

# HANDBOOK ON PERSONAL SECURITY MEASURES

## Introduction

Criminal incidents and terrorism have become prevalent in the country and everyone is prone to such attacks. However, studies suggest that some of the kidnappings and deaths brought about by violent crimes could have been prevented if a few basic precautions had been followed.

This handbook was thus crafted to develop the necessary security consciousness in every person as well as their families, household personnel, and colleagues in the interest of the preservation of their personal well-being.

The contents of this handbook are a compilation of ideas, measures, and practices on security, which were culled from the experiences of our national security forces and friends. Although security is of universal application, some situations have to be revised to meet local conditions and a few may not apply to any particular situation.

At the outset, it is imperative to state that the advice outlined in the handbook should serve as a guide only. No one is more concerned with the protection of your life and property than you are. The greater the effort you put into the task, the greater will be the degree of safety.

Moreover, the precautions required of a given situation would depend mostly on the nature of the threat, which may be assessed on several factors. It is impossible to stay on full alert on a 24-hour basis. As such, it is important to always exercise precaution and vigilance. For example, some people are vulnerable when opening doors to visitors, when preparing to drive off in their cars or motorcycles, or when one's movements can be anticipated.

It is therefore important to recognize vulnerable situations when you are faced with them. Although in an actual situation you may not always be able to avoid it, **YOU SHOULD NEVER BE TAKEN ENTIRELY BY SURPRISE**. This handbook may be your best guide that could spell the difference between saving your life as well as that of your family.

## Predictability

With a few exceptions, attacks have occurred at--or just a short distance--from the victim's residence. The exceptions occurred at or near the victim's place of employment or along routes consistently used by the victim at about the same time of day. There is a simple operational reason for a victim's residence or a point near his residence as the best choice of attack site: **victim movement and exposure predictability**. The victim must sleep and has to leave his residence each morning to go to work. It is at this point where one is most vulnerable. To a much lesser extent, the time of a potential victim's arrival at home is also predictable. We must be unpredictable wherever and whenever it is practical as our level of predictability determines how easily we can be identified as a target.

Being predictable increases the probability that a criminal could kidnap or kill the target and escape undetected. Criminals consider three operational criteria of a good target:

1. Where and when is the intended victim most vulnerable to attack with the least risk to the attacking party?

Does the victim leave/arrive at his home, place of work, or other regularly visited business or recreational locations at the same time each day/week and by the same route or does he vary itinerary and timing?

Does his place of work, residence or routinely visited recreational facility provide an environment in which he can easily be surveyed and attacked and from which the attack team can easily escape with minimal chance of being identified and injured?

2. What physical protection must be overcome to successfully attack the victim at that point in time?

Is a static guard (armed or unarmed) posted at or near his point of arrival/departure?

Is the victim armed? Does he wear an armored vest?

Does his residential property have a fence around it, which defines public versus private property?

Would intrusion be easily detected by the victim, his dependents, or neighbors?

Does the victim's residence have an alarm? Is the property, particularly the entrances, approaches and place where his car/vehicle is parked well-lighted at night?

Can the victim see the approaches to his residence (the street or intersections within a block) without actually leaving his property to do so?

How many barriers (gates, doors, and windows) would have to be bypassed to safely and quietly access the victim in his home?

Are there any dogs or other alerting animals at the residence or in adjacent properties?

Does the victim travel in an armored vehicle? Is he protected by an armed security team?

3. What procedural precaution does the intended victim, his office's security personnel or the local police take to detect, deter, or neutralize an attack?

Is there a police roving patrol? If so, does it operate on a set or regular (predictable) schedule or is it unpredictable?

Is there any form of counter-surveillance protecting the victim?

Does the victim vary his routes and times of departure, particularly from/to his residence?

Does the victim park his vehicle off the street, where the distance of his car from the safety of the first and significant barrier (door) of his residence is significantly decreased and he is clearly visible as he enters/leaves? Does the victim routinely attempt to view the approaches to his residence for indicators of surveillance or threat situations from inside his residence?

