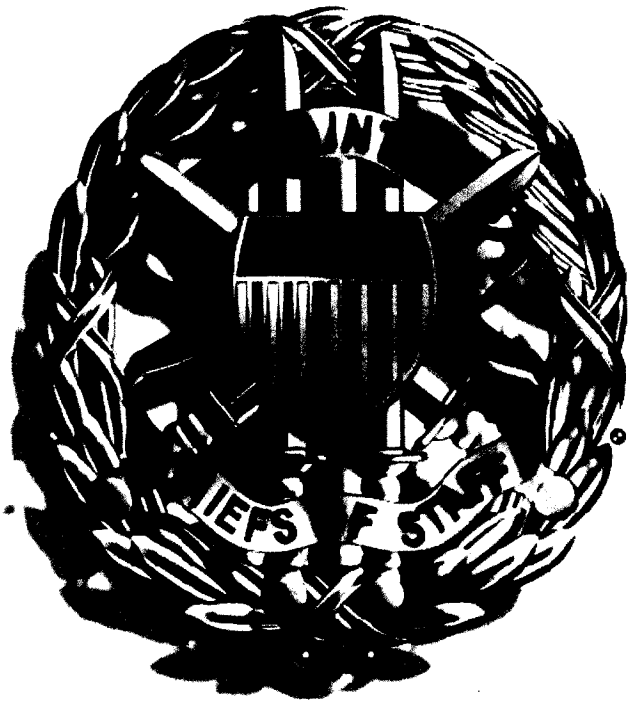
# CJCS Guide 5260

# Antiterrorism Personal Protection Guide:

## A Self-Help Guide to

# ANTITERRORISM



**1 February 2008**

CJCS Guide 5260

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

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**FOREWORD**

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

Terrorism strikes in varying forms of threats and violence. Terrorists generate fear through intimidation, coercion, and acts of violence such as bombings, hijackings, or kidnappings. As recent events have shown, terrorists have reached new levels of organization, sophistication, and violence. Their tactics and techniques are also continually changing and will continue to be a challenge to predict and neutralize. Accordingly, we must remain vigilant.

You and your family are a vital, yet vulnerable military resource. Use of this guide and these proven security habits will not ensure immunity from terrorist attacks but should reduce the possibility of becoming a target. Defensive awareness and personal security are responsibilities of everyone assigned to the Department of Defense. Your overall awareness will not only help to protect your personal family but will also increase the security of all members of the military family.

M. G. MULLEN
Admiral, U.S. Navy

# CJCS Guide 5260

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Note: This document supersedes CJCS Guide 5260, 14 October 2005.

**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, security forces, or law enforcement agencies. In overseas areas without such agencies, report suspicious incidents to the security officer or the military attaché at the U.S. Embassy. Instruct your family and associates not to provide strangers with information about you or your family.

- Avoid giving unnecessary personal details to anyone unless their identity can be verified.

- 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. Consider taking a photograph of the person if it can be done discreetly.

- 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. Refuse to meet with strangers outside your work place.

- 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 police officer/doctor."

# Home and Family Security

Your spouses and children should always practice basic precautions for their personal security. Familiarize your family with the local terrorist and criminal 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.

In addition to installation-specific Web sites, the following Web sites may also provide useful information about recent threats or activities:

In the continental United States (CONUS):

- U.S. Department of Homeland Security

  http://www.ready.gov and http://www.dhs.gov/ (links for "Threats and Protection")

- Federal Emergency Management Agency

  http://www.fema.gov/

- Individual state emergency management agencies' or state homeland security Web sites available through

  http://www.fema.gov/

- The American Red Cross

  http://www.redcross.org

Overseas:

- U.S. Department of State

  http://travel.state.gov or http://www.state.gov

  Also, the Department of State has a travel registry for U.S. citizens living or traveling overseas. The registry is used to facilitate contact between the local U.S. Embassy or Consulate and the individual during times of emergencies. More information on the process can be found at:

  https://travelregistration.state.gov/ibrs

Service personnel and DOD civilians can find classified regional assessments and updates through the Antiterrorism Enterprise Portal (http://www.atep.smil.mil) and the DOD Foreign Clearance Guide Web site (http://www.fcg.pentagon.smil.mil). Combatant commander Web sites will also have links to current information.

USNORTHCOM: INTERNET – http://www.northcom.mil

SIPRNET – https://www.noradnorthcom.smil.mil

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|---|---|
| USEUCOM: | INTERNET- http://www.eucom.mil |
| | SIPRNET – http://www.eucom.smil.mil |
| USSOUTHCOM: | INTERNET - http://www.southcom.mil |
| | SIPRNET –http://www.southcom.smil.mil |
| USCENTCOM: | INTERNET - http://www.centcom.mil |
| | SIPRNET – http://www.centcom.smil.mil |
| USPACOM: | INTERNET - http://www.pacom.mil |
| | SIPRNET – http://www.pacom.smil.mil |
| USAFRICOM: | INTERNET- http://www.africom.mil |
| | SIPRNET – http://www.africom.smil.mil |

Further information on the local terrorist threat can be obtained through your chain of command from your antiterrorism (AT) officer or command intelligence officer.

**Training**

DOD AT policy requires all DOD personnel, to include dependent family members ages 14 years and older, to complete Level I Antiterrorism Awareness Training if they are traveling outside CONUS as part of official orders or permanent change of station. Level I AT training is available at http://at-awareness.org. Members should contact their AT officer to get access to the training site.

**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. Remove names and rank from mailboxes.
- Maintain 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 individuals requesting access to your 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, especially those offering free samples. Do not admit salespersons 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 it can be done discreetly.

