

**Antiterrorism
Personal Protection
Guide:**

**A Self-Help Guide to
ANTITERRORISM**



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"Antiterrorism Personal Protection Guide: A Self-Help Guide to Antiterrorism"

FOREWORD

This guide is designed to assist in making you and your family less vulnerable to terrorists. You should become familiar with its contents and incorporate those protective measures that are applicable to your particular situation. Moreover, ensure every member of your family is made aware of this valuable information so they can help protect themselves as well.

Terrorism is an indiscriminate act that strikes in varying forms of threats and violence. Terrorists generate fear through intimidation, coercion and acts of violence such as hijackings, bombings or kidnappings. As past and more recent events have shown, however, terrorists have reached new levels of organization, sophistication and violence -- their tactics and techniques are always changing and will continue to be a challenge to predict and neutralize. Accordingly, we must remain diligent in applying the proper protective measures.

You and your family are an important part of our military. This guide will not ensure immunity from terrorism, but by practicing these techniques and proven security habits, the possibility of becoming a target will be reduced. Defensive awareness and personal security regarding terrorism are responsibilities of everyone assigned to the Department of Defense. As members of the military community, you are a highly valuable yet most vulnerable resource. Constant awareness can help protect all members of the military family from acts of terrorism.



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Chairman
of the Joint Chiefs of Staff

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Table of Contents

Section I

General Security Checklist	1
Home and Family Security	2
Household Security Checklist.....	7
Operational Security Guidance for Family Members.....	9
Ground Transportation Security	11
Tips for Defensive Air Travel.....	14
Taken Hostage - You Can Survive!	18
Responding to Chemical Threats	21

Section II

DOD Policy Guidance on the Code of Conduct for Personnel Subject to Terrorist Activity	23
Personal Data	30
AT Points of Contact	34

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Section I

General Security Checklist

- Keep a low profile. Your dress, conduct and mannerisms should not attract attention. Make an effort to blend into the local environment. Avoid publicity and do not go out in large groups. Stay away from civil disturbances and demonstrations.
- Be unpredictable. Vary daily routines, such as your route to and from work and the time you leave and return home. Vary the way you dress. Do not exercise at the same time and place each day; never exercise alone, on deserted streets or country roads. Let people close to you know where you are going, what you will be doing and when you should be back.
- Be alert for anything suspicious or out of place. Do not give personal information over the telephone. If you think you are being followed, go to a pre-selected secure area such as a military base or police station. Immediately report the incident to the military police and/or security forces or law enforcement agencies. In overseas areas without such agencies, report the incident to the Security Officer or the Military Attaché at the US Embassy. Instruct your family and associates not to provide strangers with information about you or your family.
- Avoid giving unnecessary personal details to anyone in person or over the phone unless identity can be verified.
- Be alert to strangers who are on government property for no apparent reason. Report all suspicious persons loitering near your office or in unauthorized areas; attempt to provide a complete description of the person and/or vehicle to police or security personnel. For authorities, a photograph is more useful than even a good description. For this reason individuals should take a photograph of suspicious persons or vehicles if possible.
- Refuse to meet with strangers outside your work place.
- Always advise associates or family members of your destination and anticipated time of arrival when leaving the office or home.
- Do not open doors to strangers, and report unsolicited contacts to authorities.
- Memorize key phone numbers -- office, home, police, security, etc.
- Be cautious about giving out information regarding family travel plans or security measures and procedures.

- When overseas, learn and practice a few key phrases in the local language, such as "I need a policeman, doctor," etc.

Home and Family Security

Although spouses and children have seldom been directly targeted by terrorists, they should always practice basic precautions for their personal security. Familiarize your family with the local terrorist threat and regularly review the protective measures and techniques listed in this handbook. Ensure everyone in the family knows what to do in any type of emergency.

TIPS FOR THE FAMILY AT HOME

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

BE SUSPICIOUS

- Be alert to public works crews and other foreign nationals requesting access to residence; check their identities through a peephole or contact the parent company to verify employee status before allowing entry.
- Be cautious about peddlers and strangers. Do not admit sales persons or polltakers into your home.
- Watch for unfamiliar vehicles cruising or parked frequently in the area, particularly if one or more occupants remain in the vehicle for extended periods.
- Write down license numbers, make, model and color of suspicious vehicles. Note descriptions of occupants and take a photograph if possible.

- Treat with suspicion any inquiries from strangers concerning the whereabouts or activities of family members.
- Report all suspicious activity to military police and/or security forces or local law enforcement.

TELEPHONE SECURITY

- Post emergency numbers on the telephone and pre-program phone numbers where possible.
 - Military Police/Security Forces: _____
 - Local Police: _____
 - Fire Department: _____
 - Hospital: _____
 - Ambulance: _____

- Do not answer your telephone with your name and rank.
- Report all threatening phone calls to security officials and the telephone company. Attempt to ascertain any pertinent information about the caller. For example, background noise, accent, nationality or location.

WHEN GOING OUT OVERSEAS

- Travel in small groups as much as possible and vary movements so as not to be predictable.
- Try to be inconspicuous when using public transportation and facilities. Dress, conduct and mannerisms should not attract attention.
- Do not be curious about spontaneous gatherings or demonstrations. Avoid them.
- Stay away from known trouble, disreputable places or other high-risk areas; visit only reputable establishments, but don't frequent the same off-base locations (in particular, known US-associated locales).
- Know emergency numbers and how to use the local telephone system.
- Ensure family members have a sanitized list of phone numbers they can carry with them at all times. (List should not be too specific but should be usable during an emergency). Do not discuss travel plans, detailed family issues, or office plans over the telephone.