Does the victim allow trash, which could conceal an explosive device, to accumulate on his property or in the area in front of the property?

Does the victim communicate with his neighbors? If the victim rides in a carpool, does he wait curb side for the arrival of the car or does he wait inside his residence?

Does the victim take out the trash to the street? Does he routinely walk the dog?

Does he accept mail and package deliveries at his residence? Does he personally check the residence mailbox? Is the mailbox easily accessible?

Does he routinely jog or walk around the neighborhood at a set time?

Does he inspect his personal car before boarding it?

Do the victim and his dependents normally lock the car after each use?

Does he lock windows or shutter doors before retiring at night? Is a light always on in his quarters, whether he or his dependents are there?

If he uses his personal car to and from work, does he take the shortest route, and are there points along this route (chokepoints) that offer good attack conditions?

To answer these questions, the assailants must conduct extensive surveillance on the target. The surveillance may reflect that the target is too difficult to hit because of physical protection or the inability to predict the victim's movements.

This handbook and security education programs contain measures that are intended to protect people and their loved ones from commonly employed attacks. The handbook includes the Do's and Don'ts that each person as well as his/her family and employer can do to help protect themselves not only from possible assailants but also from other common crimes that may put their lives at risk. This handbook also includes techniques on how to recognize vulnerable situations and the measures to take when faced with one. These techniques likewise apply to the common thieves or burglars. We want to make sure that YOU, your home and office are "too difficult a target to hit".

### **Be Smart and Be Safe**

Crimes don't just happen in places that look or feel dangerous. While some places do have higher crime rates than others, crimes can--and do--happen anytime and anywhere. Your dependents are likewise important to your security as well as their own. They generally know more about what is going on in your neighborhood than you do. Impress upon them the need to immediately report to you or to the local police any suspicious activity or persons in the vicinity. Fortunately, there are a few things you can do to reduce your chances of becoming a victim:

#### **1. Trust your instincts**

You might dismiss an easy feeling as paranoia, but when it comes to personal safety, a little paranoia can be a good thing. If you feel like someone is following you, you should quickly change your route and find a safe place in case of an emergency. If you feel uncomfortable with your surroundings, don't hesitate – it is probably a good time to leave.

When it comes to protecting yourself from danger, it is typically a good idea to trust your instincts. A great deal of what we learn is stored in our unconscious mind. If you get a feeling about something – such as danger – the unconscious part of your brain might be picking up on something that your conscious mind hasn't noticed. It might be making connections to previous experiences or learning. If your instincts are telling you to get out, that's a warning you should not ignore.

#### **2. Be Aware**

One of the best ways to protect yourself is to be aware of your surroundings, even in places you think you know well. When you enter a new area, the first thing you should do is survey your surroundings. Pay attention to people acting unusual or moving in your direction. If anybody around you makes you feel uncomfortable or nervous, this can be a big sign that something isn't right and it is time to leave.

It is difficult to be aware of what is going on around you if you are talking or texting on your cell phone or listening to music through headphones. You will only be distracted and be a prime target for violence. Criminals usually target victims who are preoccupied with a phone or lots of bags, fumbling for keys, or dealing with small children.

Just as important as staying alert is looking alert. Walk confidently and constantly look around you. If criminals know you are paying attention, they might think twice about coming after you.

### 3. **Be Discreet**

Being discreet means guarding your personal information. It is important that you keep information about where you are going and what you are doing under wraps. Do not talk on your mobile phone in a public place – do not advertise where you are going or what you will be doing because you never know who is listening.

Being discreet also means not drawing attention to yourself.

### 4. **Be Prepared**

Before going somewhere, be prepared by planning your route so you will not get lost or have to ask for directions. Note safe places to stop along the way, such as grocery or convenience stores, police stations or fire stations. When choosing a route, avoid unfamiliar residential areas, alleys and places with poor lighting. Stick to main roads and areas where there will be plenty of people.

When walking to your car or house, you can also be prepared by having your keys out and ready. Make sure that your mobile phone is always charged, turned on, and with you in case of emergency. Store a few emergency numbers as speed dial in case you need to quickly call someone for help.