- Treat with suspicion any inquiries from strangers concerning the whereabouts or activities of family members.

- Report all suspicious activity to military police, security forces, or local law enforcement as appropriate.

## 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 and be generally similar to that worn by the people in the area.

- Avoid spontaneous gatherings or demonstrations.

- Stay away from known trouble, disreputable places, or other high-risk areas. Visit reputable establishments. Efforts should be made to avoid known U.S.-associated locales overseas. The U.S. Embassy Regional Security Officer (RSO) should be able to provide a list of areas to be avoided. Travelers should first review the consular information sheet for the particular country as this serves as the principal means for disseminating safety, health, and security information for travelers. These are available at www.travel.state.gov.

- Know emergency numbers and how to use the local telephone system.

- Ensure family members have a list of phone numbers they can carry with them at all times. The list should not outline titles, positions, or office locations but should be usable during an emergency with names and numbers.

- Do not discuss travel plans, detailed family issues, or office plans over the telephone.

- When using hotels, place the "do not disturb" sign on the door. Consider leaving the lights and the television on when departing the room. Avoid rooms on the first two floors if possible because they can be reached by ladder and receive more impact from street level blasts. Similarly, if possible, avoid rooms above the fifth floor as fire and rescue equipment may not be able to reach higher levels.

SPECIAL PRECAUTIONS FOR CHILDREN

- Know where your children are at all times.

- Never leave young children alone or unattended. Be certain children are in the care of a trustworthy person.

- If it is necessary to leave appropriately aged children at home, consistent with local command guidance, keep the house well lighted and notify a trusted neighbor.

- Instruct children to keep doors and windows locked and to not allow strangers inside.

- Teach children how to contact the police or neighbor in an emergency.

- Maintain recent photographs of your children. The photographs should display a clear view of the child's head.

- Instruct 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." Children should similarly be aware of strangers offering gifts, food, or using small animals to get them into a vehicle.
- Report immediately to the nearest person of authority (parent, teacher, or police) anyone who attempts to talk to or touch them in any way that makes them feel uncomfortable or scared.
- Never give information about family members over the phone, e.g., parent's occupation, names, or future family plans and dates.

## SECURITY PRECAUTIONS WHEN YOU ARE AWAY

- Leave the house with a lived-in look (i.e. cut the grass, trim hedges before leaving).
- Stop deliveries of newspapers and mail or forward to a trusted neighbor's home. Mail can also be held at the post office.
- Do not leave notes on doors or indicate the length of absence on the telephone answering machines or electronic mail account.
- Do not hide keys outside the house.
- Use a timer to turn lights on and off at varying times and locations.
- Leave the radio on.
- Hide valuables.
- Notify the police or trusted neighbor of your absence.
- Ask a trusted friend or neighbor to check the residence periodically.

## 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 contamination, such as a powdery substance that is out of place in the package or not normally received from the sender.
- The lack of the above indicators does not guarantee the package is safe. Use your best judgment.

- Do not handle suspicious packages unnecessarily. Never cut tape, strings, or other wrappings on a suspect package or immerse a suspected letter or package in water. Such action could cause an explosive devise to detonate.

- If the object has already been moved, place the letter or package in a plastic bag or some other container to prevent leakage of contents. If you are not certain whether a package or letter has been moved, avoid touching or moving it.

- 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 item 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 employees on which 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 a friendly, firm manner.
- Give presents or gratuities according to local customs.

