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# Security Guidelines for Government Executives



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ACQUISITIONS

Protecting Yourself, Your Coworkers,  
and Your Family From Criminal Acts,  
Abnormal Behavior, and Terrorism

Federal Protective Service  
U.S. General Services Administration

# Foreword

This booklet, produced by the Federal Protective Service (FPS), will help you become aware of and respond to the kinds of criminal activities, abnormal behavior, and terrorist tactics that can threaten you, your coworkers and workplace, and your family and home.

Drawing on information from the law enforcement, security, and engineering fields, the booklet presents a broad range of recommendations for office, home, and travel protection. Not all suggestions will be appropriate, of course; an effective security program must be tailored to individual needs.

FPS is part of the Public Buildings Service, an agency of the U.S. General Services Administration. FPS is prepared to help you conduct a security survey and devise appropriate protection and response plans. For information on obtaining a survey and for additional copies of this booklet, contact the nearest FPS regional office or the central office in Washington, D.C. Addresses and telephone numbers are listed at the back of the booklet.



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U.S. Department of Justice  
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# Security Guidelines for Government Executives

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# Office Security

Government offices can be targets for theft, forced entry, building occupation, kidnapping, bombings, and sabotage. Effective barriers, both physical and psychological, can reduce that threat. The following guidelines will help you analyze your office security profile and take measures to reduce your target potential.

## Conduct a Physical Security Survey

A complete, professional security survey is the first step toward an effective security program. Your nearest Federal Protective Service (FPS) office can arrange one for you. (See the back of this booklet for a list of FPS offices.) Most crimes are directed toward individuals or offices using little or no security planning.

Take stock of present measures and problems. A comprehensive security survey should ask:

- What is your target potential?
- What is the prevailing attitude toward security?
- Who is responsible for the overall security program?
- How are security policies enforced?
- What is the present plan for emergencies (including fire, disaster, and power failure)?
- What are the sources and response times for fire, police, and ambulance assistance?
- What physical security systems and controls are presently used?
- What other security resources are available?
- Do available security resources, policies, and procedures meet the potential threat?

## Take Precautions

Once the survey is complete, work with the Federal Protective Service (FPS) or other law enforcement group to act on the findings. For example, make sure all personnel know how to contact an FPS office or other security/emergency communications office that is manned 24 hours a day. Other suggestions for action are given below.

Keep master and extra keys locked up in the security office.

Install key card access control systems at main entrances and other appropriate doors.

Upgrade access control with intercoms and closed circuit television.

Issue access control badges, with recent photographs, to all employees.

Ensure crisis communication among executives, secretaries, and security personnel with intercoms, telephones, and duress alarm systems. Conceal communications systems lines where possible.

Install discreet duress switches that alert manned security offices without alerting the intruder.

Provide an alternate means of communications, such as two-way radio, to be used in case of telephone failure.

Locate executive offices at the inner core of the building to afford the best protection and preclude visual surveillance from outside the building.

Arrange office space so unescorted visitors are under a receptionist's visual observation. Have staff follow stringent access control procedures, and allow no exceptions.

Keep offices neat and orderly to identify strange objects or unauthorized individuals more easily.

Keep important papers locked in security cabinets.

Empty trash receptacles frequently.

Open packages and large envelopes in executive offices only if the source or sender is positively known. Suspect items should be inspected by mailroom personnel who specialize in bomb detection.

Keep janitorial closets, service openings, and telephone and electrical closets locked at all times. Protect important communications closets and utility areas with an alarm system.

Avoid working late alone or on a routine basis.

Avoid stairs and other isolated areas. Never ride elevators alone with suspicious persons.

Keep rest room doors locked at all times and set up a key control system. If a rest room door has a combination lock, only office personnel should know the combination and should open the door for visitors needing to use the rest room.

### **Keep an Executive Information File**

Your security office should maintain an emergency communications file for immediate access to personal information about each executive and his or her family. This confidential file should be kept current and contain, minimally, the following information:

- home address and telephone numbers.
- family members: names, ages, descriptions.
- family members: recent photographs.
- family hobbies and special activities.
- family social calendar.
- schools: schedules, addresses, phone numbers.

*List continues on next page.*

- relatives: names, addresses, phone numbers.
- vehicles: descriptions, serial numbers, and license numbers.
- doctors: names, addresses, phone numbers.
- medical histories: special problems and medications.
- emergency services: ambulance and hospital telephone numbers.
- code words or passwords to be used in case of kidnapping.

### **Set Up Safe Rooms**

You may wish to consider maintaining one or more “safe rooms” on your work premises. A safe room serves as a retreat in case of intrusion or siege. The room should be equipped with:

- steel doors and protected ventilation.
- first aid equipment.
- more than one means of communication.
- fire extinguishers.
- bomb blankets.
- sand bags.
- emergency tools.
- emergency food and clothing.
- large flashlights and extra batteries.
- firearms (if part of an established policy — check with FPS).

# Home and Family Security

For a number of reasons, home and family security is more difficult to address than office or vehicle security. Changing conditions and unique problems such as uncooperative children, marital disagreement, or preoccupation with social and business affairs all impact on the family's security profile.

Factors such as these, however, cannot be allowed to interfere with the overriding consideration — your safety and that of your family. When a potential danger exists, the family must take precautions and adhere closely to whatever security guidelines are laid out.

A sound approach to home and family security is to concentrate on making the home too risky a target for intruders and to instill routine security awareness in each family member.

## Survey Your Home and Lifestyle

Begin your home security program with an in-depth security survey. Cover both the residence and the lifestyles of all family members, and look for possible trouble spots. Each family member needs to understand, contribute to, and feel a part of the home security survey and resulting security program. Each can develop a special sense for observing surroundings, spotting potential security problems, and watching for potential dangers in everyday situations.

The survey will point out both the physical and the human weaknesses that can put the family in danger. The following checklists will help in conducting the survey and in developing security guidelines for home and family.

## Take Precautions With Your Home

In choosing a place to live, consider whether an apartment might be more secure than a house.

Choose a home with alternative routes for arrival and departure; avoid dead-end streets.

If you live in apartment building, check:

- Access control of building and elevators (doorman, keyed front door, receptionist).
- Lighting in public areas.
- Fire exit doors (to be sure they preclude entry from the outside and are alarmed to draw attention to unauthorized entry).
- Access to apartment balconies.
- Whether the apartment front door has a 180-degree peephole and auxiliary deadbolt lock.

Keep residence and garage doors and entry gates locked at all times. Be sure doors are equipped with secure locks. (See section on "Entry Security.")

Install metal-sheathed or solid-core wood doors at entrances and peep holes and intercoms to help identify callers.

Hang doors on heavy duty hinges reinforced with non-removable hinge pins and metal door pins.

Don't leave keys under rocks or door mats, in flower pots, or in other hiding places outside the home.

Never put identification tags on key rings.

Protect your residence with perimeter, internal, fire, and duress alarms. Alarm controls should be located at strategic places inside the residence and be key-operated and keyed alike.

Have alarm systems installed and maintained only by responsible companies that provide 24-hour service and have demonstrated professional security expertise.

Be sure that residence alarm systems ring at a security office or police station that has been tested for response time. Test all alarm components routinely.

External alarm horns, sirens, and bells must be loud enough to alert the neighbors. Silent personal duress systems should discreetly alert a security office.