SPECIAL PRECAUTIONS FOR CHILDREN

- Know where your children are all the time.
- Never leave young children alone or unattended. Be certain they are in the care of a trustworthy person.
- If it is necessary to leave children at home, keep the house well lighted and notify a trusted neighbor.
- Instruct children to keep doors and windows locked, and to never admit strangers.
- Teach children how to contact the police or neighbor in an emergency.
- Advise your children to:
 - Never leave home without telling you where they will be and who will accompany them.
 - Travel in pairs or small groups.
 - Avoid isolated areas.
 - Use locally approved play areas where recreational activities are supervised by responsible adults and where police protection is readily available.
 - Refuse automobile rides from strangers and refuse to accompany strangers anywhere on foot even if the strangers say mom or dad sent them, or said it was "okay."
 - Report immediately to the nearest person of authority (parent, teacher or police) anyone who attempts to molest or annoy them.
 - Never give information about family members over the phone, i.e., parent's occupation, names or future family plans and dates.

SECURITY PRECAUTIONS WHEN YOU ARE AWAY

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

SUSPICIOUS PACKAGES OR MAIL

- Suspicious characteristics to look for include:
 - Unusual or unknown place of origin.
 - No return address.
 - Excessive amount of postage.
 - Abnormal or unusual size or shape.
 - Protruding strings, aluminum foil, or wires.
 - Misspelled words.
 - Differing return address and postmark.
 - Handwritten labels, foreign handwriting or poorly typed addresses.
 - Unusual odor. (The deliberate or sustained smelling of a piece of mail to determine the existence of an unusual odor is not advised; this could expose you to chemical or biological agents.)
 - Unusual or unbalanced weight, either heaviness or lightness.
 - Springiness in the top, bottom or sides.
 - Inflexibility.
 - Crease marks, discoloration or oily stains.

- Incorrect titles or title with no name.
 - Excessive security material, such as masking tape, string etc.
 - Ticking, beeping or other sounds.
 - Marked with special instruction such as “Personal,” “Rush,” “Do Not Delay” or “Confidential.”
 - Evidence of powder or other contaminants.
- Never cut tape, strings or other wrappings on a suspect package or immerse a suspected letter or package in water. Either action could cause an explosive device to detonate.
 - If object has already been moved, place letter or package in a plastic bag or some other container to prevent leakage of contents. If you are not certain whether the package has been moved, avoid touching or moving a suspicious package or letter.
 - If handling mail suspected of containing chemical or biological contaminants, wash hands thoroughly with soap and water.
 - Report any suspicious mail or packages to security officials immediately. (Isolate the space if possible.)
 - Make a list of personnel who were in the room or area when the suspicious envelope or package was recognized.

DOMESTIC EMPLOYEES

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

RESIDENTIAL SECURITY

- Exterior Grounds:
 - Do not put your name on the outside of your residence or mailbox.
 - Have good lighting.

- Control vegetation to eliminate hiding places.
- Secure outside fuse boxes and circuit breakers.
- Inspect exterior doors and windows for tampering prior to entering residence.
- Entrances and exits should have:
 - Solid doors with deadbolt locks.
 - One-way peep holes in door.
 - Bars and locks on skylights.
 - Metal grating on glass doors and ground floor windows, with interior release mechanisms that are not reachable from outside.
- Interior features:
 - Intruder alarm and intercom systems.
 - Operational fire alarm and extinguishers.
 - Medical and first aid equipment.
 - Emergency lighting.
- Other desirable features:
 - A clear view of approaches.
 - More than one access road.
 - Off-street parking.
 - High (6-8 feet) perimeter wall or fence.

Household Security Checklist

This generic household checklist should be used to evaluate current and prospective residences if a locally specific checklist is not available. Prospective renters should attempt to negotiate security upgrades as part of the lease contract when and where appropriate. This could reduce costs to the DOD member by amortizing costs over period of the lease.

- Exterior Grounds:
 - If you have a fence or tight hedge, have you evaluated it as a defense against intrusion?
 - Is your fence or wall in good repair?

- Are the gates solid and in good repair?
- Are the gates properly locked during the day and at night?
- Do you check regularly to see that your gates are locked?
- Have you eliminated trees, poles, ladders, boxes etc., that might help an intruder to scale the fence, wall or hedge?
- Have you removed shrubbery near your gate, garage or front door that could conceal an intruder?
- Do you have lights to illuminate all sides of your residence, garage area, patio etc.?
- Do you leave your lights on during hours of darkness?
- Do you check regularly to see that the lights are working?
- If you have a guard, does his post properly position him to have the best possible view of your grounds and residence?
- Does your guard patrol your grounds during the hours of darkness?
- Has your guard been given verbal or written instructions and does he understand them?
- Do you have dogs or other pets that will sound an alarm if they spot an intruder?
- Have you considered installation of a camera system with record capabilities or dummy camera system as a deterrent?
- Interior Features
 - Are your perimeter doors made of metal or solid wood?
 - Are the doorframes of good solid construction?
 - Do you have an interview grill or optical viewer in your main entrance door?
 - Do you use the interview grill or optical viewer?
 - Are your perimeter doors properly secured with good heavy-duty dead bolt locks?
 - Are the locks in good working order?
 - Can any of your door locks be bypassed by breaking the glass or a panel of lightwood?
 - Have you permanently secured all unused doors?
 - Are your windows protected by solid steel bars, ornamental or some other type of shutters?
 - Do you close all shutters at night and when leaving your residence for extended periods of time?
 - Are unused windows permanently closed and secured?