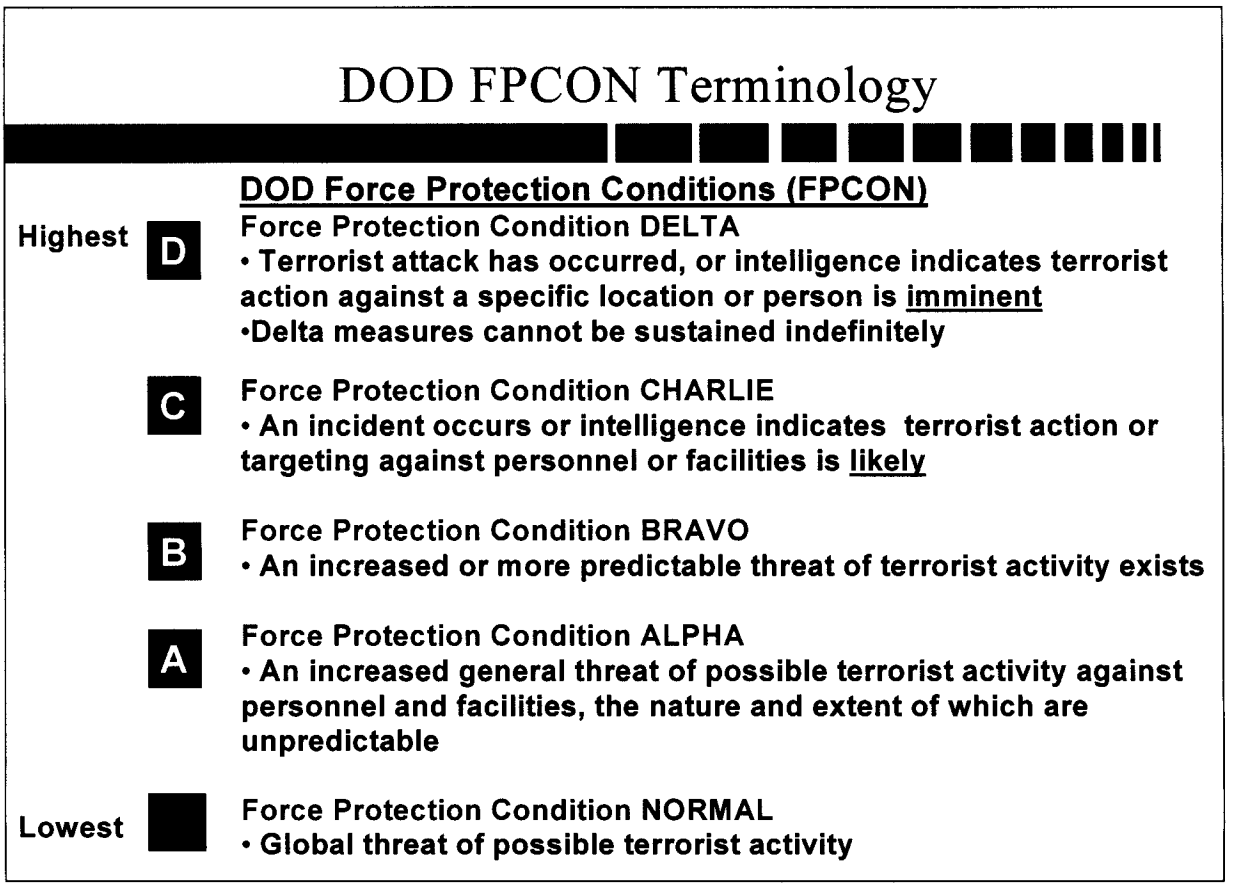


FIGURE I: Force Protection Conditions (FPCONs)

The FPCON system describes the progressive level of protective measures implemented by DOD installations or units in response to terrorist threats. There are five levels of FPCON. Each level has separate supporting measures that incrementally raise base preparedness and protection capabilities. Figure I provides a general description of the circumstances surrounding each FPCON. Recognizing the current FPCON or a change in FPCON provides some situational awareness for installation visitors.

The Homeland Security Advisory System (HSAS) is a similar, but separate system run by the U.S. Department of Homeland Security for alerting communities across the United States to threat level changes. Although HSAS and FPCONs may change at the same time, there is no direct correlation or relationship between the two systems. They are not tied to one another.

Figure II shows the two systems side by side so similarities can be identified.

