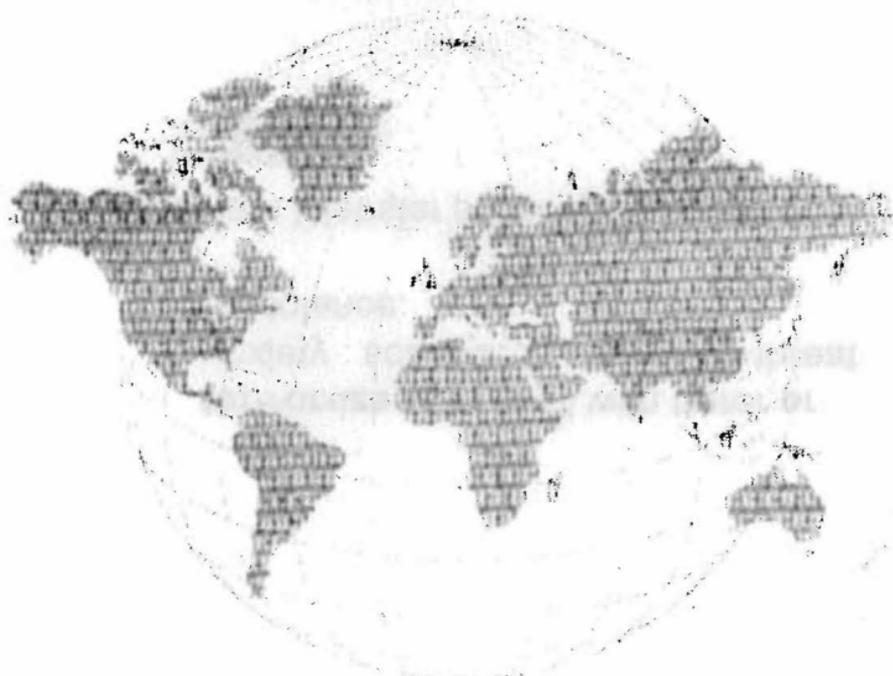


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# INDIVIDUAL PROTECTIVE MEASURES



## TO COMBAT TERRORISM

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**terrorize** vt **1:** to fill with terror or anxiety : scare **2:** to coerce by threat or violence.

-Merriam Webster's Collegiate Dictionary

# PREFACE

On 11 September 2001, as the world watched in horror, three commercial airliners were hijacked and used as weapons of mass destruction in New York City and Washington, DC. A fourth attempt was apparently thwarted by passenger intervention before the plane crashed in Pennsylvania. These events will forever change the free world's philosophy and approach to terrorist incidents. The extent of the impact of these acts on our personal lives is yet to be determined, but it is certain to be profound. For example, in the case of a plane being hijacked, it may be prudent and desirable for individuals and groups to intervene and attempt to overpower terrorists/criminals when the circumstances dictate. These actions are contrary to the guidelines contained in this document, but reflect the extent to which the events of 11 September 2001 have changed the rules. For most situations, however, the information and recommendations contained in this pamphlet present viable solutions to a problem that is not likely to go away.

Department of the Army personnel and their families are the symbols of the power and prestige of America. Americans are particularly vulnerable to a terrorist attack. We are stationed on seven continents, we are generally highly visible, and our work is deeply despised by militants and extremists the world over.

This pamphlet is designed to foster your awareness of the terrorist threat, to provide techniques for you to actively protect yourself and your family, and to help ensure the process of changing our mind-set from complacency to constant vigilance. It is intended to serve as a guide, and you should incorporate the measures that apply to you and your family.

Our soldiers and families are our greatest asset; and all of us must do everything possible to protect ourselves, our families, and our property from a terrorist attack. Through constant awareness and good security habits, you can ensure that you and members of your family will not become the target of a terrorist attack.

## **TO COMBAT TERRORISM**

### **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 your route to and from work, and vary the time you leave and return home. Vary the way you dress. Do not exercise alone. Do not exercise at the same time and place each day, on deserted streets, or on country roads. Let people close to you know where you are going, what you will be doing, and when you should be back.

### **BE VERY ALERT**

Watch 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 preselected, secure area. Immediately report the incident to your force protection unit advisor, military intelligence officer, military police, or law enforcement agencies. In overseas areas without these agencies, report the incident to the security officer or the military attache at the US Embassy.