Provide adequate clear areas for sighting strangers from windows and doorways.

Illuminate residence perimeters and driveway approaches. Eliminate shadows and provide even transitional lighting between critical and dark areas. Be sure security lighting does not cause glare to persons approaching or leaving the home on walkway or driveway.

Be sure lighting is strong enough to expose low-contrast objects that may be visible for only a few seconds. Dark areas will require more light than lighter backgrounds.

Use sodium vapor and quartz lamps for security lighting because of fast restart time and high intensity output.

Configure lighting circuits so that the loss of one lamp will not leave a totally dark area. Locate switches inside the house and poles and lamps within the protected area.

Consider establishing a well-equipped home "safe-room" similar to the one described in the "Office Security" section of this booklet. In some instances, a second refuge somewhere outside the residence may be useful. Safe rooms, like entrances, should have metal or solid-core wood doors and secure locks.

Be sure windows are installed properly and protected with security glazing, locks, grills or bars, shutters, or alarms.

Do not lock windows in a partially open ventilating position. Do, however, provide for quick emergency exit. Windows in bedrooms, although they should be protected, must be able to serve as fire escape routes.

Locate water and gas utility shut-off valves and electrical distribution boxes inside the residence. Keep fuse and circuit breaker boxes locked and a flashlight and spare fuses readily available.

Before leaving the residence for extended periods of time:

- Have mail and packages picked up daily. Ask neighbors to set out trash to suggest occupancy.
- Suspend newspaper and telephone service or turn phones down or off so ringing cannot be heard outside the residence.
- Arrange for lawn care or snow removal services to continue on a regular basis.
- Leave a set of keys to the residence, storage buildings, and alarm system with a trusted neighbor and inform police of the neighbor's name and address.
- Use timers to turn on radio or television and both interior and exterior lights each evening. The timers on interior lights should be staggered so that lights go on and off in a normal fashion.
- Upon returning, if you find evidence of a break-in, do not enter the residence. Call the police.

If guard dogs are included in the security plan, arrange for regular training and do not treat the animals as pets.

### **Prepare Yourself and Your Family**

Never discuss home security and family emergency plans outside the home.

Gather important, pertinent profile information (name, age, description, school, job, social activities, recent photographs, etc.) on each family member and on neighbors. Lock one set of information in a storage cabinet at home and another in the security office at work.

Meet your neighbors and involve them in your mutual security.

Instruct family members never to permit entry of strangers. Teach them to verify service personnel by telephone with their respective companies before allowing them to enter.

If forced entry is attempted, go to your safe room, lock the door, and use your emergency communication system to call for help.

Do not confront or attempt to corner an intruder. Again, go to your safe room and call for help.

Know how to call for help. Keep emergency telephone numbers of police, fire, and ambulance services at each telephone.

Be alert for possible surveillance activities, as targets are often under surveillance for a number of days before any action is taken.

Avoid routine attendance at club meetings, sports events, social events, and eating places.

Don't discuss important security information over the phone.

Always answer the telephone with "hello" and establish the identity of the caller before giving such information as your name and address and who is at home. Children should never reveal that they are home alone.

Caution family members to refer unrecognizable callers identifying themselves as "old friends" and "business associates" to a business number.

Discuss telephone harassment with family members and how it is intended to upset family stability. Explain that such verbal abuse is not directed toward them as individuals and that the family's inner strength and self-discipline is essential to fighting this kind of disruption. Your local police and telephone company can provide professional guidance on handling telephone harassment. If telephone harassment should occur, counter action should be taken immediately.

When calling about an emergency, always give your name and then your location.

Teach children to:

- report suspicious people or incidents to you.
- travel in groups.
- refuse rides with strangers.
- avoid isolated play areas.
- keep parents informed of destinations.
- report strange events and attempted molestings.
- know how to get help and call the police when needed.

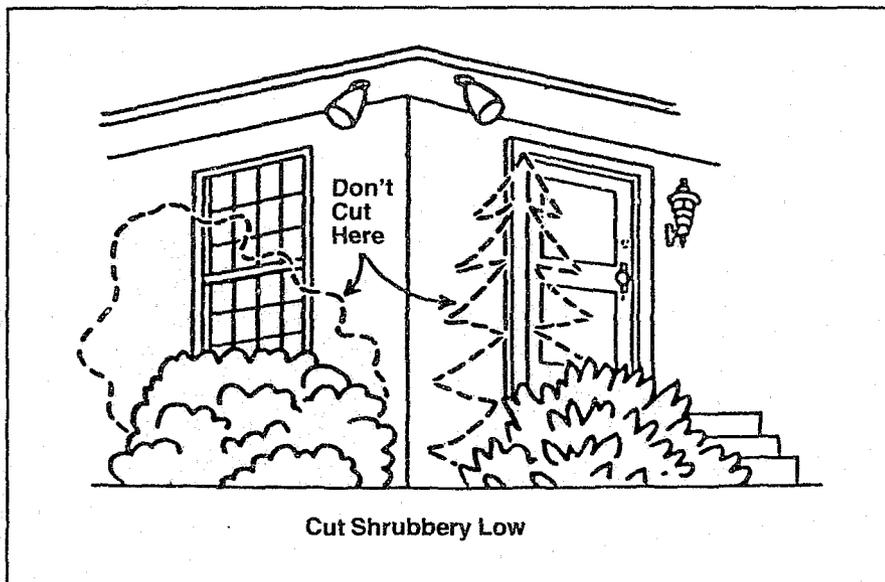
When a child is to be picked up at school, be sure the school uses an established procedure for confirming the arrangement with your home or office.

Consider the implications of firearms in the home. Mace is a much preferred alternative. If you decide to include a firearm in your home security program, a shotgun is recommended. Be sure proper police permits are obtained and responsible family members are trained in firearm safety and use.

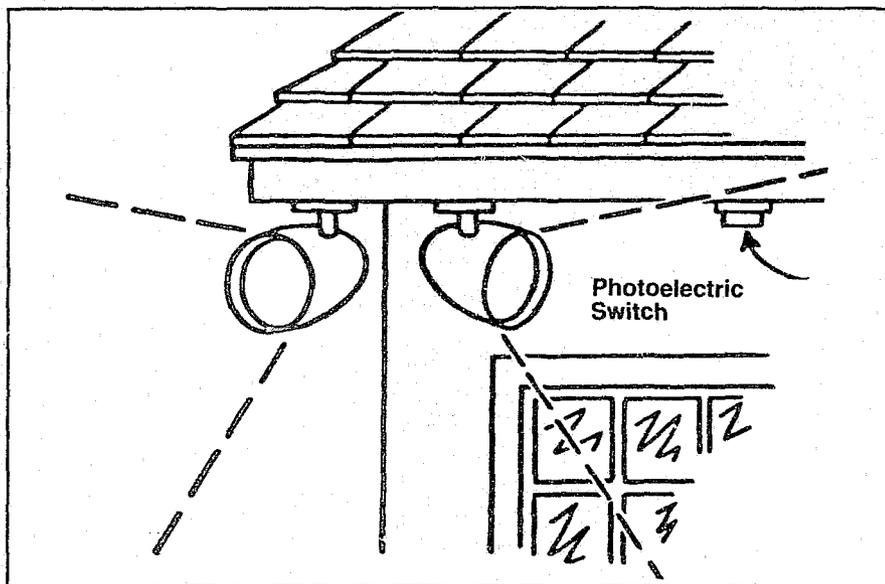
If a weapon is kept in the home, store and lock the unloaded weapon out of reach of children. Ammunition should be stored and locked separately.