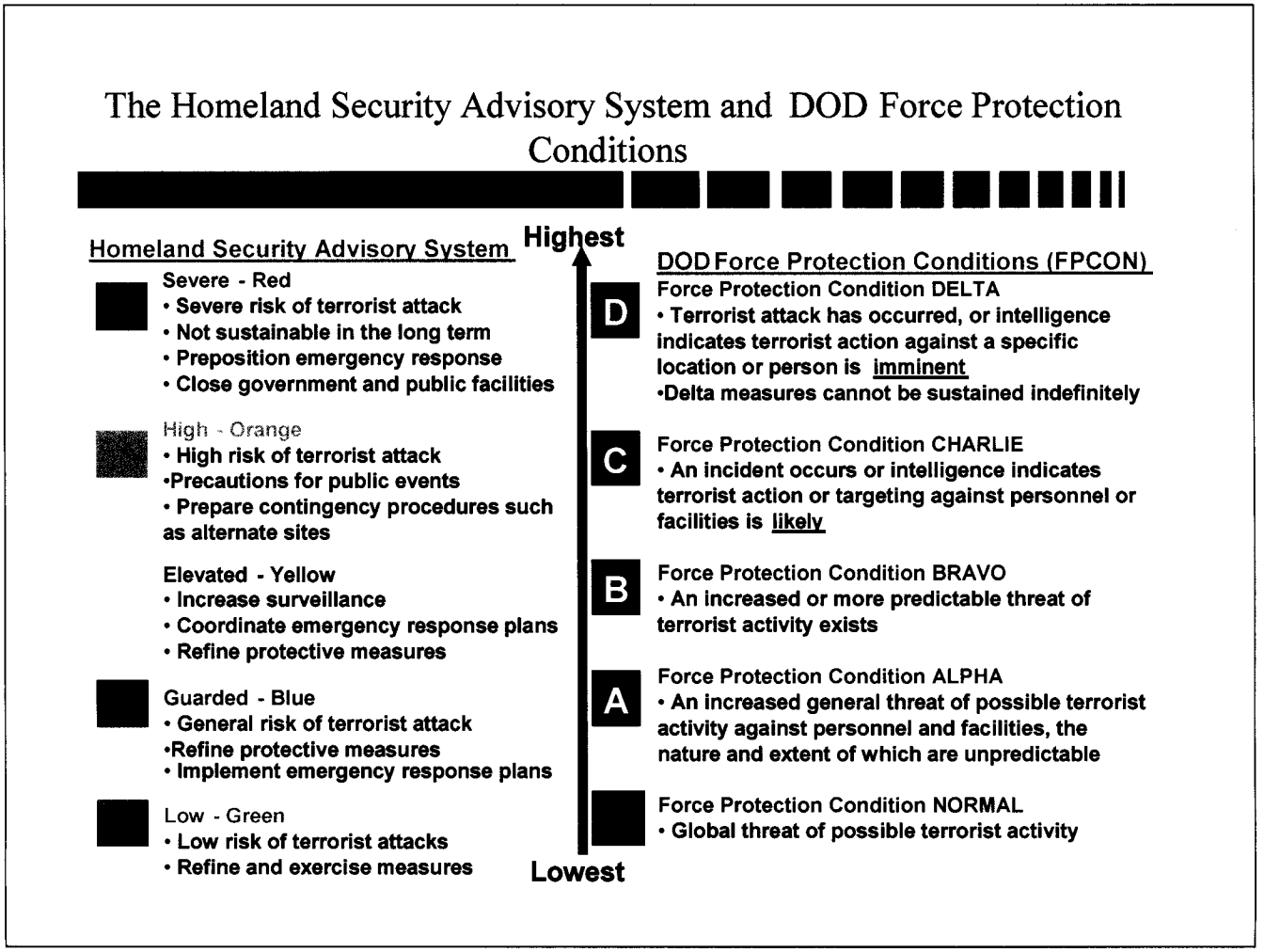


FIGURE II: The Homeland Security Advisory System and FPCONs

# 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 the 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 may 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 recording capabilities or a 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 and similar style windows with a broom handle, "charlie bar," or good patio door lock?
- If your residence has a skylight, roof latch, or roof doors are they properly secured?
- Does your residence have an alarm system?
- Have you briefed your family and household assistants 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 domestic help, and have you submitted their names for security checks?
- Have you told your family and household assistants 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?
- Have you identified telephone contact numbers for all adults?
- Have you identified rally points, such as at a neighbor's house or other identified location, for use in emergencies if the house must be evacuated?

# Operational Security Guidance for Family Members

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. Understanding critical information and identifying the methods with which adversaries collect this information is vital to the success of the OPSEC program.

- **What is OPSEC?** Officially, Operations Security (OPSEC) is a process for identifying critical information and subsequently analyzing friendly actions related to military operations and other activities to identify those actions that can be detected by adversaries or used by adversaries to discover friendly actions. In short, OPSEC is keeping potential enemies from discovering critical DOD information, such as when units are mobilizing, where they are traveling, or what processes are involved. As the name suggests, it protects U.S. 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. Potential adversaries and even friendly nations want this information. They will not only pursue military members for the data, but they may also look to you, the family member.
- **What Can You Do?** There are many countries and organizations that would like to harm Americans and degrade U.S. influence in the world. It is possible and not unprecedented for spouses and family members of U.S. 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. Their methods have become very sophisticated. The Internet has become the preferred method of gathering information. Family members may unwittingly provide all the necessary information to compromise the military members' mission.
  - **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 U.S. adversaries.
  - **Protecting Critical Information.** Even though this information may not be classified, 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, U.S. mission accomplishment and personnel safety could be jeopardized. It must be protected to ensure an adversary does not 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 or through e-mails.

- **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.
  - Family members' personal information.
- **Puzzle Pieces.** These bits of information may seem insignificant. However, to a trained adversary, they are small pieces of a puzzle that highlight what U.S. forces are doing and planning. Remember, the elements of security and surprise are vital to the accomplishment of U.S. 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.

Members of the Armed Forces have a role in their families' security. A Service member who is constantly worrying about the safety and security of family members will not be focused on their mission. It is essential that personal data that could identify family members be given essential privacy. This data includes, but is not limited to, names, pictures, phone numbers, home address, Defense Eligibility Enrollment Reporting System information, school/after school activities, etc. The Service member should inform family members about this threat and pursue a lifestyle that ensures protection of vital family information.

# 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 wherever possible.
- Consider not using a government car that is identified as such.
- When possible, do not display decals with military or unit affiliations on your 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.
  - Avoid valet parking.
  - Vehicle repairs should be performed by a trusted mechanic.
  - House keys should not be left with the repair shop.

## 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 of 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 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. You may also consider the use of 'run-flat' tires.

- 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 when possible.

- 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 when stopped in traffic; avoid using curbside lanes while in heavy traffic. Where traffic laws permit, drive in the outer lane.
- Be alert while driving or riding in a vehicle.
- Know how to react if you are being followed:
  - Check during turns for confirmation of surveillance.
  - Do not stop or take other actions that could lead to confrontation.
  - Do not drive home. If necessary, go to the nearest military base or police station.
  - Mentally note the description and/or characteristics of vehicles or personnel following you.
  - 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 the other vehicle's tire or axle area.)
- Go to the closest safehaven.
- Report the 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, 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. In addition, 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".** It is available on the SIPRNET at http://www.fcg.pentagon.smil.mil and at https://www.fcg.pentagon.mil/ if connected via the DOD (.mil) system. If you do not have access, check with your military organization to determine how you can obtain required information.

- Use military air, U.S. Transportation Command (USTRANSCOM) and/or Air Mobility Command (AMC) military contract, or U.S. 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 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 the window may be a quick and effective place.)
- Do not carry classified documents unless they are absolutely mission-essential. E-mail documents ahead whenever possible or use alternate shipment means.

## 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. If official papers must be carried, place them in a sealed, non-descript folder 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. Some geographic combatant commanders, including U.S. European Command (USEUCOM), have imposed restrictions on the wearing of military uniforms aboard commercial aircraft or vessels within their respective AOR. Check requirements before traveling.
- Do not wear distinct military items such as organizational shirts, caps, or military issue shoes or glasses.
- Do not wear U.S. 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 U.S.-affiliated tattoo.
- Do not get a fresh, close military haircut before going on international trips.

## 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 and claim your luggage at first opportunity, without forcing your way through large crowds. 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. If you must move, crawl, and stay low to the ground, using available cover. If the 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 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.

- Discreetly dispose of any military or U.S.-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!

If you are taken hostage, remember, your personal conduct can influence treatment in captivity. The Department of State has responsibility for the protection of all U.S. government (USG) personnel and their dependents, other than those personnel under the command of a U.S. 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 official 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.

## 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.
- Attempt to secretly leave fingerprints or DNA material (e.g., hair strand with root, drop of blood) in vehicles or places where you are held.
- Your captors must be convinced the USG 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.

## 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 warfare (CW) agents, toxic industrial chemicals (TICs), and toxic industrial materials (TIMs) 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 chemical 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.