- Instruct your family and associates not to provide strangers with information about you or your family.
- Do not give unnecessary personal details to information collectors, and restrict personal data when using the internet.
- Be alert to strangers who are on government property for no apparent reason. Report all suspicious persons loitering near your residence or office, and try to provide a complete description of the person and/or vehicle to police or security.
- Vary daily routines to avoid habitual patterns. If possible, vary travel times and routes to and from work.
- Refuse to meet with strangers outside your workplace.
- Advise associates or family members of your destination when leaving your office or your home and the anticipated time of arrival.
- Do not open doors to strangers.
- Memorize key phone numbers—office, home, police, and security.
- Be cautious about giving out information regarding family travel plans or security measures and procedures.
- Learn and practice a few key phrases in the native language if you are overseas—"I need a policeman, doctor, and so forth."
- Educate all family members on the safe and proper use of emailing and internet browsing. Do not open an email if you do not know the sender.

## **GENERAL SECURITY CHECKLIST**

# NOTES

Family members should 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 that everyone in the family knows what to do in an emergency. Most precautions are simple, commonsense measures which will help protect you from any criminal activity.

## **RESIDENTIAL SECURITY**

- Exterior and grounds.
  - ◆ No name or rank on the outside of your residence or mailbox.
  - ◆ Good lighting.
  - ◆ Controlled vegetation (limits hiding places).
- Entrances and exits.
  - ◆ Solid doors with dead-bolt locks.
  - ◆ One-way peepholes in doors.
  - ◆ Locks on skylights.
  - ◆ Metal grating on glass doors and ground floor windows, with interior release mechanisms that are not reachable from outside.
- Interior.
  - ◆ Alarm and intercom systems.
  - ◆ Fire extinguishers.
  - ◆ Medical and first aid equipment.
- Miscellaneous.
  - ◆ A clear view of approaches.
  - ◆ More than one access road.

## **RESIDENTIAL AND FAMILY SECURITY**

- ◆ Off-street parking.
- ◆ High (6 to 8 feet) perimeter wall or fence.

### **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.
- Shred all envelopes or other items that indicate your name and rank.
- Know your neighbors.
- Do not draw attention to yourself. Avoid frequent exposure on balconies and near windows.
- Be aware of the threat level—listen to local news reports.

### **Be Suspicious**

- Be alert to public work crews and, if overseas, other foreign nationals requesting access to your residence. Verify identity through a peephole before allowing entry.
- Write down license numbers of suspicious vehicles. Note descriptions of occupants.
- Be suspicious of inquiries about the location and activities of other family members.
- Report all suspicious activity to military police or local law enforcement.

## Telephone Security

- Post emergency numbers on the telephone:  
Military Police: \_\_\_\_\_  
Local Police: \_\_\_\_\_  
Fire Department: \_\_\_\_\_  
Hospital: \_\_\_\_\_
- Do not answer your telephone with your name and rank.
- Report all threatening phone calls to security officials.

## SPECIAL PRECAUTIONS FOR CHILDREN

- Never leave young children alone or unattended. Ensure that they are in the care of a trustworthy person.
- Instruct children to keep doors and windows locked and never admit strangers.
- Teach children how to contact the police or a neighbor in an emergency.
- Know where your children are at all times. Advise your children to—
  - ◆ Never leave home without telling you where they will be and who will accompany them.
  - ◆ Travel in pairs or in 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 that mom or dad sent them or that mom or dad said it was “okay.”
  - ◆ Report immediately to the nearest person of authority, (parent, teacher, or police) anyone who attempts to molest or annoy them.

## **CHILD CARE PROVIDERS**

- Conduct a security background check with local police, neighbors, and friends. Verify references.
- Inform employees about security responsibilities.
- Instruct employees which phone or other means of communication to use in an emergency.
- Do not discuss travel plans or sensitive topics within employees' hearing.
- Discuss duties in a friendly, firm manner.
- Give presents or gratuities according to local customs.

## **MAIL OR PACKAGES**

- Look for suspicious characteristics, including—
  - ◆ Unusual or unknown place of origin.
  - ◆ No return address.
  - ◆ Excessive amount of postage.
  - ◆ Abnormal or unusual size.
  - ◆ Oily stains on the package.
  - ◆ Wires or strings protruding from or attached to an item.
  - ◆ Incorrect spelling on the package label.
  - ◆ Differing return address and postmark.
  - ◆ Appearance of foreign-style handwriting.
  - ◆ Peculiar odor. (Many explosives used by terrorists smell like shoe polish or almonds.)
  - ◆ Unusual weight.
- Uneven balance or shape.
- Never touch or move a suspicious package or letter.