## Residence Security Tips

Illustrated here are some of the precautions you can take to help make your home more secure against intruders and a safer place for you and your family.

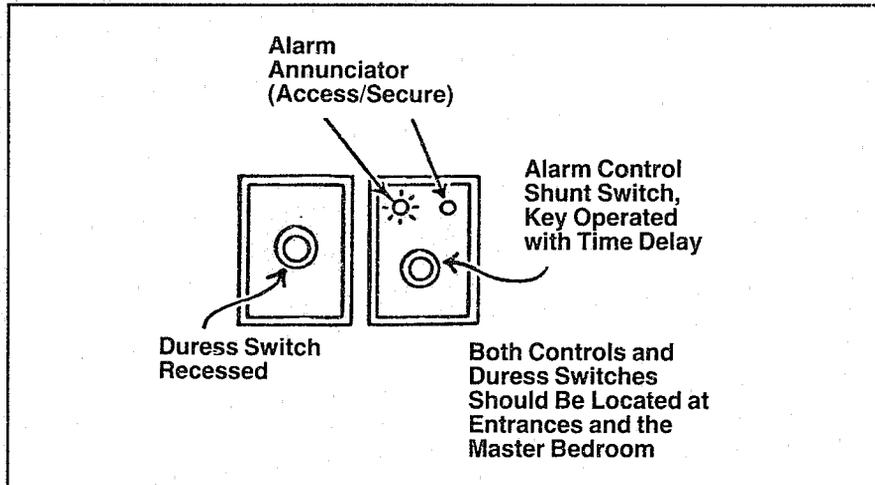


**Home exterior.** Survey the outside of the house; examine windows, doors, yards, fences, gates, driveways, and shrubs. Keep shrubbery cut back from windows and entrances.

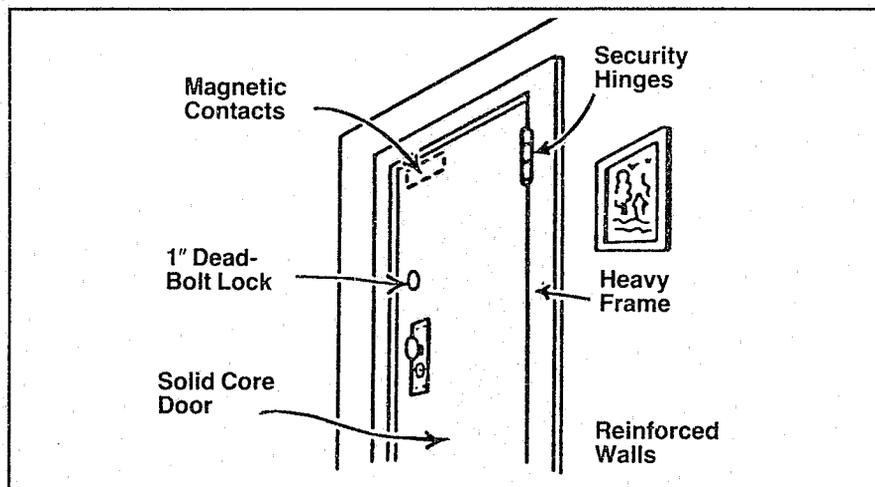


**Exterior lighting.** Good exterior lighting is necessary to illuminate nonremovable shrubbery and eliminate blind spots. It should be installed in a nonaccessible location, such as under the eaves, and be controlled by either timers or photoelectric cells that will turn the lights on and off automatically.

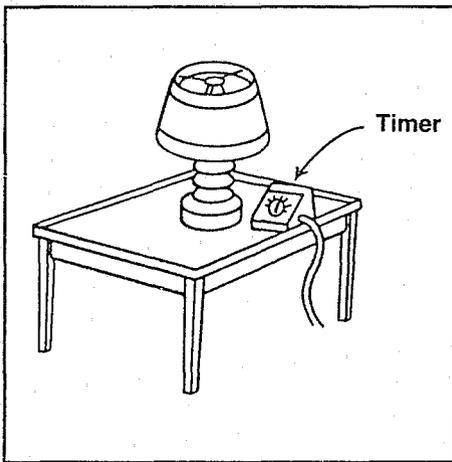
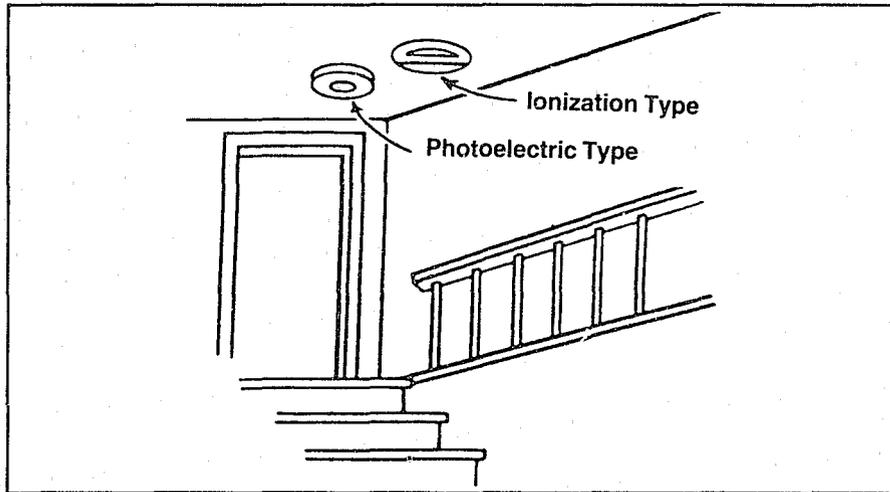
**Alarm system.** Electronic alarm systems which ring at central stations provide good residential protection. A home alarm system should include duress buttons in bedrooms and at entrances that will silently call for help. Alarm controls can be installed inside the residence to preclude tampering if the controls include entering and leaving timers. These timers allow up to 45 seconds for leaving the premises before turning on the system and the same amount of time for re-entering and disarming the system before transmitting a signal to the central station.



**Security storage.** One closet or room should be used for storage of valuables. The door should be solid core, with a heavy frame, heavy-duty pinned hinges, and a 1-inch dead-bolt lock. Incorporate an intrusion-detection alarm using ultrasonic, infrared, microwave, or magnetic door contacts.



**Smoke detectors.** Smoke detectors — rather than heat detectors — are generally used for early fire warning because smoke generally precedes the intense heat of a fire. Two types are in widespread use: photoelectric and ionization. The photoelectric type uses a beam-break or light-scattering principle to detect the presence of smoke. The ionization type — considered by some to be more efficient, detects the electrically charged ion particles associated with smoke in the early stages of fire. Smoke detectors incorporating both types of detection in a single unit are called combination smoke detectors.



**Interior lighting.** In the evenings, and especially when no one is at home, have a light on in the living room. This light should be bright enough to silhouette an intruder coming through a window and should be controlled with either a timer or a photoelectric switch. Also use timers to turn on bedroom lights when no one is at home.