- Are your windows locked when they are shut?
- Are you as careful of second floor or basement windows as you are of those on the ground floor?
- Have you secured sliding glass doors with a broom handle "charlie bar," or good patio door lock?
- If your residence has a skylight, roof hatch or roof doors, are they properly secured?
- Does your residence have an alarm system?
- Have you briefed your family and servants on good security procedures?
- Do you know the phone number of the police or security force that services your neighborhood?
- General
 - Are you and your family alert in your observations of persons who may have you under surveillance, or who may be casing your house in preparation for a burglary or other crime?
 - Have you verified the references of your servants, and have you submitted their names for security checks?
 - Have you told your family and servants what to do if they discover an intruder breaking into or already in the house?
 - Have you restricted the number of house keys?
 - Do you know where all your house keys are?

Operational Security Guidance for Family Members

- **Family Members Role.** As a family member of the military community, you are a vital player in our success and we could not do our job without your support. You may not know it, but you also play a crucial role in ensuring your loved ones' safety just by what you know of the military's day-to-day operations. You can protect your loved ones by protecting the information that you know. This is known in the military as operations security, or OPSEC.
- **What is OPSEC?** OPSEC is keeping potential adversaries from discovering critical DOD information. As the name suggests, it protects US operations – planned, in progress and those completed. Success depends on secrecy and surprise, so the military can accomplish the mission more quickly and with less risk. Enemies of freedom want this information, and they are not just after the military member to get it. They want you, the family member.

- **What Can You Do?** There are many countries and organizations that would like to harm Americans and degrade US influence in the world. It is possible and not unprecedented for spouses and family members of US military personnel to be targeted for intelligence collection. This is true in the United States, and especially true overseas! What can you do?
 - **Be Alert.** Foreign Governments and organizations can collect significant amounts of useful information by using spies. A foreign agent may use a variety of approaches to befriend someone and get sensitive information. This sensitive information can be critical to the success of a terrorist or spy, and consequently deadly to Americans.
 - **Be Careful.** There may be times when your spouse cannot talk about the specifics of his or her job. It is very important to conceal and protect certain information such as flight schedules, ship movements, temporary duty locations and installation activities, just to name a few. Something as simple as a phone discussion concerning where your spouse is going on temporary duty or deploying to can be very useful to US adversaries.
 - **Protecting Critical Information.** Even though this information may not be secret, it is what the Department of Defense calls “critical information.” Critical information deals with specific facts about military intentions, capabilities, operations or activities. If an adversary knew this detailed information, US mission accomplishment and personnel safety could be jeopardized. It must be protected to ensure an adversary doesn’t gain a significant advantage. By being a member of the military family, you will often know some bits of critical information. Do not discuss them outside of your immediate family and especially not over the telephone.
 - **Examples of Critical Information**
 - Detailed information about mission of assigned units.
 - Details concerning locations and times of unit deployments.
 - Personnel transactions that occur in large numbers (e.g., pay information, power of attorney, wills or deployment information).
 - References to trend in unit morale or personnel problems.
 - Details concerning security procedures.
 - **Puzzle Pieces.** These bits of information may seem insignificant. However, to a trained adversary, they are small pieces of a puzzle that highlight what US forces are doing and planning. Remember, the elements of security and surprise are vital to the accomplishment of US goals and collective DOD personnel protection.

- Where and how you discuss this information is just as important as with whom you discuss it. Adversary's agents tasked with collecting information frequently visit some of the same stores, clubs, recreational areas or places of worship as you do.
 - Determined individuals can easily collect data from cordless and cellular phones and even baby monitors using inexpensive receivers available from local electronics stores.
- If anyone, especially a foreign national, persistently seeks information, notify your military sponsor immediately. He or she will notify the unit OPSEC program manager or local office of investigations.

Ground Transportation Security

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

VEHICLES OVERSEAS

- Select a plain car; avoid the "rich American" look.
- Consider not using a government car that is identified as such.
- When possible, do not display decals with military or unit affiliations on vehicle.
- Do not openly display military equipment or field gear in your vehicle.
- Auto Maintenance:
 - Keep vehicle in good repair.
 - Always keep gas tank at least half full.
 - Ensure tires have sufficient tread.
 - Do not display personalized named license plates in car window.

PARKING YOUR CAR

- Always lock your car.
- Do not leave your car on the street overnight, if possible.
- Park your car in well-lighted areas.

- Never get out without checking for suspicious persons. If in doubt, drive away.
- Leave only the ignition key with parking attendant, not residential keys.
- Do not leave garage doors open or unlocked.
- Use a remote garage door opener if available. Enter and exit your car in the security of the closed garage.

VEHICLE SECURITY

Vehicle Inspection Tips – every time you use your automobile, you should conduct a precautionary inspection. Make a habit of checking the vehicle and the surrounding area before entering and starting the vehicle.