- If inside a building with contamination outside, remain inside and practice 'in place sheltering.' The Federal Emergency Management Agency (FEMA) offers some planning guidance for emergency actions on their Web site: http://www.fema.gov/.

## 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 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 absorbing/removing 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.

(Note: This technique will not neutralize the agent, but can effectively remove gross liquid contamination.)

- No matter what the agent or concentration, medical attention should be sought immediately, even if the exposure is thought to be limited.

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# Isolated Personnel Guidance

## DEPARTMENT OF DEFENSE

## DERIVED FROM DOD DIRECTIVE 1300.7, DOD INSTRUCTION 1300.23, AND DOD INSTRUCTION 1300.21

### POLICY

The Department of Defense has the moral obligation to protect its personnel, prevent exploitation of its personnel by adversaries, and reduce the potential for captured personnel being used as leverage against the United States. U.S. military personnel finding themselves isolated from U.S. control are required to do everything in their power to survive with honor.

### SCOPE

Military personnel should follow guidance from the Code of Conduct. 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. DOD civilians, DOD contractors (under the terms of the contract), and other designated personnel should know their personal legal status under the Geneva Conventions. Knowledge of their personal legal status shall assist those who become captured or isolated to apply properly the rights and privileges afforded to them under international law. More information concerning individual legal status can be gained from the command legal advisor or AT officer.

A. Military Personnel

The guidance contained in this section will assist U.S. military personnel who find themselves isolated from U.S. 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, U.S. 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 U.S. 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

U.S. military personnel captured by terrorists or detained by hostile foreign governments are often held for individual exploitation, to influence the USG, 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 USG policy is that it will not negotiate with terrorists.

## RESPONSIBILITY

The USG will make every good-faith effort to obtain the earliest release of U.S. 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

U.S. military personnel must take every reasonable step to prevent exploitation of themselves and the USG. If the captive cannot prevent exploitation completely, the captive must take every step to limit exploitation as much as possible. Detained U.S. 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

U.S. 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, U.S. 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 U.S. civilian official. Notwithstanding such circumstances, the senior military member still is obligated to establish, as an entity, a military organization and to ensure that the guidelines in support of the DOD policy to survive with honor are not compromised.

## GUIDANCE FOR DETENTION BY GOVERNMENTS (DETAINEE)

U.S. military personnel must be aware that the basic protections available to prisoners of war under the 3d Geneva Convention (Geneva Convention Relative to the Treatment of Prisoners of War) may not be required during operations other than war. It is essential that U.S. 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, combatants will receive only the minimum protections of Common Article 3 of the Geneva Convention. As a result, U.S. 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 U.S. pilot shot down during a MOOTW kills a civilian to avoid detection by a hostile force, the protections of the Geneva Conventions may not be available and the pilot may face prosecution under the 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 immediately and continually ask to see U.S. Embassy personnel or a representative of an allied or neutral government.

- Since the detainers' goals may be maximum political exploitation, U.S. military personnel who are detained must be extremely cautious of their captors in everything they say and do. In addition to asking for a U.S. representative, detainees should provide name, rank, 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, dialog 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 detainees' 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 USG.

- U.S. military detainees should accept release, unless doing so requires them to compromise their honor or cause damage to the USG or its allies. Persons in charge of detained U.S. 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 potential retaliation if recaptured and consequences for 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. 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 U.S. 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 during the initial seizing of hostages. Terrorists will likely feel most 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 U.S. 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 U.S. military or official traveler by claiming inability to locate the 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 commonalties 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 U.S. or host governments. Propaganda has been successfully avoided by presenting logical reasons; however, the threat of death by terrorists for noncompliance 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. DNA, in the form of hair strand with root or drops of blood, should also be inconspicuously deposited when feasible. 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.

- U.S. military personnel held hostage by terrorists should accept release using requisites described above under "Guidance For Detention By Governments (Detainee)." U.S. military personnel must keep faith with their fellow hostages and conduct themselves accordingly. Hostages and kidnap victims who consider escape to be their only hope are authorized to make such attempts. 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 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 potential retaliation if recaptured, and consequences for detainees remaining behind.

B. DOD Civilians and Contractors

The guidance contained in this section will assist DOD civilians and contractor personnel prepare for the possibility of isolation or captivity within high risk areas.

**Background**

Preserving the lives and well-being of U.S. military, DOD civilian employees, and DOD contractors participating in U.S.-sponsored activities or missions is one of the highest priorities of the Department of Defense. DOD civilians and contractors support military operations in a wide range of circumstances throughout the world that subjects them to the potential of detention by unfriendly governments or captivity by terrorist groups. The United States will use every appropriate resource to gain the safe return of American citizens held by foreign governments or taken hostage. In accordance with National Security Presidential Directive 12, it is USG policy to deny hostage-takers the benefits of ransom, prisoner releases, policy changes, or other acts of concession. However, the USG may enter into a dialog with representatives of those holding U.S. citizens hostage in order to secure their safe return.

**GENERAL**

DOD Instruction 1300.23 provides for isolated personnel training for DOD civilians and contractors supporting U.S. military operations. This summary provides some techniques and behaviors that complement those used by military personnel with whom they may be held.