Lastly, being prepared means knowing what to do if you are attacked. Learning a few self-defense moves can be very helpful – it will also help you to feel more secure when you are out and about.

### 5. **Travel in Groups**

One of the best ways to protect yourself from crime or violence is to make sure you are not alone. Whenever possible, stick with other people. Criminals are more likely to target people who are by themselves than those who are with at least one other person.

If you need to travel a short distance on foot by yourself – such as from the mall to your car – ask a security guard or police officer to escort you, especially if it is dark or you are carrying a lot of bags.

If you have a larger distance to cover, stick to well-lit, well-travelled areas where there are lots of people. In other words, avoid alleys and side streets that are dark, empty and unfamiliar. The more eyes and ears there are around you, the better your chances are of getting someone's attention if you need help.

## **Threat Detection**

The single most important element of threat detection is an accurate threat profile (identification of the threat) and other details surrounding the threat. This will eventually be useful in the conduct of assessment on what type of attack will be employed by the criminals. With an accurate and up-to-date

threat profile in hand, the operation is easily configured to meet the prevailing threat(s). Here are some measures that will aid you in detecting threats:

#### Do's

1. In your routine work, always make assessments if there are persons that you may have hurt or angered, and capable of extending harm to an individual in terms of resources and manpower. Monitor and get information, if possible, on the reaction of said person(s).
2. Write down details of any suspicious actions or person(s) you have observed or noticed. Notes help remember what transpired in your observation.
3. Refer to your employer or security officer, if any, of your suspicions and observations made upon a person who is likely conducting surveillance on you or your co-worker.
4. Consider also your personal dealings as possible reasons for someone to plan to harm you and your family.
5. Advise your family and neighbors to report to you any person asking for information about you including your present disposition. Ask them to write down details of the suspected surveillance.
6. Educate your family, employees and household personnel on security awareness.

#### Don'ts

1. Don't trust your memory. Immediately write down your observations, especially on the 5Ws and 1H (Who, What, When, Where, Why and How).
2. If you see someone conducting surveillance on you, look him in the eyes from afar to let him know that you saw him and you will remember him the next time you meet. Write down details. Don't accost or confront the person conducting surveillance on you, he might already be the criminal and harm you at once.
3. Don't try to handle any situation by yourself. Always inform the security officer or the authorities.

### **Threat Assessment**

A threat assessment is a research-based process designed to help security individuals and the police distinguish between what is a real threat and what may only appear that way. This assessment is generally performed by a trained police security and/or intelligence officer to help in identifying whether or not there is an actual threat on their lives.

The conduct of a threat assessment separates likely threats from perceived (conceivable) or even imagined (irrational) ones. Based on the information you have noted in the threat detection phase, the security personnel/authorities will now be able to consider the threat, possibly identify who is trying to harm you, and the risks entailed in warranting protective response or threat management planning.

### **Surveillance and Counter-Surveillance**

Surveillance is the monitoring of a person's behavior, activities, or other significant information and often in a surreptitious manner. Criminals always conduct extensive surveillance prior to an attack in order to establish your routine and evaluate your security consciousness. Your points of vulnerability are being determined by the criminal during the pre-attack surveillance, which may include your 1) place of

work, 2) residence, 3) the places where you frequently travel, and 4) the vehicles you often use. Generally, it is not intended to be the actual assault/attack on the potential target.

Area familiarization of the environment will greatly help in determining where surveillance may be situated or commence, and will consequently aid in detection. It will also assist in allowing you to concentrate on your observations rather than directions and navigation. It will further enable you to make use of natural conditions and factors that will increase your ability to detect a surveillance presence.

Counter-surveillance is the practice of avoiding surveillance or making surveillance difficult. Your best chance of avoiding a serious incident is to spot pre-attack surveillance. Counter actions are usually made after sensing the presence of surveillance. When counter-surveillance is applied effectively, it becomes too difficult to predict the target's activities, and will eventually cause the criminal's activities to be delayed, called-off, or probably be compromised at one hand, leading to their arrest by the authorities.