- Do not cut tape, strings, or other wrappings on a suspect package. Do not immerse a suspected letter or package in water. Either action could cause an explosive device to detonate.
- Report suspicious packages or mail to security officials immediately.

### **WHEN AWAY FROM HOME**

- Leave the house with a "lived-in" look.
- Stop deliveries of mail and news subscriptions.
- Do not leave notes on the doors.
- Do not hide keys outside the house.
- Use a timer to turn lights on and off at varying times and locations.
- Leave a radio on (best with a timer).
- Hide valuables.
- Notify the police or trusted neighbors of your absence.
- Ask friends/neighbors to physically check the residence.

# NOTES

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 routine of travel from your home to your duty station or to commonly frequented local facilities.

### **GROUND TRANSPORTATION**

- Travel in groups as much as possible. Avoid high-risk areas and demonstrations, and vary movements to be unpredictable.
- Try to be inconspicuous when using public transportation and facilities. Dress, conduct, and mannerisms should not attract attention.
- Avoid public demonstrations; do not be curious.
- Stay away from controversial meeting places. Patronize reputable establishments, but do not frequent the same off-base locations (in particular, known US hangouts).
- Limit alcohol intake in any public place.

### **VEHICLES OVERSEAS**

- Select a plain car—avoid the “rich American” look. Consider not using a marked government car.
- Do not display decals with unit or branch affiliation or display gear in the rear of the vehicle.
- Perform auto maintenance.
  - ◆ Keep the vehicle in good repair.
  - ◆ Keep the gas tank at least half full.
  - ◆ Ensure that tires have sufficient tread.

#### **Parking**

- Lock your car.

## **SECURITY OVERSEAS**

- Do not leave your car on the street overnight if possible.
- Check for suspicious persons before exiting a vehicle.
- Leave only the ignition key with the parking attendant.
- Do not allow entry to the trunk unless you are there to watch.
- Never 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.

### **Traveling**

- Check the surrounding area for anything suspicious before leaving a building to get into your vehicle.
- Vary routes to and from work and home if possible. Avoid late-night travel.
- Travel with companions.
- Avoid isolated roads or dark alleys when possible.
- Ride with seat belts buckled, doors locked, and windows closed.
- Be alert while driving or riding. Do not allow your vehicle to be boxed in. Maintain a minimum 8-foot interval between you and the vehicle in front of you. Avoid inner lanes.
- Know how to react if you are being followed.
  - ◆ Circle the block for confirmation of surveillance.
  - ◆ Do not stop or take other actions which could lead to confrontation. Do not drive home.
  - ◆ Get a description of the car and its occupants.
  - ◆ Go to the nearest safe haven.
  - ◆ Report the incident to military police.
- Recognize events that can signal the start of an attack.

- ◆ Cyclists falling in front of your car.
  - ◆ Flagman or workman stopping your car.
  - ◆ Fake police or government checkpoint.
  - ◆ Disabled vehicle/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.
- ◆ Try to draw attention to your car by sounding the horn without subjecting yourself, passengers, or pedestrians to harm.
  - ◆ Put another vehicle between you and your pursuer.
  - ◆ Go to the closest safe haven.
  - ◆ Report the incident to military police.

### **COMMERCIAL VEHICLES**

- Vary your mode of commercial transportation.
  - Do not always use the same company.
  - Do not let someone you do not know direct you to a specific commercial vehicle or carrier.
  - Ensure that the vehicle is licensed and has adequate safety equipment (seat belts at a minimum).
  - Ensure that the face of the driver and the picture on the license are the same.
  - Specify the route you want the driver to follow.
- Select busy areas for stops.

## AIR TRAVEL

Air travel, particularly through high-risk airports or countries, poses security problems different from those of ground transportation. Here too, simple precautions can reduce the hazards of a terrorist assault.

- Get a threat briefing from your security officer before traveling in a high-risk area.
- Use military air or US flag carriers.
- Avoid scheduling through high-risk areas; if necessary, use indirect routings to avoid high-risk airports.
- Do not use rank or military address on tickets or hotel reservations.
- Select a window seat. It offers more protection since aisle seats are closer to the hijacker's movements up and down the aisle.
- Select a rear seat. It offers more protection since rear seats are farther from the center of hostile action, which is often near the cockpit.
- Select a seat near an emergency exit. It may provide an opportunity to escape.