The Geneva Conventions of 1949 (GCs) are the recognized standard of treatment for **all** captives during armed conflict, regardless of the characterization of the conflict. The GCs offer agreed international standards for protection to civilians, contractors, correspondents, and others who have authority to accompany and support coalition forces. The USG expects humane treatment in accordance with the Conventions for all captives, regardless of status. However, treatment of contractors and civilians will depend on the goals of the captor. Some captors, attempting to gain recognition as a legitimate party to the conflict, may announce their intention to treat captives in

accordance with the GCs or some other humanitarian standard. Other parties may adhere to the Conventions as a simple matter to avoid adverse international publicity and retaliation. Others may take an opposite track and exploit the situation in a variety of methods to further their cause. Captors' recognition of legal or moral constraints on their behavior will vary, and captives must carefully assess their captors and their situation and adapt their behavior to their unique situation.

**How to prepare for isolation**:

- Follow all local force protection guidance to avoid hazardous situations.
- Develop a plan to communicate, flee, and fight, if necessary. Holding out for a short span of time may make the difference in being taken prisoner or not.
- Develop a plan of action with several backup plans before departing a secure area.
- Be familiar with the route and map -- study it in detail.
- Ensure vehicles are reliable and have all necessary emergency equipment.
- Study the local norms and be alert to situations and changes in behaviors of the locals that may signal that something bad is about to happen -- clear the area.
- Have a "grab and go" kit. It should include a communications device (cell phone or radio), water, basic first aid kit, etc. Consider including local clothing to assist in any necessary improvised disguise. A weapon with extra ammunition may be appropriate if local conditions permit lawful possession.
- Have personal affairs in order, and prepare family members for the potential of isolation.
- Develop the will to survive and resist. Mental preparation is invaluable, and demonstrating a strong will can help overcome seemingly overwhelming obstacles.

In addition, in expeditionary locations, work with local military officials to:

- Develop an emergency communications plan that provides connectivity to military or governmental support units. Include potential emergency contact ground-to-air signals. Ensure all personnel know how to implement the plan.
- Maintain situational awareness: blocked streets or someone trying to direct traffic down a side street could be a funneling effort for an ambush or toward an improvised explosive device.

**Evasion**. Successfully evading capture by hostile forces depends upon personal preparation, planning for the contingency, and to some degree, fortunate circumstances or luck. Attention to detail when preparing an emergency action plan, complete familiarity with communications devices and emergency procedures, and knowledge of personal survival kit items, indigenous personnel, and regional knowledge (flora, fauna, topography, climate, etc.) will aid in successful evasion. Isolated persons should carefully consider contact with indigenous people. The United States is currently operating in areas where there is strong potential for mixed attitudes towards foreigners, especially Americans. There may be a high risk of indigenous persons responding negatively or even violently, and your presence may result in personal danger to them regardless of their sympathies. Areas controlled by insurgents and illegally armed groups or criminals, locations of mob activity, roads, railroads, trails, rivers, border crossings,

and heavily populated areas are normally considered high-threat evasion environments. Individuals must take great care to prevent exposure or capture. As a first move, isolated persons should attempt to establish contact with friendly forces, break visual contact with hostile elements, and move to a secure hiding site. If in a damaged vehicle, move away for as long and as far as possible. If forced to abandon the vehicle, the isolated person should move fast and change directions frequently. When possible, the isolated person should evaluate the immediate situation and again establish communication with friendly forces. Only after careful consideration of their situation should they attempt to evade to an area to initiate recovery. Isolated persons should treat all travel as evasion.

**Emergency Contact Signaling**. If isolated, individuals should consider improvising a ground-to-air signal. Standard survival manuals describe effective ground-to-air signals being geometric patterns, such as triangles, straight lines, circles, and Xs. Signals should be as large as possible and made of material that contrasts with the background to improve their visibility by rescue forces. As stated above, the isolated person should annotate their pre-mission emergency plan with the shape or type of signal they plan on using.

**Imminent Capture**. If faced with imminent capture by hostile forces, personnel must assess their options and take action quickly. Initial contact may be the most dangerous and unpredictable of situations. The adversary will likely use as much force as deemed necessary to gain complete control. If hostile contact is unavoidable, offensive driving may be the best or only option to break contact -- plan not to stop when under attack. Even a partially disabled vehicle allows for leaving the kill zone and movement to a more defensible position. Personnel should hide, destroy, or neutralize all equipment and information having intelligence and/or military value. Consume any water and food available. If given no opportunity for evasion or escape, personnel should attempt to contact friendly forces, transmit a distress signal, or even leave a note at the scene before capture to verify or validate their status. Isolated persons should let friendly forces know they are facing imminent capture, as it improves potential for rescue or initiates a response by a recovery team. It also facilitates accountability and allows the United States to fight for their release by name. If captured, the individual should remain calm and follow directions while remaining alert for escape opportunities. Captives should consider and plan for escape at all times and realize the best opportunity for escape is usually in the very early stages of captivity during initial capture and movement.

**Captivity**. The USG shall make every good-faith effort to obtain the earliest release of DOD civilians and contractors, whether detained by a hostile government or taken hostage by a terrorist group. Faith, trust, and individual group loyalties have great value in surviving captivity and resisting exploitation. Resisting exploitation and keeping faith are the responsibility of all Americans. Regardless of the length of detention or what the captor says, the USG will do everything in its power to get a captive home. Regardless of the captor's threats, accusations, or claims, the captive should not lose faith. Captives should take every reasonable step to prevent exploitation of themselves and the USG. Captives are often catalysts for their own release, based on their ability to become

unattractive sources of exploitation. Personnel who resist successfully might induce their captors to lose interest in further exploitation attempts.

**Organizing in Captivity.** In a group detention or hostage situation, DOD civilians and contractors must realize that military captives are directed to organize themselves, to the fullest extent possible, in a military manner under the senior military member present. Under the Code of Conduct, the senior ranking person is obligated to establish a military organization to guide their behavior and return with honor. The senior ranking person will encourage civilians detained with them to participate in and work with the military organization. History shows that effective organization increases the potential of survival during long-term captivity, so all personnel are encouraged to support the military chain of command system.