- Before entering your vehicle, check the exterior for fingerprints, smudges, scratches or other signs of tampering. Ensure wheel lug nuts are tight. Examine tires for stress marks and any evidence of tampering.
- Check electronic tampering device (alarm system) if installed. An inexpensive option is to place transparent tape on the doors, hood and trunk of your vehicle to alert you to tampering.
- Always look inside the vehicle before you move inside. Check the interior of the vehicle for things out place. Look for suspicious or unfamiliar items.
- Consider the following steps to prevent potential vehicle tampering.
 - Always secure the doors and windows of your vehicle.
 - Let a fine coat of dust remain on the vehicle surface or apply talc powder to help detect tampering.
 - Ensure the hood of your vehicle has a release latch located inside the vehicle.
 - Use a locking fuel cap.
 - Install two bolts (perpendicular to each other) through the exhaust pipe. This prevents the insertion of explosive in the tail pipe.
 - Install an intrusion alarm.
 - Only use steel-belted radial tires for your vehicle.
- If you find something out of the ordinary, **DO NOT TOUCH IT**. Contact the local authorities to report your findings.

ON THE ROAD

- Before leaving buildings to get into your vehicle, check the surrounding area to determine if anything of a suspicious nature exists. Display the same wariness before exiting your vehicle.
- Prior to getting into a vehicle, check beneath it for any tampering or bombs by looking for wires, tape or anything unusual.
- If possible, vary routes to work and home.
- Avoid late night travel.
- Travel with companions.
- Avoid isolated roads or dark alleys when possible.
- Habitually ride with seatbelts buckled, doors locked and windows closed.
- Consider carrying a cell phone in your vehicle.
- Plan your route and pre-plan alternate routes in case of emergency.
- Know the location of all emergency services along your route.
- Do not allow your vehicle to be boxed in; maintain a minimum 8-foot interval between you and the vehicle in front; avoid curbside lanes. Be alert while driving or riding. Where possible, drive in the outer lane.
- Know how to react if you are being followed:
 - Check during turns for confirmation of surveillance.
 - Do not stop or take other actions which could lead to confrontation.
 - Do not drive home. If necessary, go to the nearest military base or police station.
 - Get best possible description of the car and its occupants.
 - Report incident to military police and/or security forces.
- Recognize events that can signal the start of an attack. When one of these events occurs, start mentally preparing a course of action in case an attack develops. These events may include, but are not limited to:
 - Cyclist falling in front of your car.
 - Flagman or workman stopping your car.
 - Unusual or false police or government checkpoint.
 - Disabled vehicle and/or accident victims on the road.

- Unusual detours.
- An accident in which your car is struck.
- Cars or pedestrian traffic that box you in.
- Sudden activity or gunfire.
- Know what to do if under attack in a vehicle:
 - Without subjecting yourself, passengers, or pedestrians to harm, try to draw attention to your car by sounding the horn.
 - Put another vehicle between you and your pursuer.
 - Execute immediate turn and escape; jump the curb at 30-45 degree angle, 35 mph maximum.
 - Ram blocking vehicle if necessary. (If you must ram a vehicle, always strike fender area in front of front tire or behind rear tire).
 - Go to closest safehaven.
 - Report incident to military police and/or security forces.

COMMERCIAL BUSES, TRAINS AND TAXIS

- Vary mode of commercial transportation.
- Select busy stops. Avoid standing in or near group while waiting.
- Do not always use the same taxi company.
- Do not let someone you do not know direct you to a specific cab.
- Ensure taxi is licensed and has safety equipment (seatbelts at a minimum).
- Ensure face of driver and picture on license are the same.
- Try to travel with a companion.
- If possible, specify the route you want the taxi to follow.

Tips for Defensive Air Travel

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

MAKING TRAVEL ARRANGEMENTS

- Use office symbols on orders or leave authorization if the word description denotes a high or sensitive position.
- Get an area of responsibility (AOR)-specific threat briefing from your security officer, antiterrorism (AT) officer, or the appropriate counterintelligence or security organization prior to traveling. This briefing is mandatory prior to overseas travel and must occur within 3 months prior to travel. It should also include any AOR-specific AT requirements as directed by the geographic combatant commander. Most geographic combatant commanders put useful information on their Internet sites.
- Before traveling, consult the DOD Foreign Clearance Guide (DOD 4500.54-G) to ensure you know and can meet all requirements for travel to a particular country. Also, verify applicable clearance requests have been approved for each country, read and review approval messages and follow guidance contained therein. Additionally, some geographic combatant commanders restrict travel to certain countries that may be available on their public Internet sites. **The DOD Foreign Clearance Guide is “For Official Use Only”. Check to determine local sources having access.**
- Use military air, USTRANSCOM and/or AMC military contract, or US flag carriers.
- Avoid scheduling through high-risk areas. If necessary, use foreign flag airlines and/or indirect routings to avoid high-risk airports.
- Do not use rank or military address on tickets, travel documents or hotel reservations. Select a window seat, which would offer more protection since aisle seats are closer to the hijackers' movements up and down the aisle.
- Seats in the center of an aircraft offer more protection since they are farther from the center of hostile action, which is often near the cockpit or rear of the aircraft.
- Seats at an emergency exit may provide an opportunity to escape.
- When available, use government quarters or contracted hotels as opposed to privately arranged off-base hotels.

PERSONAL IDENTIFICATION

- Do not discuss your military affiliation, job titles or responsibilities with anyone.
- Have proper identification to show airline and immigration officials.
- Consider using a tourist passport, if you have one with the necessary visas, provided the country you are visiting allows it.

- If you carry your official passport, military ID, travel orders and related documents, select a hiding place onboard the aircraft to "ditch" them in case of a hijacking. (The inner part of window may be a quick and effective place.)
- Do not carry classified documents unless they are absolutely mission-essential.