# Entry Security

An office or home is only as secure as its weakest point of access. All doors and windows should be checked to see how easily they could be penetrated. Doors and accessible windows should be fitted with appropriate locks and other security devices.

This section describes available lock types, including their strengths and weaknesses, and provides suggestions on securing doors and windows.

## Locks

The first line of defense in any security system is generally the lock or locking device. Locks differ greatly in appearance, function, and application. The stronger the lock and the more sophisticated its mechanism, the more secure your residence will be. An intruder cannot risk creating loud noises in attempting to defeat or break the lock. As a greater deterrent, locks may be used with other security and protection devices, such as alarms and electronic controls.

How much should you spend for a lock? Security increases with the amount of money you spend on better quality locking devices. With normal use and care, a good quality lock will last 30 to 40 years.

## Lock Types

The major types of locks used in residences and offices are:

- cylindrical (key-in-knob) locks.
- cylinder deadbolt locks.
- cylindrical locksets with deadbolt functions.
- mortise locks.
- rim locks.

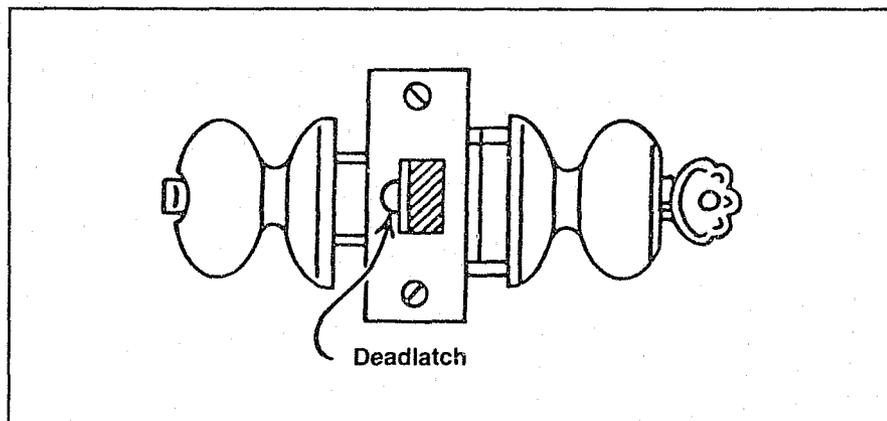
Several types of electrified and electro-magnetic locks are also available, including electrified cylindrical and mortise locks. As long as the electrical power is on, these can only be opened by the appropriate regulating device. Regulating devices include switches, access card readers, keys, automatic time devices, security alarms, computerized controls, smoke and/or fire alarms, security consoles, telephone access controls, and thermosensitive devices.

Cane bolts, which are metal bolts installed on the inside of a door and can be thrust into the surrounding masonry or other frame of a doorway, can provide additional security.

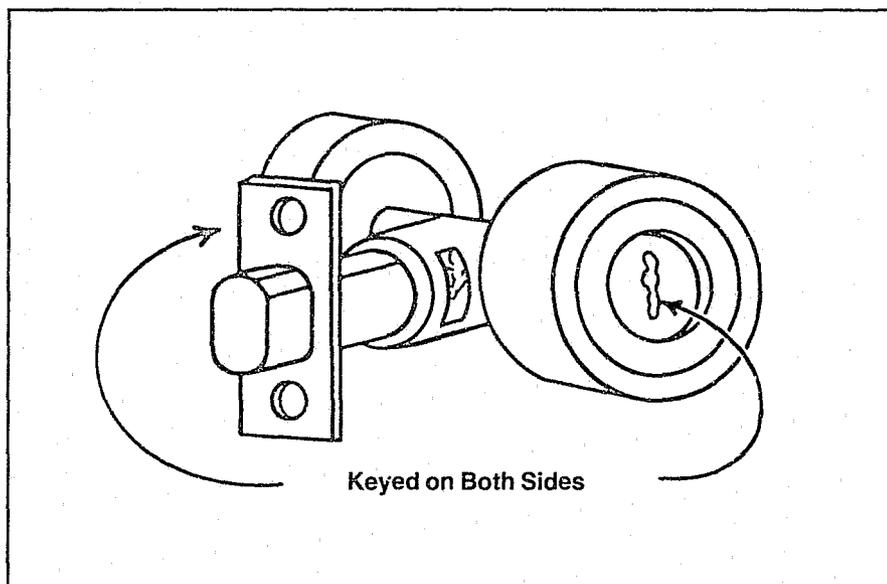
Although chain locks are often used to permit viewing or speaking with a caller, they offer minimal protection as they can be forced without too much difficulty. Peepholes and intercoms are much safer.

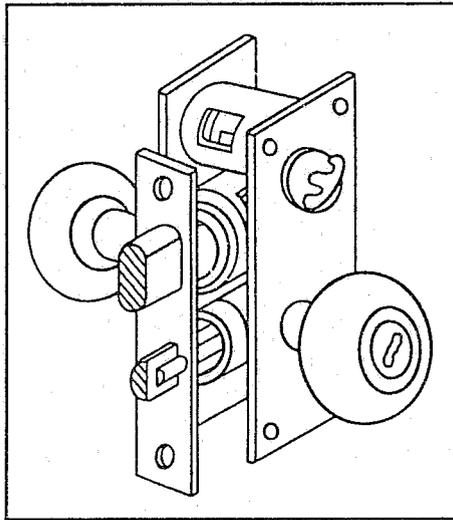
The major lock types are described and illustrated on the following pages.

**Cylindrical (key-in-knob) locks.** Cylindrical, or key-in-knob locks as they are more commonly known, are the most widely used locks in residential construction because they are inexpensive and relatively easy to rekey. The cheaper varieties of cylindrical locks have serious shortcomings. They may not have a deadlatch, and some of these locks may be slipped with a credit card or celluloid strip. From a security point of view, these locks are the least desirable of all lock types.



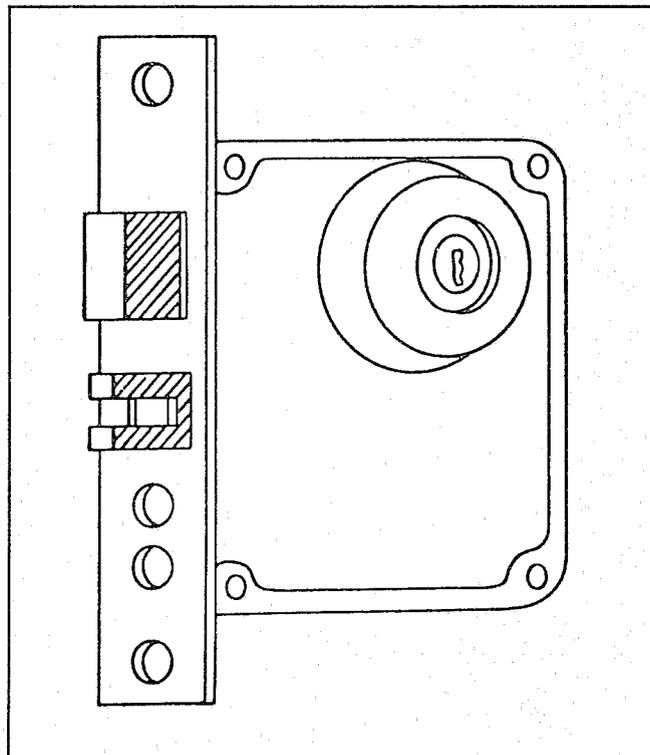
**Cylinder deadbolt locks.** Single-cylinder deadbolt locks are popular auxiliary security locks. They are usually installed above the primary lock. The best designs have steel bolts and cylinder guards so that they cannot be twisted, pried, or broken off. Double-cylinder locks could be dangerous in an emergency since a key is required to get out. They are particularly unsafe for bedrooms. **SOME MUNICIPAL CODES PROHIBIT USE OF THIS TYPE OF LOCK.**