**Communication**. Captors will likely try to prevent or confuse U.S. efforts to account for missing, captured, or detained personnel. Captives can help counter adversary denial and deception tactics by making every effort to establish contact with friendly forces and other captives and get word out that they are alive and held against their will. They should share knowledge of known captive identities with other captives and, if possible, U.S. or Red Cross representatives. They should leave fingerprints or identifiable marks whenever or wherever possible. If communicating condition or capture to friendly forces is not possible, it may benefit the captive to allow a picture or videotape to be made for proof of life. If forced to participate, try to record a full frontal face picture, taking care to mitigate any possible propaganda value.

**Interrogation**. Captors may assume any civilian is an intelligence officer in disguise and conduct interrogations of captive civilians. Therefore captured civilians should expect questioning on a range of issues, including ransom-related personal finances or their perceived value to the USG. The best way to preserve personal honor and keep faith with the United States and fellow detainees is to provide the adversary with as little information as possible. Returnees from numerous captivity situations have noted personal resistance victories. Key to those victories was the ability to force the captor to work for every piece of information, no matter how irrelevant, every single time, regardless of previously divulged information. Called "bouncing back," rebounding from any mistake is important and becomes a critical factor in coping with captivity and maintaining successful resistance. Successful resistors felt their ability and confidence to resist strengthened when they successfully withheld information or gained information from their captors.

**Propaganda**. Captors commonly exploit captives for taped apologies, admissions, confessions, and other discrediting statements or attempt to implicate them in a "criminal act" to justify the captors' actions or abuse. In addition, captives might be exhibited and paraded for local crowds and accused of targeting and killing civilians or targeting culturally sensitive property or destroying their local economic livelihood. U.S. captives should try to resist exploitative attempts for propaganda by the captor and make reasonable efforts to avoid signing confessions, making propaganda broadcasts, conducting "news interviews," etc., which could cause harm to the United States,

themselves, or other captives. They should present logical reasons for noncompliance, but understand that the threat of death by a terrorist for noncompliance is more realistic than the same threat made by a government constrained by legal or moral bounds. If forced to sign or make a statement, all captives should attempt to degrade the propaganda as much as possible and to provide the minimum amount of information.

**Media Exploitation**. Captors may also use print or video media reporting about captives' home units or their families' and friends' reactions to exploit captives or weaken their will to resist. Captives' family members can expect rapid and intensive media attention and should be prepared in advance with some simple guidelines to avoid supporting captors' objectives. The USG or the contractor may offer captives' families prompt personal support and guidance on public affairs; families should be encouraged to accept that support. Family members and friends should avoid speculating about captives' activities or disclosing personal information. Brief statements of support for the captive, hope for their safe return, and faith in the USG to bring the captive home are less likely to support captors' objectives of weakening a captive's will or hope.

**Human Shields**. Captors may attempt to use their prisoners as human shields to facilitate movement or prevent military actions. If exploited by force to become human shields, captives should resist and continually remind the captors of their obligations under international law. They should use an appropriate, polite manner, to ask captors for protection. If compliance is forced, captives should develop a strategy to make their presence known by remaining in the open and/or constructing discreet ground-to-air signals, as previously described. Captives should locate and stay close to a protected area in the event the area comes under attack or if a recovery operation commences and remain alert for escape opportunities.

**Indoctrination**. Historically, captors attempt to engage captives in political, economic, and social discussions, or attempt to indoctrinate personnel to their ideology. It is best to avoid these kinds of discussions. Former captives recommend adopting an apparent willingness to listen to the captors' point of view without engaging in thoughtful debate or discussion. Avoid encouraging further discussion when using this tactic. This appearance of empathy can support a captive's attempt to minimize physical or psychological abuse and may increase the possibility of success when making requests for improved treatment.

**Will to Resist**. Demonstrating a strong will, combined with an appropriate resistance posture and the use of resistance techniques, can convince a captor that the individual will resist every attempt at exploitation and is an unattractive target for further attempts. A captive should view resistance as a battle of wills, not a battle of wits. One who has a will to resist and makes the necessary effort can return with honor.

**Resistance Posture**. A resistance posture is a consistent, overall mental strategy in which the captive can organize and maintain a daily existence for long periods. Remaining polite, respectful, professional, and controlling displays of emotion may earn the captive some degree of respect in return. Arrogance, however, is likely to bring swift

and severe retaliation. It is important to act in a way that does not single the captive out for punishment. A resistance posture should be convincing and believable, logical, consistent, and persistent. Avoid the perception of being arrogant, flippant, or unprofessional. The goal of a resistance posture is to limit the captor's gain and, if possible, to use all situations to the advantage of the captive.

**Resistance Techniques**. Captives should make every effort, in combination with an appropriate resistance posture, to limit their discussions with captors to identification data, health and welfare issues (adequate medical care, food, water, shelter, and other aspects of captivity treatment and conditions), and requests to return to U.S. or friendly control. When captors attempt to exploit captives, individuals can resist the various forms of exploitation by using simple resistance techniques such as ignorance or the inability to talk, comprehend, think, and remember. Historically, most U.S. captives found successful resistance techniques enabled them to prevent disclosure of vital information, maintain self-pride, and minimize exploitation and captor retaliation.