LUGGAGE

- Use plain, civilian luggage; avoid military-looking bags, B-4 bags, duffel bags etc.
- Remove all military patches, logos or decals from your luggage and briefcase.
- Ensure luggage tags do not show your rank or military address.
- Do not carry official papers in your briefcase.

CLOTHING

- Travel in conservative civilian clothing when using commercial transportation or military airlift if you are to connect with a flight at a commercial terminal in a high-risk area.
- Do not wear distinct military items such as organizational shirts, caps or military issue shoes or glasses.
- Do not wear US identified items such as cowboy hats or boots, baseball caps, American logo T-shirts, jackets or sweatshirts.
- Wear a long-sleeved shirt if you have a visible US-affiliated tattoo.

PRECAUTIONS AT THE AIRPORT

- Arrive early; watch for suspicious activity.
- Look for nervous passengers who maintain eye contact with others from a distance. Observe what people are carrying. Note behavior not consistent with that of others in the area.
- No matter where you are in the terminal, identify objects suitable for cover in the event of attack. Pillars, trash cans, luggage, large planters, counters and furniture can provide protection.
- Do not linger near open public areas. Proceed through security checkpoints as soon as possible in order to be in a more secure area.
- Avoid secluded areas that provide concealment for attackers.

- Be aware of unattended baggage anywhere in the terminal.
- Be extremely observant of personal carry-on luggage. Thefts of briefcases designed for laptop computers are increasing at airports worldwide. Likewise, luggage not properly guarded provides an opportunity for a terrorist to place an unwanted object or device in your carry-on bag. As much as possible, do not pack anything you cannot afford to lose; if the documents are important, make a copy and carry the copy.
- Observe the baggage claim area from a distance. Do not retrieve your bags until the crowd clears. Proceed to the customs lines at the edge of the crowd.
- Report suspicious activity to the airport security personnel.

ACTIONS IF ATTACKED IN AN AIRPORT

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

ACTIONS IF HIJACKED

- Determining the best response in a hostage situation is a critical judgment call. Passengers need to remain extremely alert and rational to try to understand the intentions of the hijackers. Sitting quietly may be prudent in most circumstances, but it is conceivable the situation may require actions to not allow hijackers to take control of the aircraft. In all situations, it is important for individuals to remain alert to unexpected events, think clearly and act responsibly.
- Remain calm; be polite and cooperate with your captors.

- Be aware that all hijackers may not reveal themselves at the same time. A lone hijacker may be used to draw out security personnel for neutralization by other hijackers.
- Surrender your tourist passport in response to a general demand for identification.
- Do not offer any information; confirm your military status if directly confronted with the fact. Be prepared to explain that you always travel on your personal passport and that no deceit was intended.
- Discreetly dispose of any military or US-affiliated documents.
- Do not draw attention to yourself with sudden body movements, verbal remarks or hostile looks.
- Prepare yourself for possible verbal and physical abuse and deprivation of food, drink and sanitary conditions.
- If permitted, read, sleep or write to occupy your time.
- Discreetly observe your captors and memorize their physical descriptions. Include voice patterns and language distinctions, as well as clothing and unique physical characteristics. Observe how they are armed.
- If possible, observe if the pilots remain in control of the aircraft.
- Be aware that there could be Federal authorities, such as Air Marshals, on the aircraft who may be better suited to take action.
- During rescue attempts, lie on the floor and remain still until told to rise and cooperate with all instructions from the rescuers.

Taken Hostage - You Can Survive!

The chances of you being taken hostage are truly remote. Even better news is that survival rates are high. But should it happen, remember, your personal conduct can influence treatment in captivity. The Department of State has responsibility for the protection of all US Government personnel and their dependents, other than those personnel under the command of a US area military commander. If kidnapped and taken hostage, the hostage has three very important rules to follow:

- Analyze the problem so as not to aggravate the situation.
- Make decisions to keep the situation from worsening.
- Maintain discipline to remain on the best terms with the captors.

PREPARING THE FAMILY

- Have your family affairs in order, including a current will, appropriate powers of attorney and measures taken to ensure family financial security.
- Issues such as continuing the children's education, family relocation and disposition of property should be discussed with family members.
- Your family should know that talking about your military affiliation to non-DOD people may place you, or them, in great danger. Family members should consult with local public affairs office prior to talking with media or answering any questions.
- Your captors must be convinced the US government will work to obtain your safe release.
- Do not be depressed if negotiation efforts appear to be taking a long time. Remember that your chances of survival actually increase with time.

STAY IN CONTROL

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

DEALING WITH YOUR CAPTORS

- Do not aggravate them.
- Do not get into political or ideological discussions.
- Comply with instructions, but always maintain your dignity. Obedience to orders or commands need not be swift, cheerful or overtly enthusiastic, but it should be sufficient to maintain a balanced relationship between the hostages and their captors.
- Talk in a normal voice. Avoid whispering when talking to other hostages, or raising your voice when talking to a terrorist.

- Attempt to develop a positive relationship with them. Identify those captors with whom you can communicate and attempt to establish a relationship with one or more of them.
- Be proud of your heritage, government and military association, but use discretion.

KEEP OCCUPIED

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

BEING INTERROGATED

- If you need to avoid answering questions to protect sensitive information, take a simple, tenable position you will be able to remember and maintain.
- Be polite and keep your temper.
- Give short answers. Talk freely about nonessential matters, but be guarded when conversations turn to matters of substance.
- Do not be lulled by a friendly approach. Remember that one terrorist may play "Good Guy" and one "Bad Guy." This is the most common interrogation technique.
- Avoid emotionally charged topics of religion, economics and politics.
- If forced to present terrorist demands to authorities, in writing or on tape, state clearly that the demands are from your captors.
- Avoid making a plea on your behalf.