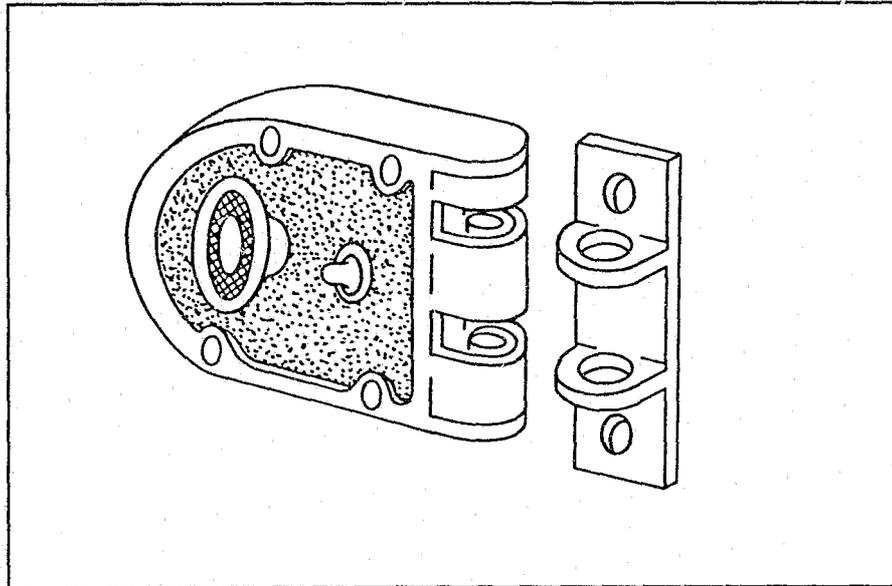


**Cylindrical lock sets with deadbolt functions.** Cylindrical lock sets with deadbolts combine all the best features of a good security lock — a deadbolt function with a deadbolt lock. The better designs incorporate a 1-inch throw deadbolt, a recessed cylinder to discourage forcible removal, a concealed armor plate to resist drilling, and a cylinder guard that spins freely when the deadbolt is in a locked position. This last feature makes it virtually impossible for an intruder to wrench the cylinder or cylinder guard off the door. Finally, these sets include a panic feature that assures that the knob will turn freely from the inside to permit rapid exit in case of emergency.

**Mortise locks.** Mortise locks fit into a cavity cut into the outer edge of the door. Since the introduction of the cylindrical lock, mortise locks have declined considerably in popularity. Mortise locks are far more expensive to install than cylindrical locks because large sections of the door and jamb have to be specially mortised to fit the lock. A satisfactory mortise lock should have a deadbolt with a sufficient throw to fit securely into the door frame (perhaps as much as 1-inch for a door that fits its frame loosely). Many mortise locks, however, do not meet this criterion.

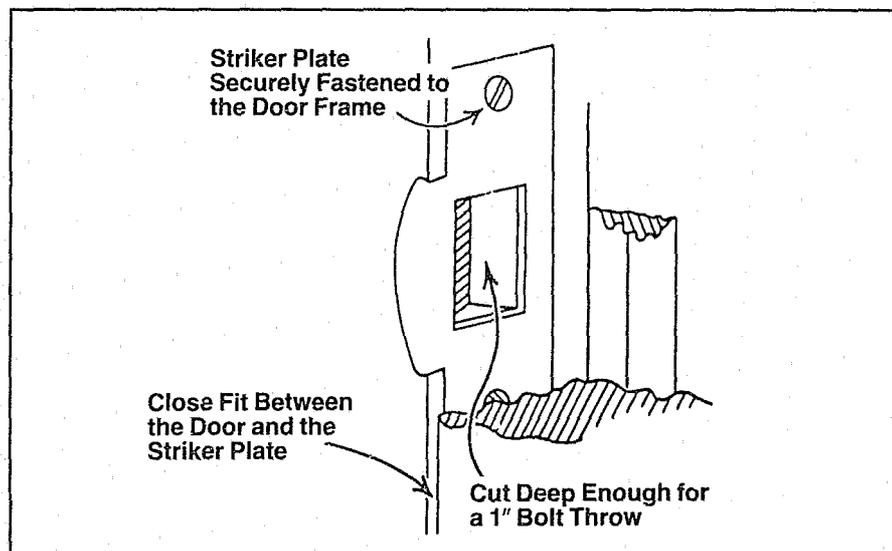


**Rim locks.** Among the most common and probably the most secure surface-mounted locks, rim locks are erroneously known as "jimmy-proof" locks. They are not "jimmy-proof," but they are very difficult to defeat. They are not generally used as primary locks. They are installed on the inside of the door, usually above a vulnerable primary lock. Assuming the striker is properly affixed on the jamb and that a vertical deadbolt is used, the rim lock makes an excellent auxiliary lock.



### Striker Plates

Remember that the striker plate is an integral part of a lock's total security value. The striker plate must be affixed securely to a sturdy door frame or it will be forced easily. Also important is a close fit between the lock and the striker plate so that there is little room for movement when the door is closed.



## Doors

The security afforded by a lock — no matter how sophisticated and expensive — is only as good as the quality of the door and frame to which it is fitted. Both should be of solid, sturdy construction. Hinges should be heavy duty and protected against tampering. An iron grillwork gate bolted to the house in front of an entrance door and kept locked will deter tampering with the door, frame, and hinges.

### Types of Doors

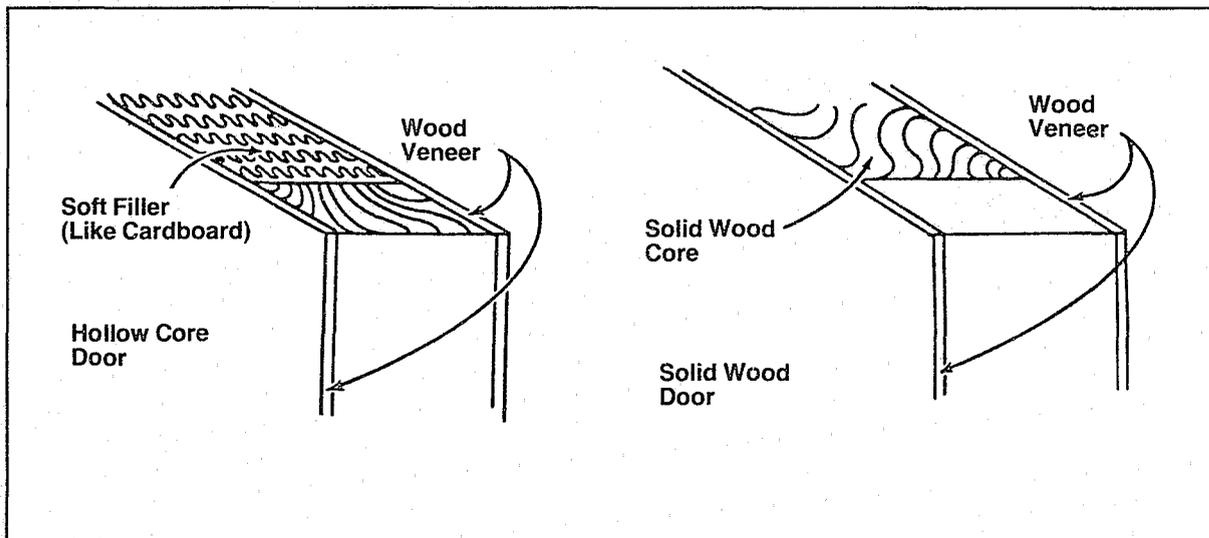
There are four major types of doors: flush wood, stile and rail (panel) wood, metal, and sliding glass.

