

12 FAH-8 Appendices

12 FAH-8 Appendix I BRIEFING MATERIAL

(TL:RSP-01; 11-01-2001)

12 FAH-8 Appendix I-1 GENERAL

(TL:RSP-01; 11-01-2001)

a. This appendix provides material to assist the RSO and/or PSO in briefing newly arrived employees and their eligible family members. Pertinent topics have been included. RSOs and/or PSOs may choose to distribute copies of all or parts of this appendix to employees to assist them in remembering and following the recommended residential security measures.

b. All members of the household, including children, should be made aware of the residential and personal security practices proven to lessen vulnerability to criminal and terrorist attacks. Briefings should include specifics related to local crime, political violence, and terrorist threats. The briefings should also discuss the proper use of security hardware, and how to prepare for emergencies. Good residential security is the responsibility of all members of the household, including children, servants, and guards.

c. Employees and eligible family members should be told that the effectiveness of residential and personal security ultimately depends on the extent to which they are actively involved. Residential and personal security lapses often occur because of human error or oversight. New arrivals should be told that complacency towards their surroundings and the impression they project directly impacts the chances of their becoming the victim of a criminal attack.

d. **Crimes** are more likely to occur when you:

- (1) Are unfamiliar with the area you are in;
- (2) Highlight yourself as a potential target (i.e., wear expensive jewelry, flash large sums of money, wear inappropriate clothing, carry expensive cameras or electronic equipment);
- (3) Fail to pay attention to those in close proximity;

- (4) Travel alone day or night;
- (5) Leave your vehicle or residential doors and windows unlocked or open;
- (6) Fail to use physical and technical security enhancements; and
- (7) Give domestic help too much trust and/or responsibility.

e. **Terrorist attacks** generally involve extensive surveillance of potential targets. You are more likely to become the victim of political violence or terrorism when you:

- (1) Fail to pay attention to notices warning of potential civil disturbances or terrorist action;
- (2) Fail to remain alert to possible surveillance directed against you;
- (3) Fail to vary routes and times in going to and from work; and
- (4) Fall into a predictable pattern and/or routine in any of your other activities allowing someone to know that you will be at a certain place at a certain time, even if it is only weekly or monthly.

12 FAH-8 Appendix I-2 RSO AND/OR PSO BRIEFING POINTS

(TL:RSP-01; 11-01-2001)

a. Any unusual occurrence, including suspected surveillance, suspicious vehicles, break-ins or anonymous and/or obscene telephone calls or threats should be reported immediately to the Marine security guard (MSG), RSO and/or PSO.

b. Employees and their eligible family members can increase their security and reduce the probability that they will be victims of crime, civil disorder or terrorism by following the common sense guidelines below.

(1) POLITICAL VIOLENCE/TERRORISM

- Residents should keep a low profile in their neighborhood. They should avoid displays of affluence, and their name, title, or rank should not be visible.
- Employees and eligible family members should vary routes and times in going to work and/or any other location visited on a regular basis. They should not fall into a habit or pattern that would allow an observer to ascertain a fixed schedule and predict their movements.

- If one is unable to vary routes into or out of a residence, particular attention must be paid to potential observation points, possible surveillance and any abnormality.
- Employees and family members should avoid any location where there is a known or potential civil disturbance.
- Should a civil disturbance occur in the vicinity of one's residence, the employee should either vacate the area, or remain indoors, depending on which is safer.
- Employees and family members should be provided information on areas to avoid or to minimize the length of stay since these areas increase their exposure to possible terrorist action.
- Employees should read and remain alert to post notices as well as local media reports on political violence or terrorism.

(2) **CRIME**

- If you encounter a crime in progress at your residence, i.e., burglary, vandalism, illegal entry, etc., do not attempt to stop the crime. Confrontation with a criminal may provoke a violent response. Go to a location from which you can call the police, MSG, RSO and/or PSO.
- If you return home to find your residence has been illegally entered do not immediately enter. Report the break-in and/or robbery to the police, MSG, RSO and/or PSO and follow their instructions.
- If you become the victim of a street crime, seek assistance from the nearest police authority and contact the MSG, RSO and/or PSO, when possible.

(3) **SECURITY MEASURES RECOMMENDED FOR RESIDENTS**

- Children, in particular, should be on guard against being approached or questioned by strangers both at home and away from home. They should be encouraged to report to their parents any approaches and/or questions from strangers.
- When answering a knock at the door, check the optical viewer, if one is present, and request identification before opening the door.
- Doors and garages should be closed and locked at all times whether the residents are at home or away from home.
- Windows should be closed and locked when away from home and additional attention focused if they are open while at home.