DURING RESCUE

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

Responding to Chemical Threats

GENERAL INFORMATION

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

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

DETECTION

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

- Droplets of oily film on surfaces.
- Unusual dead or dying animals in the area.
- Unusual liquid sprays or vapors.
- Unexplained odors (smell of bitter almonds, peach kernels, newly mowed hay or green grass).
- Unusual or unauthorized spraying in the area.
- Low-lying clouds of fog unrelated to weather; clouds of dust; or suspended, possibly colored particles.

- People dressed unusually (long-sleeved shirts or overcoats in the summertime) or wearing breathing protection, particularly in areas where large numbers of people tend to congregate, such as subways or stadiums.
- Victims displaying symptoms of nausea, difficulty breathing, convulsions, disorientation or patterns of illness inconsistent with natural disease.

DEFENSE IN CASE OF CHEMICAL ATTACK

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

- Stay alert. Early detection enhances survival.
- Move upwind from the source of attack.
- If evacuation from the immediate area is impossible, move outdoors or to an interior room on a higher floor. Remember many agents are heavier than air and will tend to stay close to the ground.
- If indoors and no escape outside is possible, close all windows and exterior doors while also shutting down the air conditioning or heating systems to prevent circulation of air. Notify responders as soon as possible of your location.
- Cover your mouth and nose. If gas masks are not available, use a surgical mask or handkerchief. An improvised mask can be made by soaking a clean cloth in a solution of one tablespoon of baking soda in a cup of water. Although not highly effective, it may provide some protection.
- Cover bare arms and legs and make sure any cuts or abrasions are covered and bandaged.
- If splashed with an agent, immediately wipe it off using generous amounts of warm soapy water or a diluted 10:1 bleach solution.
- If water is not available, talcum powder or flour are also excellent means of decontamination of liquid agents. Sprinkle the flour or powder liberally over the affected skin area, wait 30 seconds, and gently wipe off with a rag or gauze pad.
- No matter what the agent or concentration, medical attention should be sought immediately, even if the exposure is thought to be limited.

DOD Policy Guidance on the Code of Conduct for Personnel Subject to Terrorist Activity

DEPARTMENT OF DEFENSE

DERIVED FROM DOD DIRECTIVE 1300.7 AND DOD INSTRUCTION 1300.21

POLICY

This policy concerning the conduct of US military personnel isolated from US control applies at all times. US military personnel finding themselves isolated from US control are required to do everything in their power to survive with honor.

SCOPE

The Code of Conduct is a moral guide designed to assist military personnel in combat or being held as prisoners of war to live up to the ideals contained in the DOD policy. The guidance contained in this section will assist US military personnel who find themselves isolated from US control in operations other than war, or in a situation not related specifically in the Code of Conduct, such as terrorist captivity.

RATIONALE

Because of their wide range of activities worldwide, US military personnel participate in operations other than war that can result in detention by unfriendly governments or captivity by terrorist groups. The guidance in this section seeks to help US military personnel survive these situations with honor and does not constitute a means for judgment or replace the Uniform Code of Military Justice 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 operations other than war, or in situations not related specifically in the Code, such as terrorist captivity.

GENERAL

US military personnel captured by terrorists or detained by hostile foreign governments are often held for individual exploitation, to influence the US Government, or both. 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, terrorists or governments exploited detainees for information and propaganda efforts, including confessions to crimes never committed. This assisted or lent credibility to the detainer. Governments also have been exploited in such situation to make damaging statements about themselves or to force them to appear weak in relation to other governments. Governments have paid ransoms for captives of terrorists and such payments have improved terrorist

finances, supplies, status and operations, often prolonging the terror carried on by such groups. The US Government's policy is that it will not negotiate with terrorists.

RESPONSIBILITY

The US Government will make every good-faith effort to obtain the earliest release of US military personnel, whether detainees or hostages. 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 hostage situation.

GOAL

US military personnel must take every reasonable step to prevent exploitation of themselves and the US Government. If the captive cannot prevent exploitation completely, the captive must take every step to limit exploitation as much as possible. Detained US military personnel often are catalysts for their own release, based on their ability to become unattractive sources of exploitation; e.g., one who resists successfully may expect detainers to lose interest in further exploitation attempts. Detainees or hostages 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 may say honestly that he or she has done his or her utmost in a detention or hostage situation to resist exploitation upholds DOD policy, the founding principles of the United States and the highest traditions of Military Service.

MILITARY BEARING AND COURTESY

US military personnel will maintain their military bearing, regardless of the type of detention or captivity or harshness of treatment. They should make every effort to remain calm, courteous and project personal dignity. That is particularly important during the process of capture and the early stages of internment when the captors may be uncertain of their control over the captives. Discourteous, nonmilitary behavior seldom serves the long-term interest of a detainee or hostage and often results in unnecessary punishment that serves no useful purpose. In some situations, such behavior may jeopardize survival and severely complicate efforts to gain release of the detainee or hostage.

CLASSIFIED INFORMATION

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

CHAIN OF COMMAND

In group detention, captivity or hostage situations, military detainees 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 overemphasized. 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 or hostages. Military detainees 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 US 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.