Flush doors come in two types: hollow core and solid core. A hollow-core door is two sheets of a thin veneer overlaying a soft filler. Solid-core doors are wood all the way through. They add sound insulation and fire resistance as well as increased security.

From a security perspective, a steel-sheathed door is superior to any type of all-wood door.

Patio-style sliding glass doors are very vulnerable and require special security precautions; several types of locks are available. It is not sufficient to prevent the doors from being moved laterally. They must also be secured vertically since the channel in which they ride may provide wide, sloppy tolerances. Most locks designed for this type of door take into consideration both the lateral and vertical movement, preventing the door from being lifted out of the channel.

Some of the same devices used to secure windows (see page 18) can also be used with sliding glass doors. Drill a hole through the channel and the frame. Insert a pin or nail to prevent the door from being opened. Sheet metal screws can also be inserted into the upper channel; allow screws to protrude far enough to prevent the door from being lifted out of the channel.



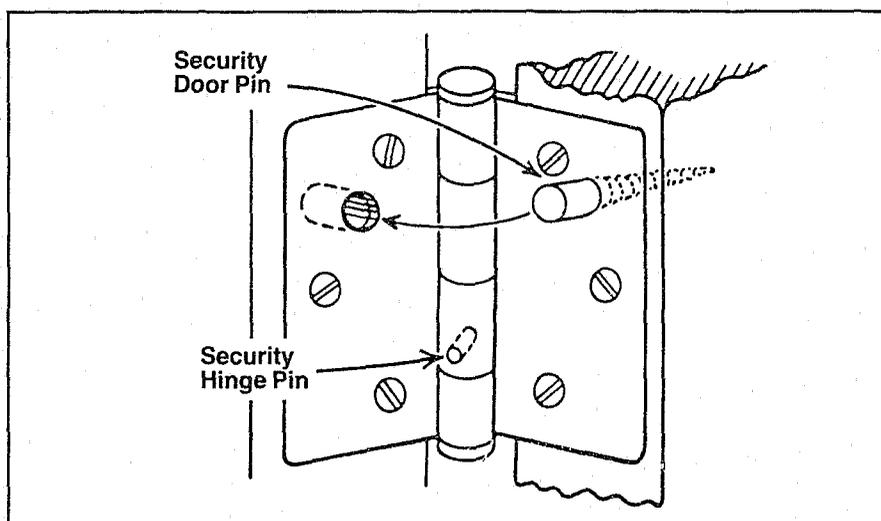
## Door Frames

The vulnerability of a door is usually defined in terms of how easy it is — or how long it takes — to break through the door itself. However, breaking through the door is not the most common method of defeating a door system. It is far easier to pry or force a door open because of a weak door frame.

Most wooden door frames constructed today have solid wood for about 3/4-inch to an inch. Beyond this, there is usually a 4- to 6-inch gap for air between the frame and the first stud.

Construction of this type provides very little resistance to forced entry.

The door frame can be strengthened by securing 2-by-4-inch studs directly behind the facing. Another method is to attach the frame to the first stud in the wall using long wood screws.



## Hinges

The security value of the door hinge is often overlooked. A well-secured hinge protects a home or apartment against two types of forced entry: (1) forcing the door out of the frame by applying pressure to its hinged side, and (2) lifting the door out of its frame after removing the hinge pins.

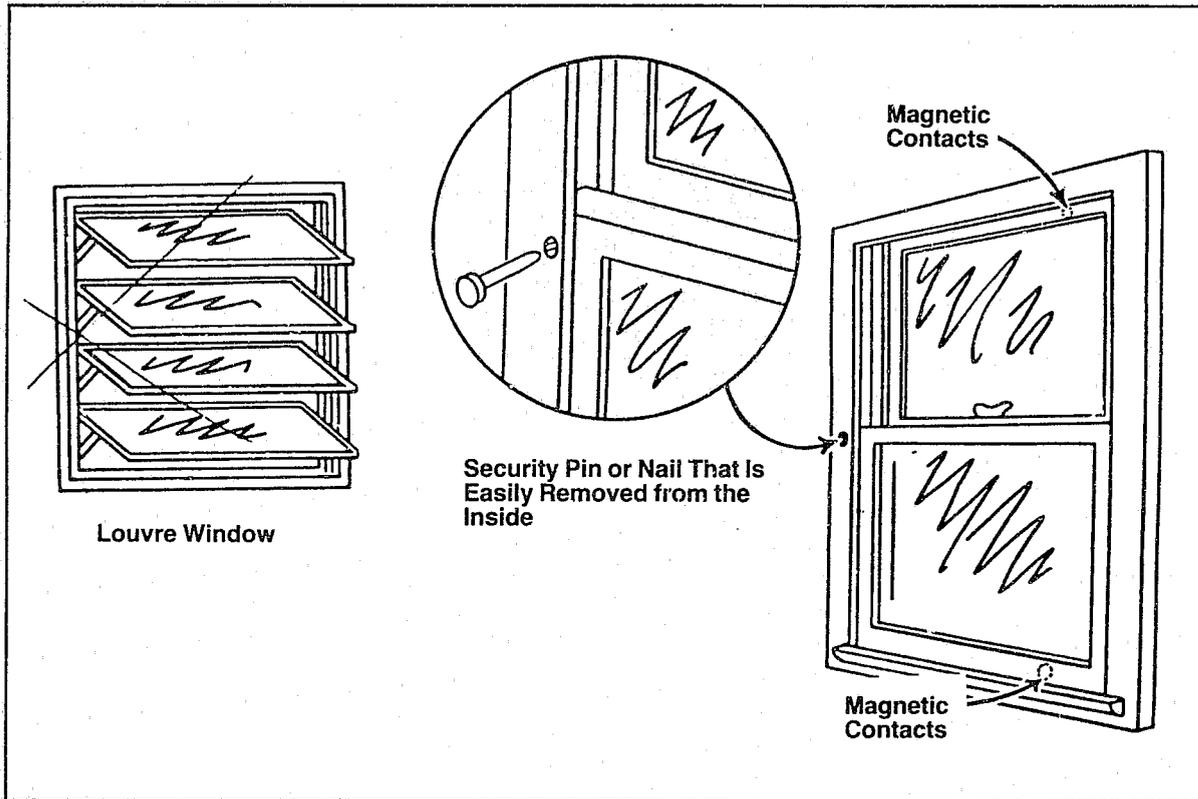
From a security standpoint, the most important consideration of a hinge is whether it is located on the inside or outside of the door, and — if the hinge is on the outside — whether or not the pins are removable.