**Rescue**. As stated above, the USG will attempt to use every appropriate resource to gain the safe return of American citizens held in captivity. One of the options available is rescue by a military or police force. Captives should plan for rescue and identify shelter areas, such as under desks, behind chairs, or any other large object that provides protection. Avoid doors, windows, and open areas. When sounds or activities indicate an imminent rescue, the captive should head for the nearest "safe" area. If it is unreachable, they should drop to the floor with hands visible. Prisoners should not attempt to "help" rescue forces by jumping up or pointing out their captors. Sudden movements could be deadly. They should follow all instructions of the rescuers and expect rough handling until captors' and captives' identities are established.

**Escape**. Escape is a fundamental survival and resistance tool. Escape is risky, especially under hostage conditions but may become necessary if conditions deteriorate to the point that the risks associated with escape are less than the risks of remaining a captive, including credible threats of torture and death. Certain extremist groups are now more willing to execute hostages than hold them for ransom or exploitation. Captives are in the best position to determine if escape offers the best chance for survival. They should think about escape and remain alert for opportunities at all times. Captives should begin planning for escape before and immediately after capture. They must not take escape lightly; and deciding when to escape can be very difficult. In a group situation, captives should attempt to communicate with others to evaluate and assist with escape possibilities. They should base any decision to escape on a careful consideration of the unique circumstances of the situation. Escape planning includes an assessment of the captors' security, the conditions of captivity, the risk of retaliation if recaptured, and the impact of an escape on captives remaining behind.

**SPECIAL GUIDANCE:**

**Detention by Governments (Detainee).** DOD civilians and contractors detained by a hostile government force during MOOTW are subject to the domestic criminal laws of the detaining nation. Isolated persons or detainees should avoid aggressive or combative behavior that would violate the criminal or civil laws of the subject country. For example, if a DOD civilian or contractor is isolated in a hostile area during a MOOTW and kills a civilian to avoid detection by a hostile force, the protections of the Geneva Conventions may not be available to that individual and they may be prosecuted under criminal laws of the detaining nation. This does not negate an individual's inherent right to self-defense. A governmental detainer is usually constrained by humanitarian law or international public opinion in their treatment towards detainees. As American citizens, detainees should immediately and continually ask to see U.S. Embassy personnel or a representative of an allied or neutral country or the Red Cross. In addition, detainees should provide their identification and describe the benign activities that led to their detention situation. An example is: *"I am a civilian contractor participating in operations as a fuel truck driver. I request assistance in contacting the U.S. Embassy (or one sympathetic to the United States) and return to U.S. control."* Further discussions should be limited to and revolve around health and welfare matters, conditions of their fellow detainees, and return to U.S. control. Detainees are not likely to earn their own release by cooperating with the detainer's exploitation demands. Doing their best to resist exploitation, thereby reducing their value to the detainer, and thus prompting a hostile government to negotiate seriously with the USG may help detainees gain release. Escape attempts from governmental detention are not recommended, except under unique or life-threatening circumstances. However, a detainee should plan for an escape contingency in case it becomes necessary.

**Captivity by Terrorists (Hostage).** Capture by terrorists or armed criminals is generally the least predictable and least structured form of captivity. The possible forms of captivity vary from a spontaneous "target of opportunity" kidnapping to a carefully planned and well-orchestrated hijacking. It may be appropriate to draw attention to the attempted abduction by yelling and calling for help in an attempt to dissuade the hostage taker or receive assistance from nearby security forces or others. Tension levels will be high and terrorists often feel vulnerable, especially at the point of capture. Once captured and under the captors' physical control, hostages may reduce this tension level by controlling their emotions, following instructions as far as practical, and avoiding physical resistance. Sudden movement or action could precipitate a deadly response.

Under hostage conditions, captors may not feel constrained in their treatment towards hostages. In such situations, hostages play a greater role in determining their own fates. The captors may expect or receive no rewards for providing good treatment or releasing victims unharmed. Hostages should identify themselves and discuss health and welfare issues and the benign activities that led to their capture. Discussing the benign activities leading to capture and conveying human qualities may be essential for staying alive if taken hostage. Hostages should communicate with their captors about non-substantive topics in an attempt to convey human qualities. The goal is to become a "person" in the

hostage-takers' eyes rather than a mere symbol of their ideological hatred. Hostages should convey personal dignity and sincerity. This effort to humanize oneself can result in a simple gesture of human kindness, improved conditions and treatment, additional food and water or, in extreme cases, protection from harm or even escape assistance.

**Ways to convey human qualities**:

- Introduce commonalities such as family, clothes, sports, hobbies, hygiene, food, etc.
- Use names when describing family members or talking to the captor.
- Listen actively: allow captors to discuss their cause or boast, but do not praise, pander, participate, or debate with them.
- Avoid whining or begging as it may increase abuse.
- Introduce non-inflammatory topics at critical times (impasses, demands) to reduce tensions.
- Avoid emotionally charged topics of religion, economics, and politics.
- Avoid being argumentative or combative.
- Avoid escalating tensions with language such as "gun, kill, punish," etc.

# Personal Data

Law enforcement agencies need timely and accurate information in the event of an emergency. When filled in, separate these pages from the guide and maintain in a secure place, ready to give to the appropriate security officials. Also, 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 fingerprint 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:_____

# Antiterrorism 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: J-3/DDAT/HD; AT/FP Div
NMCC, The Pentagon
Washington, D.C. 20318-3000
(703) 693-7542/DSN: 223-7542

**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
Mission Assurance Branch
Room 4A324-26, The Pentagon
Washington, D.C. 20380-1775
(703) 692-4495 /DSN: 222-4495

**Navy**:
Chief of Naval Operations (N3AT)
2000 Navy, The Pentagon
Washington, D.C. 20350-2000
(703) 614-9299/DSN: 288-0949

**Air Force**:
Headquarters U.S. 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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