GUIDANCE FOR DETENTION BY GOVERNMENTS (DETAINEE)

US military personnel must be aware that the basic protections available to prisoners of war under Article 3 of the Geneva Convention may not be required during operations other than war. It is essential that US military personnel understand that the provisions of the Geneva Convention affording prisoner of war protections apply only during declared war or international armed conflict. In conflicts not of an international character, the combatants are required to apply only the minimum protections of the Geneva Convention's Article 3. As a result, US military personnel detained by a hostile force during military operations other than war (MOOTW) may be subject to the domestic criminal laws of the detaining nation. For example, if a US pilot shot down during a MOOTW kills a civilian to avoid detection by a hostile force, that pilot may be denied the protections of the Geneva Convention and tried under the criminal laws of the detaining nation. In addition to the Geneva Conventions, there may also be a status of forces agreement or some other binding agreement that provides certain parameters for the duties of the detaining government. Detainees should attempt to maintain military bearing, if possible, and should avoid aggressive or combative behavior that would violate the criminal or civil laws of the subject country. However, detainees should not forget that they have an inherent right of self-defense. Lost, isolated or captive Service members must be prepared to assess the dangers associated with being taken into captivity by local authorities. Their assessment of the dangers should dictate what efforts

should be taken and what measure of force may be required to avoid capture, resist apprehension and resist cooperation once captured.

- Governments are obligated to notify the detainee's consular officials. As American citizens, detainees should ask immediately and continually to see US embassy personnel or a representative of an allied or neutral government.
- Since the detainers' goals may be maximum political exploitation, US military personnel who are detained must be extremely cautious of their captors in everything they say and do. In addition to asking for a US representative, detainees should provide name, rank, service 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.
- 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.
- A detainee should make every effort to avoid providing propaganda for the detaining government. 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 on the United States and the individual as a member of the military, or how it could be misused by the detainer to further the detainer's ends.
- Detainees are not likely to earn their release by cooperation. Release may be gained by the military member doing his or her best to resist exploitation, hereby reducing his or her value to a detainer, and thus prompting a hostile government to negotiate seriously with the US Government.
- US military detainees should accept release, unless doing so requires them to compromise their honor or cause damage to the US Government or its allies. Persons in charge of detained US military personnel will authorize release of any personnel under almost all honorable circumstances.
- Escape attempts from governmental detention are not recommended, except under unique or life-threatening circumstances. Although escape is considered a last resort, it may become necessary if conditions deteriorate to the point that the risks associated with escape are less than the risks of remaining captive. These risks would include torture, the death of detainees due to treatment by the detainers, or the credible threat of death or torture of the detainees by the detainers. Escape planning should begin at the onset of detention to improve the chances of escape should an escape attempt be

required. The decision to escape should be based on the careful consideration of the relevant circumstances, to include an assessment of the current detention conditions, potential for success, risk of violence during the escape attempt and the potential reprisals if recaptured and on detainees remaining behind. Because escape from government detention is a crime in most countries, a failed escape attempt may provide the detainer with further justification to prolong detention by adding additional criminal or civil charges. This would be particularly true if detaining government personnel or civilians were wounded or killed during an escape by or because of the detainee. A detainee in this case may be subjected to severe punishment at the hands of the detainer's legal system that may result in bodily harm or even death to the detainee.

GUIDANCE FOR CAPTIVITY BY TERRORISTS (HOSTAGE)

Capture by terrorists is generally the least predictable and structured form of captivity during operations other than war. The captor may qualify as an international criminal. The possible forms of captivity vary from spontaneous, "target of opportunity" kidnapping to a carefully planned and well-orchestrated hijacking. 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 US military personnel are uncertain whether captors are genuine terrorists or surrogates of another government, they should assume that they are terrorists. Tension levels will be extremely high. The terrorists feel vulnerable at this point. Hostages should reduce this tension level by controlling their emotions, following instructions as far as practicable and avoiding physical resistance. Sudden movement or action could precipitate a deadly response.

- One recommendation is for military personnel to obtain a US tourist passport to assist in blending in with other travelers and to delay the initial identification process in a hostage situation. Surrender the tourist passport if the terrorists demand identification during the initial stage, or delay identification as a US military or official traveler by claiming inability to locate documents. If directly confronted about the DOD status, lying is not recommended. The initial delay serves only to maximize survival during the initial stage.
- Surviving in some terrorist situations may depend on a hostage's ability to portray himself or herself as a person rather than an object and by conveying personal dignity and apparent sincerity. Hostages may discuss nonsubstantive topics to convey their human qualities and build rapport by:
 - Introducing commonalities such as family, clothes, sports, hygiene, food, etc.
 - Active listening. Allowing captors to discuss their cause or boast, but not to praise, pander, participate or debate with them.
 - Addressing captors by name.
 - Being careful about whining or begging as it may increase abuse.
 - Introducing benign topics at critical times (impasses, demands) to reduce tensions.