- Use exterior lighting during the hours of darkness. Check exterior lighting and replace burned out bulbs.
- Arrange curtains so that movement within the house is not easily observed from the street.
- Don't leave money, jewelry, or other high value items lying in visible areas of the residence.
- While your residence is vacant, at a minimum, keep a few interior lights on and consider leaving the TV or radio on.
- Never hide a key to your residence under a mat or near an entrance to your residence.
- Unannounced or unidentified persons, including alleged U.S. mission employees, should be admitted only if they are properly identified and expected.
- Repairmen should not be left unattended in the residence.
- If you plan to be away from your residence more than 24 hours, have a friend or neighbor periodically check your residence.
- Record serial numbers of all valuable items. If an item does not have a serial number, mark it with an identifier you will recognize. Take photographs or videotape all valuable items. This will assist in the identification of property and insurance claims.

(4) **FIRE SAFETY**

The latest information on fire safety standards is contained in the Overseas Building Operations (M/OBO), *Fire Protection Guide*. The following guidelines should be shared with all family members.

- Ensure emergency fire and/or police phone numbers are readily available and family members are aware of the correct procedure to request assistance.
- Ensure an operating fire extinguisher is located in or near the kitchen. **NOTE:** The General Service Office (GSO) normally provides one fire extinguisher per residence.
- Ensure all family members understand the use and operation of the fire extinguisher.
- Practice fire drills and methods of escape in the event of a fire.
- Ensure children understand the drop and crawl method of evacuation so as to reduce inhalation of smoke.

- Arrange a meeting point at a safe distance from the residence to enable a head count of the family.
- Make sure that the residence has operating smoke/fire detectors in appropriate locations and test them frequently.

(5) **SAFEHAVEN**

The post's emergency action committee (EAC) determines what equipment and/or supplies should be placed in safehavens. Post is responsible for funding safehaven equipment and/or supplies. Suggested equipment and/or supplies include:

- Telephone;
- Two-way radio;
- Embassy telephone directory;
- Emergency number for the roving patrol;
- Emergency number for the police;
- Emergency number for the fire;
- Flashlight with extra batteries;
- Candles and matches;
- Radio – AM/FM;
- Substantial door with hinges on inside and bolted locks;
- Optical viewer;
- Fire extinguisher; and
- Miscellaneous tools.

(6) **TELEPHONE SECURITY**

- Post the addresses and telephone numbers of the nearest police, fire, and medical assistance locations, and include the numbers for Post One and neighbors who might provide assistance.
- Know how to use the local telephones (including local pay phones).
- Personal telephone listings or numbers should not indicate position or nationality.

- Employees or family members should never volunteer name, address, telephone number or any other information to unknown individuals over the telephone.

(7) TRASH REMOVAL

- Trash containers have proven to be excellent sources of material for curiosity seekers and criminals. Employees and family members should not discard in their residential trash; private papers, letters, drafts of outgoing correspondence, bills, invoices, cancelled checks, or any other type of material which may result in compromise. This kind of material should be made unreadable or shredded before discarding.

(8) SERVANTS

- When hiring or changing servants, always check with the RSO and/or PSO before finalizing the employment. The servant's identification, references and police record should be checked if possible.
- Domestic employees should be briefed on residential security practices. It is critical that they be rehearsed and re-briefed from time to time.
- Domestic staff should be instructed to report suspicious or unusual activity.
- They should be made aware of emergency telephone numbers. If allowed to answer the phone, they should never give a caller the impression that nobody is home, nor should they tell when the occupants are expected. They should be directed to reply that occupants are busy and will return the call, if the caller will leave a name and telephone number.
- Domestic employees may be required to answer the door. They should be told not to admit visitors without specific approval. When visitors are expected, domestic employees should be informed of their names and probable time of arrival. Visitors should not be admitted until they have been properly identified.
- Suspicious activity on the part of domestic employees should be reported to the RSO and/or PSO.
- Family members should be selective in the type of official business or family plans shared with or discussed in the presence of domestic employees.
- Prohibit servants from having visitors in your absence.

(9) VEHICLE SECURITY

- Maintain a color photograph and/or videotape of your car with copies of appropriate documentation in a safe place.
- Remove stickers and/or labels that are inappropriate for the host country or that indicate that you are from the United States or a U.S. citizen.
- Always keep your window up and your car locked while driving or when parked.
- Always try to park in well-lit, well-trafficked areas.
- Do not leave possessions in view in a parked car.