## PERSONAL IDENTIFICATION

- Do not discuss your military affiliation.
- Show proper identification to airline and immigration officials.
- Consider using a tourist passport with necessary visas if it is allowed by the country you are visiting.
  - ◆ If you use a tourist passport, place your official passport, military identification, travel orders, and related documents in your checked luggage—not in your wallet or briefcase.

- ◆ If you must carry official documents on your person, select a hiding place onboard the aircraft to “ditch” them if the plane is hijacked.

### **Luggage**

- Use plain, civilian luggage. Avoid military-looking bags such as B-4 bags and duffel bags.
- Remove all military patches, logos, and decals from your luggage and briefcase.
- Ensure that 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 when traveling in military airlift if you are connecting 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; or 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 that is not consistent with others in the area.

- Identify objects that are suitable for cover in the event of an attack—pillars, trash cans, luggage, large planters, counters, and furniture.
- Do not linger near open public areas. Quickly transit waiting rooms, commercial shops, and restaurants.
- Proceed through security checkpoints as soon as possible.
- Avoid secluded areas that provide concealment for attackers.
- Be aware of unattended baggage anywhere in the terminal.
- Be extremely observant of your personal carry-on luggage. Improperly guarded luggage provides an opportunity for a terrorist to place an object or a device in it.
- 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 airport security personnel.

## TIPS TO ENSURE SURVIVAL

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 is responsible for all US government personnel and their dependents in overseas areas. If a hostage situation develops, the Department of State will immediately begin to take action according to preconceived plans to attempt to release the hostages. If kidnapped and taken hostage—

- Remain calm.
- Blend in with other hostages.
- Do not “take charge,” because you may be identified as a threat.
- Do not aggravate the situation.

### Keep Occupied

- Exercise daily.
- Read anything and everything.
- Eat what is offered to you; you must maintain your strength.
- Maintain contact and assist other captives when possible.
- Remain positive and motivated. This becomes contagious to other captives.

### Interrogation

- Take a simple, tenable position and stick to it.
- Be polite and control your temper.
- Give short answers. Talk about nonessential matters, but be guarded when conversations turn to matters of substance.

## HOSTAGE SURVIVAL

- Do not be lulled by a captor's friendly approach. Remember, one terrorist may play the "good guy" and one the "bad guy." This is a commonly used technique.
- Ask to see US Embassy personnel or representatives of an allied or neutral country.
- Resist exploitation by your captors.
- Avoid making a plea on your behalf.

### **During Rescue**

- Drop to the floor and remain 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.

### **ACTIONS IF HIJACKED**

- 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 only if directly confronted with the fact.
- Be prepared to explain that you always travel on your personal passport and that no deceit was intended.
- Dispose of any military or US-affiliated documents discreetly.
- Do not draw attention to yourself with sudden body movements, verbal remarks, or hostile looks.
- Prepare yourself for possible verbal and physical abuse and the lack of food, drink, and sanitary conditions.

- Read, sleep, or write to occupy your time if permitted.
- Observe your captors discreetly and memorize their physical descriptions. Include voice patterns and language distinctions, as well as clothing and unique physical characteristics.
- Cooperate with any rescue attempt. For your safety, you will be ordered to lie on the floor. Lay down until you are told to rise.
- Avoid eye contact with hijackers.
- Do not be depressed if negotiation efforts appear to be taking a long time. Remember, your chances of survival actually increase with time.

### **DEALING WITH YOUR CAPTORS**

- Do not aggravate them.
- Do not get into political or ideological discussions.
- Comply with instructions, but always maintain your dignity.
- Try to develop a positive relationship with them, but never praise the terrorist cause.
- Be proud of your heritage, government, and military association, but use discretion.

### **Stay in Control**

- Maintain your composure as much 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 structures of your captors. Anticipate isolation and efforts to disorient and confuse you.
- Try to mentally prepare yourself for the situation ahead. Stay mentally active.

# NOTES

**When we bring our soldiers, civilians, and families into our antiterrorism campaign, we directly attack the terrorist's greatest weapons: FEAR AND IGNORANCE.**

**GTA 19-04-003**

**INDIVIDUAL PROTECTIVE  
MEASURES TO  
COMBAT TERRORISM**

This pamphlet contains invaluable tips and information on how you and your family can lessen the possibility of becoming a terrorist target.