- Avoiding emotionally charged topics of religion, economics and politics.
 - Avoiding being singled out by being argumentative or combative.
 - Avoiding escalating tensions with language such as "gun, kill, punish," etc.
- Hostages should make reasonable efforts to avoid signing confessions, making propaganda broadcasts, conducting "news interviews," etc., which could embarrass the US or host governments. Propaganda has been successfully avoided by presenting logical reasons; however, the threat of death by terrorists for non-compliance is more realistic than in governmental detention. The hostage should not mistake pride for inappropriate resistance. If forced to sign or make a statement, hostages should attempt to degrade the propaganda and to provide the minimum information.
 - Hostages should plan for being rescued. Leaving fingerprints whenever and wherever possible should assist in locating hostages. The hostage should not attempt to hide his or her face, if photographs are taken. Photographs provide positive identification and information about the terrorists. In case of rescue, the hostage should plan to reach the "safest" area, such as under desks and behind chairs or any large object that provides protection. Avoid doors, windows and open areas. When sounds or activities indicate an imminent rescue, the hostage should head for the "safest" area. If it cannot be reached, dropping to the floor with hands visible is appropriate. Hostages should not attempt to "help" rescue forces and jump up or point out the terrorists. Sudden movements could have deadly consequences. Instructions by the rescuers must be followed and rough handling can be expected until authentication is accomplished. Only then should information about the terrorists and other hostages be relayed to the rescue party.
 - US military personnel held hostage by terrorists should accept release using requisites in "Guidance For Detention By Governments (Detainee)," above. US 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. Escape from detention by terrorists is risky but may become necessary if conditions deteriorate to the point that the risks associated with escape are less than the risks of remaining captive. These risks would include torture, the death of detainees due to treatment by the detainers or the credible threat of death or torture of the detainees by the detainers. Hostages and kidnap victims should begin planning for an escape as soon as possible after coming under the control of terrorists to improve their chances of escape if an escape is attempted. This planning should include the passive collection of information on the captors, the strengths and weaknesses of the facility and its personnel, the surrounding area and conditions that could have an impact on an escape attempt and items and materials within the detention area that may support an escape effort. This alertness and continual planning for escape places a hostage or kidnap victim in the best position to exploit, facilitate or provide assistance during an escape opportunity. The decision to escape should be based on the careful consideration of the unique circumstances of the terrorist situation to include an assessment of the current detention conditions,

potential for success, risk of violence during the escape attempt and the potential reprisals if recaptured and on detainees remaining behind.

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Personal Data

Law enforcement agencies need timely and accurate information to effectively work for the release of hostages. Keep this data on-hand, ready to give to the military security police. Ensure this is safeguarded or destroyed as updated to protect against identity theft or compromise.

MILITARY MEMBER or DOD EMPLOYEE

SPOUSE

Full Name: _____

Passport Number: _____

SSN: _____

Rank: _____

Position: _____

Home Address: _____

Phone: _____

Place of Birth: _____

Date of Birth: _____

Citizenship: _____

Race: _____

Height: _____

Weight: _____

Build: _____

Hair Color: _____

Color Eyes: _____

Languages Spoken: _____

Medical Requirements or
Problems: _____

Medication Required and
Time Intervals: _____

Provide Three Signature Samples:

1. _____

2. _____

3. _____

Attach two photographs, one full-length front view and one full-length side view. Attach one complete finger print card. It is also prudent to have an audio recording of the person's voice and a DNA sample.

CHILD 1

CHILD 2

Full Name: _____

Passport Number: _____

SSN: _____

Home Address: _____

Phone: _____

Place of Birth: _____

Date of Birth: _____

Citizenship: _____

Race: _____

Height: _____

Weight: _____

Build: _____

Hair Color: _____

Color Eyes: _____

Languages Spoken: _____

Medical Requirements or

Problems: _____

Medication Required and

Time Intervals: _____

Provide Three Signature Samples:

1. _____

2. _____

3. _____

CHILD 3

CHILD 4

Full Name: _____

Passport Number: _____

SSN: _____

Home Address: _____

Phone: _____

Place of Birth: _____

Date of Birth: _____

Citizenship: _____

Race: _____

Height: _____

Weight: _____

Build: _____

Hair Color: _____

Color Eyes: _____

Languages Spoken: _____

Medical Requirements or

Problems: _____

Medication Required and

Time Intervals: _____

Provide Three Signature Samples:

1. _____

2. _____

3. _____

AUTOMOBILES OR RECREATIONAL VEHICLES

Make and Year: _____

Color: _____

Model: _____

Doors: _____

Style: _____

License/State: _____

Vehicle ID: _____

Distinctive Markings: _____

Make and Year: _____

Color: _____

Model: _____

Doors: _____

Style: _____

License/State: _____

Vehicle ID: _____

Distinctive Markings: _____

Make and Year: _____

Color: _____

Model: _____

Doors: _____

Style: _____

License/State: _____

Vehicle ID: _____

Distinctive Markings: _____

AT Points of Contact

For additional information contact your Antiterrorism Office:

Assistant Secretary of Defense:
(Special Operations and Low-Intensity Conflict)
The Pentagon
Washington, D.C. 20301-2500
(703) 693-2898/DSN: 223-2898

The Joint Staff:
Attn: DDAT/FP, J-3
Room 2E230, The Pentagon
Washington, D.C. 20318-3000
(703) 693-7520/DSN: 223-7520

Army:
Headquarters Department of the Army
(DAMO-ODL-FP)
400 Army, The Pentagon
Washington, D.C. 20310
(703) 695-8491/DSN: 225-8491

Marine Corps:
Headquarters, USMC
PSH (PS/PP&O)
Room 4A324-26, The Pentagon
Washington, D.C. 20380-1775
(703) 692-4495 /DSN: 222-44952180

Navy:
Chief of Naval Operations (N34)
The Pentagon
Washington, D.C. 20388-5384
(202) 433-0949/DSN: 288-0949

Air Force:
Headquarters US Air Force
Force Protection Division
1340 Air Force, The Pentagon
Washington, D.C. 20330-1340
(703) 588-7935/0019/DSN: 425-7935/0019

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