your advantage. Remember that the primary objective of your family and law enforcement officials will be to secure your safe return as quickly as possible.
- Do not attempt to fight back or to struggle physically. No matter how "reasonable" your captors may appear on the surface, they cannot be trusted to behave normally and their actions may be unpredictable.
- Comply with the instructions of your abductors as well as you can.
- Do not discuss what action may be taken by your family, friends, or company.
- Make a mental note of all movements, including times in transit, direction, distances, speeds, landmarks along the way, special odors and sounds like transportation, bells, construction, etc.
- Whenever possible, take note of the characteristics of your abductors, their habits, surroundings, speech mannerisms, and what contacts they make. Such information can be of great value in their ultimate apprehension.
- Generally, you cannot expect to have a good opportunity to escape; any attempt to escape, however, should not be made unless it has been carefully calculated to assure the best possible odds for success.
- Avoid making provocative remarks to your abductors. As noted, they may be unstable individuals who react explosively and are likely to be violent and abusive.

October 6, 1973

**END**