If the hinge pins are on the outside, they can be removed and the door removed from the frame. There are several ways to deter this. One is to weld the pins to the hinges. Although this method is effective, it is also permanent. Another technique is to drill a small hole through the hinge and into the pin and insert a second pin or small nail flush with the hinge surface. A third method is to insert a large pin or screw into the door (or jamb), leaving the head exposed about 1/2-inch. A matching hole is drilled on the opposite side so that the screw head fits into it when the door is shut.

## Windows

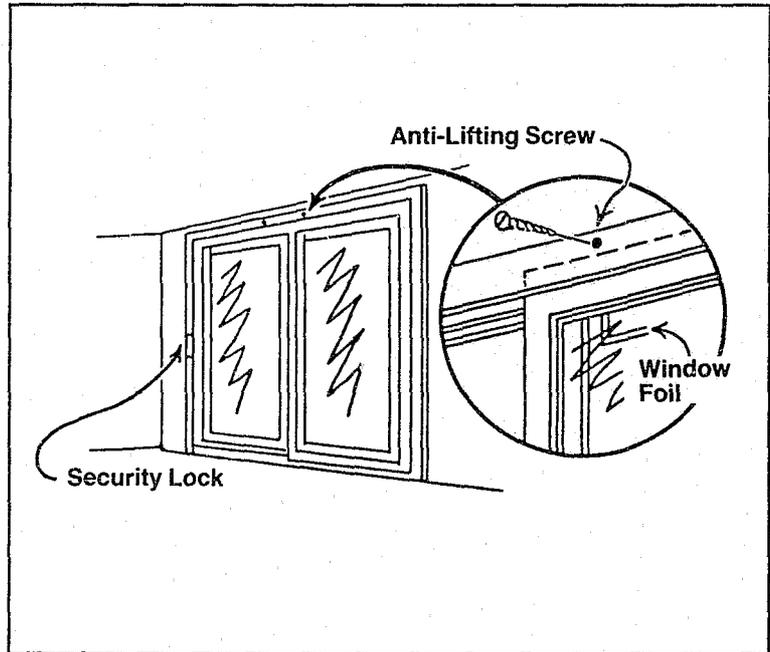
Windows pose more complex security problems than doors. They come in a much greater variety of styles and sizes, with emphasis on ventilation, lighting, and aesthetics rather than security.

Most intruders will try to get through doors before resorting to locked windows and will try to avoid breaking glass, which could injure them and alert others. However, an unlocked window is an open invitation.



Louvre windows are a high security risk because the individual panes can be removed easily. Louvre windows should be replaced with solid windows of tempered, shatter-resistant glass.

Several techniques can be used to upgrade the security of windows with movable sashes. The simplest measure, which works equally well with single or double-hung windows and horizontally sliding windows of all types, is to drill one or more holes through the sash and frame and insert a pin or nail to prevent the window from being opened. Key operated locks for windows are also available, but they pose a safety hazard in the event the window is needed for escape in a fire or other emergency.



Other methods of protecting vulnerable windows are steel bars, mesh, or grillwork. Very attractive grillwork also is available for protecting windows.

### Entry Security Checklist

View locking hardware as an important, long-term investment that requires planning and exceptional quality. Match locks to sturdy, compatible doors and door frames so that all three components form a strong unit.

Make certain that entrance door locks have at least a 1-inch deadbolt, a recessed cylinder to discourage forcible removal, and a cylinder guard that spins freely.

Have peepholes and intercoms to identify visitors before opening the door.

Incorporate all doors and vulnerable windows into the alarm system. This includes large picture windows, sliding glass doors, and any door or window that has glass within an arm's reach of the locking device.

*Checklist continues on next page.*

Be sure that all entrance door hinges are heavy duty and are made more secure with both hinge pins and door pins. (See the illustration under "Hinges.")

Before using double-cylinder locks, which require key action on both sides, consider the possible safety hazards. Check local fire safety codes.

Be sure that any padlocks used in critical areas of the home meet the following minimum requirements:

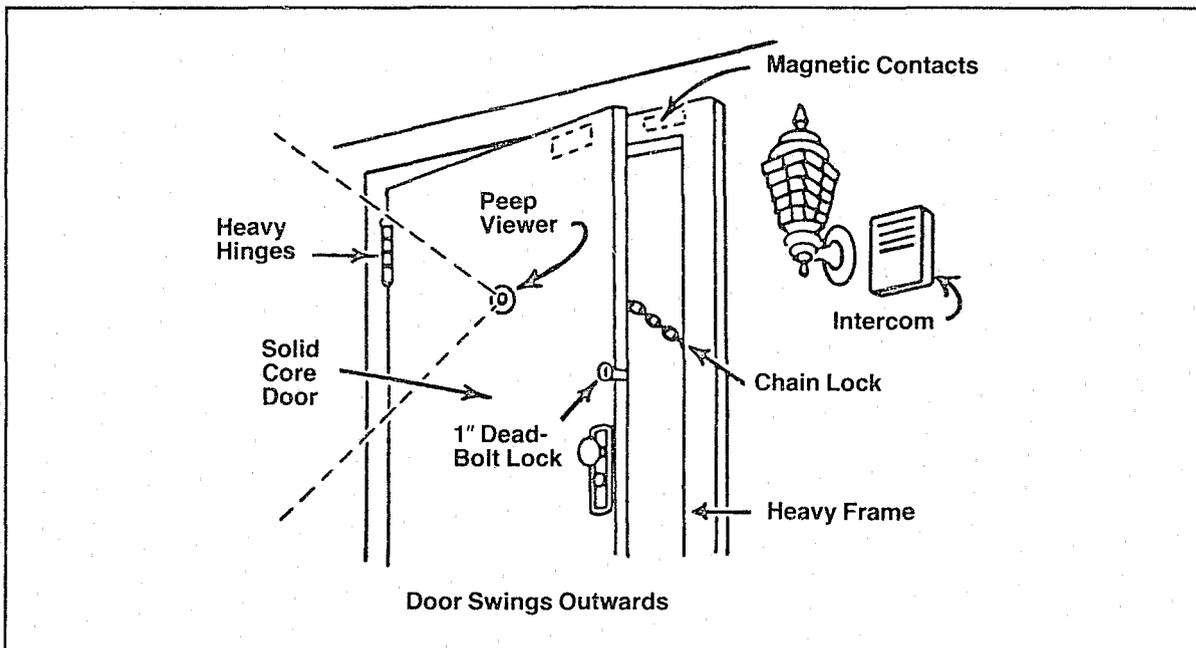
- Heavy shackle (at least 9/32" hardened steel),
- Double-locking mechanism that locks both the heel and toe,
- Minimum of five (5) pin tumblers on tumbler locks, and
- Key-retaining feature that prevents removing the key unless the padlock is locked.

Use rim locks for additional protection where auxiliary locks are required.

Fill hollow metal door frames with cement behind the strike to prevent forcing the frame.

Restrict keys, both home and office, to those who actually need them.

Keep spare keys in a locked drawer or filing cabinet. At the office, the key safe should be located in the security office.



# Travel Security

Most of the security resources you can depend on at the office and at home are nonexistent when you travel. Your greatest resource when you travel is yourself — your willingness to take precautions, vary your routes, keep a low profile, and be alert to suspicious people and circumstances.

## Risks of Vehicle Travel

Passenger vehicle travel has many inherent security problems.

Vehicles are easily recognized by year, make, and model. The criminal or terrorist can accurately assess any protection modifications and security devices.

Vehicles can be followed discreetly, so that repeated dry runs of potential attacks can be made with very low risk of detection. Different methods of attack can be formulated and tested until success is almost assured.

Vehicles are often left in driveways, on streets, at service centers, and other areas with no control or protection, allowing easy access to intruders who may sabotage the vehicle in some way.

While traveling in a passenger vehicle, the executive has limited protection resources and often is dependent on fixed security manpower. This makes it easier for kidnapers, terrorists, or other attackers, who are geared to mobility, to ensure numerical superiority at the moment of assault.

People who assault a vehicle rely heavily on the human weaknesses of their targets. They aim to catch their targets “off balance” and to scare them into acting irrationally. The shock of surprise attack is greatest at points of changing surroundings, such as when entering or exiting vehicles.

Despite the security and psychological variables of vehicle travel, policies can be developed and actions taken, if necessary, to minimize executive risk and complicate criminal plans.

## Daily Travel Precautions

Travel in a group whenever possible.

Define each person’s responsibility in an assault situation; develop contingency plans and be sure they are clearly understood by all.

Never overload a vehicle. All persons should wear seatbelts.

Take training in defensive driving and anti-attack strategy. Anyone who drives for you should also have such training.

Keep your vehicle in good repair.

Keep your gas tank at least three-quarters full.

Install a vehicle alarm to to discourage tampering or intrusion.

Keep the ignition key separate from other car keys and from house keys; never leave the trunk or glove compartment key with parking or service attendants.

Don't put an identification tag on your keys.

Don't hide extra keys under floor mats or under the hood.

Always park in areas that are either locked or watched, and never park overnight on the street.

Before leaving a building, check for suspicious vehicles and individuals.

Inspect your vehicle carefully before you enter it. Look for evidence of tampering, but do not touch any suspicious items.

Check that:

- the hood latch is secure.
- the fender wells are empty.
- the exhaust pipe is not blocked.
- nothing is attached to the underside of the car.
- no one is in the back seat.
- the trunk is secure.
- the tires are not blocked.

Check for fingerprints on the vehicle and for footprints or shuffle marks around it.

Lock car doors and keep windows closed when driving. Always lock doors and close windows upon leaving your vehicle.

Avoid routine times and patterns of travel. Avoid driving in remote areas after dark, and keep to established, well-traveled roads.

If your car should break down, raise the hood and remain inside the car with doors locked and windows up. Ask anyone who offers assistance to call the police.

Avoid driving closely behind other vehicles, especially service trucks, and be aware of activities and road conditions as far ahead as you can see.

Have a car phone or two-way radio. Communicate frequently; let others know your location and how you can be reached.

Know the locations of secure places, like police stations, along your normal routes.

Never pick up hitchhikers.

Establish a firm policy regarding the carrying and use of firearms.

Use public transportation occasionally. When using taxis, vary the company and never take the first vehicle in line. Be sure that the driver uses direct routes, yet follows any directions you give.

## **Surveillance/Attack Procedures**

Review frequently what you would do if an attack were to take place. This mental preparation may save precious time when you are actually in danger.

Always be alert to possible surveillance. If you are followed, call your security contact and drive to the nearest safe location, such as a police or fire station.

Avoid driving in the right-hand lane to keep from being forced to the curb.

Beware of minor incidents that could block traffic in suspect areas, especially at crossroads. If you see a roadblock or detour ahead, report it, turn around, and take another route.

If you cannot avoid an ambush roadblock, do not stop. Use the shoulder or curb (hit at 30-to-40-degree angle) to go around the blocking vehicle. Or knock the blocking vehicle out of the way by ramming it in a nonengine area, at 45 degrees, in low gear, at a constant, moderate speed.

If shooting occurs, lower yourself as much as possible while attempting to drive out of the situation.

## **Going Out of Town**

Restrict travel plans to a need-to-know basis. Minimize media coverage.

Keep your itinerary and other travel documents locked in a safe place until you need them. While traveling, put important documents, including those that identify you as an employee of the U.S. Government, in checked luggage rather than keeping them with you.

Leave copies of your itinerary in a safe place at home and at the office. Call in from time to time.

When traveling abroad, carry a civilian as well as an official passport. Put the official one in checked luggage; keep the civilian one on your person and use it for identification at hotels and other places that request your passport. Memorize passport numbers.

Be alert for surveillance.

Be low key in your choice of hotels and rental cars.

Use only legitimate taxi services. Avoid suspicious-looking vehicles and drivers who approach you at train or bus stations or airports.

Never leave your luggage unattended.

Know whom to contact if you should lose any official documents, including your Government credit card, or if they should be stolen. Report such losses immediately.

After using your credit card, make sure you have the card, your receipt, and the carbons.

## **Staying in Hotels**

Keep your room key on your person when you leave your room. In the room, always put it in the same place.

Note whether suspicious-looking persons are loitering around the entrance, in the lobby, or in the hallway.

Do not give your room number to anyone you do not know well.

Keep your room and personal items neat and orderly so that you will be able to recognize tampering or strange or out-of-place objects.

Check locks, door handles, and windows.

Know the locations of emergency exits and fire extinguishers.

Do not admit strangers to your room. Avoid using room service and never open the door for room service that you did not request.

Know how to call and locate hotel security personnel.

# Federal Protective Service Offices

For further information on executive security or help with a physical security survey, contact the Federal Protective Service, Public Buildings Service, U.S. General Services Administration, at one of the locations listed below.

## **New York**

Law Enforcement Branch (2PML)  
26 Federal Plaza  
New York, NY 10278  
(212) 264-4252

## **Pennsylvania**

Law Enforcement Branch (3PML)  
Ninth and Market Sts.  
Philadelphia, PA 19107  
(215) 597-3267

## **Georgia**

Law Enforcement Branch (4PML)  
75 Spring St., SW  
Atlanta, GA 30303  
(404) 331-5132

## **Illinois**

Law Enforcement Branch (5PML)  
230 S. Dearborn St.  
Chicago, IL 60604  
(312) 353-1496

## **Missouri**

Law Enforcement Branch (6PML)  
1500 East Bannister Rd.  
Kansas City, MO 64131  
(816) 926-7025

## **Texas**

Law Enforcement Branch (7PML)  
819 Taylor St.  
Fort Worth, TX 76102  
(817) 334-4067

## **California**

Law Enforcement Branch (9PML)  
525 Market St.  
San Francisco, CA 94105  
(415) 974-9077

## **District of Columbia**

Federal Protection and Safety  
Division (WPS)  
Washington Navy Yard Annex  
2nd and M Sts., SE  
Washington, DC 20407  
(202) 472-1632

## **Headquarters**

Law Enforcement Division (PML)  
Room 2306  
18th and F Sts., NW  
Washington, DC 20405  
(202) 566-0887