Detecting surveillance requires a fairly constant state of alertness and, therefore, must become a habit. A good sense of what is normal and what is unusual in your surroundings could be more important than any other type of security precaution you may take. Watch for indications of surveillance or actions that may appear unusual or out of place. Remember, your goal is to avoid an incident. If you can spot the surveillance, you have an opportunity to either feed them false information to or send them the message that they have been detected. Report the matter immediately to the authorities. The following techniques can be used either on foot, or in a vehicle:

#### Do's

1. Immediately determine any identifying data that you can observe unobtrusively, such as the make, color of vehicle, license number, number of occupants, description of occupants, if they are armed or not, etc.
2. Consider changing your route slightly in an apparent normal manner to verify if you are being followed. You should not worry if they detect that you are aware or suspicious of their presence.
3. Stopping with a purpose during foot or vehicle travel will allow you to see if you are being followed because they will also stop.
4. Try to see if someone is keeping an eye on you while moving. Let him know that you have seen him following you. You may also ask your companion if he can observe at any vantage point.
5. The use of mirrors on any establishment windows can be helpful. Make an abrupt change of route or phase.
6. If you feel you are in danger, immediately drive to the nearest safe area. Do not drive to your home as you may only be providing them another place of attack.
7. If you have communications in the vehicle, notify authorities that you are under surveillance. Report to the security officer immediately as you arrive in your destination.

#### Don'ts

1. Do not attempt to confront the person(s) conducting the surveillance. It could be their chance to attack you.
2. Do not panic as you might raise the heightened state of alarm, thereby forgetting all the necessary information and what to do in such situation.

## **Personal Security (Target Hardening)**

The main objective of this handbook is geared towards developing the necessary security consciousness in every person, their families, and co-workers and superiors in the interest of the preservation of their personal well-being. Remember that members of your family, whether or not sharing your official functions, may at anytime be a target of the potential attacker and in general, these safety measures are equally applicable to them. The following are lists of Do's and Don'ts you can personally employ to make yourself a "very difficult target":

### Do's

1. Be alert to the suspicious conduct of persons around you or in the vicinity of your home and office.
2. Be sensitive to areas of threat arising from your personal as well as official circumstances and inform your superior, members of your family and staff who should properly be aware of the situation, and, if appropriate, inform the authorities.
3. Always be on alert. A potential attacker will be forced to stop and think if he sees that you and your family are on guard.
4. Call for assistance at the first sign that something unusual has happened or is about to happen by any means readily available, such as calling for help, sounding a motor horn, whistling, or shouting. Remember that raising an alarm can effectively hinder an attacker.
5. It may be appropriate and useful to inform your trusted neighbor when you plan to go out of town for a period of days.
6. Use the office as your mailing address.
7. Alert your company security officer of any incidents that you find suspicious.

### Don'ts

1. Do not establish observable patterns of behavior which would enable a potential attacker to:
  - Predict your future movements,
  - Construct a plan based on it,
  - Intercept you on conditions unfavorable to you, and
  - Isolate you from effective assistance.
2. Do not conduct a transaction except:
  - With properly accredited person(s),
  - In places of business during the prescribed hours, and
  - In the presence of a colleague or member of your family or other trusted persons able to give or summon assistance.
3. Do not stay overnight in conditions which isolate you from persons able to give or summon assistance.

## **Security at Your Residence/Home**

Your residence is your home. You spend approximately sixty percent of each day there. Your family and your possessions are located in it. It pays to make sure that it is secure and safe. The following guidelines should be used in reviewing your home security:

## Do's

1. Control the keys to your residence. Refrain from giving your key to others. If you do give your house help a key, limit it to the key for the secondary lock. Make sure you have a secondary lock or interior bolt on your door to ensure proper control when you are inside your residence. Immediately have the lock cylinder changed on any lock should you misplace or lose a key. Fix locks to outer doors. Exterior doors should ideally be of solid construction, and should be covered with blinds or curtains. Know where you keep door keys. Use strong door chains/bars on outer door/gates.
2. Make sure all windows and doors are closed and locked before you retire for the evening. Close all drapes. Fix locks on windows to which access can easily be obtained, especially those hidden from the view of the passers-by. Any opening windows not normally used can be permanently secured by screwing the window to the frame.
3. During the day, keep all doors locked even though you or your house help are inside the residence. Instruct your help to lock the door each time they vacate the residence for any chore that will take more than a few minutes to complete. Check visitors before opening the door through a peephole or if possible by means of an adjacent window. Make sure all repairmen are expected and properly identified before you or your help let them in.
4. If you leave your residence unoccupied at night, turn on the lights to make it appear that someone is home. Leave a radio playing. Remember to vary the number and location of lights you leave on. Light the approaches to your house and garage with exterior lights placed out of reach. See that this lighting is regularly used. Leave a "courtesy" light on in the area of the front door during the hours of darkness. Always have reserved lighting equipment on hand such as flashlights, candles, or hand lamps. Consider the use of other forms of security lighting for use in emergencies or when suspicion is aroused. Lights placed in strategic points make it difficult for criminals to hide in the shadows.
5. If you intend to leave your home for more than twenty-four hours, have a friend or neighbor check your residence daily at irregular times. They should make sure the residence is secure and that hall and interior lights are on before dark. If you permit your help in the residence during such periods of absence, instruct them to turn the lights on and off.
6. Know where all family members are at all times.
7. Instruct all family members, including children, on the proper use of the telephone. Post emergency numbers by each telephone.
8. Keep an adequate stock of first aid supplies on hand.
9. If an incident occurs in the vicinity of your residence, do not immediately run to the window or at your house. Use caution when viewing the exterior area of your residence. At night, make sure all lights are off in the room.
10. Use extreme caution if an unsolicited package is delivered to your residence. Call the authorities immediately if you are suspicious. Do not tamper with suspicious package or item found in the vicinity of your residence. Stay at least two hundred yards away for the suspicious item and take cover.
11. Report any unusual unattended or suspected abandoned vehicles to the authorities. Do the same with suspicious individual(s).

12. Know your neighbors. Develop a rapport with them and offer to keep an eye on each other's homes, especially during trips. Always have check individuals doing nothing within the premises/vicinity of your residence.
13. Report any unusual incident or activity that may occur in your neighborhood, no matter how insignificant it may seem, to authorities and barangay officials.
14. Install an alarm system. Make sure it is operational at all times and you know how to operate it.
15. Keep perimeter fences in good condition.
16. Remove or trim shrubs near your house. These are possible hiding places of criminals.
17. Treat late callers/visitors, whether known or unknown, with great suspicion.
18. Know your helper. Let them fill up Personal History Statement (PHS) or other similar forms with latest picture (if possible take their photo yourself). Check their previous employment and acquaintances if they exist.
19. Consider keeping a dog.
20. Prepare an action plan in case of intrusion or fire.

#### Don'ts

1. Do not hesitate to call for help at the first sign of anything suspicious. Do not enter your residence if you know or suspect an intruder is inside. Call the authorities for assistance.
2. Don't answer the door automatically – check who is there first. Do not open the door if suspicious of anybody calling for help. Discourage your children from answering the door, even your helper, without your guidance.
3. Do not advertise to a potential thief. Never place any valuables such as money, jewelries and appliances anywhere in the house with public view.
4. Do not allow anybody to duplicate your keys without your permission. Do not leave them in obvious hiding places. It is better to give each adult and responsible member of the household his or her own key. Assign color codes instead of labels for each key for easy identification of your household.
5. Do not leave the house in darkness when outside at night. Do not switch the inside light on when answering the front door after dark.

#### **Vehicle Security**

Your vehicle is vulnerable to vandalism and theft and therefore, you are vulnerable to attack while driving. Most situations involve the interception of victim's vehicle or attacking the individual as he is about to enter or depart his vehicle. While it is true that once the attack commences, it is very difficult to escape, you can avoid placing yourself in a threat situation by being alert. Keep your vehicle in a safe operating condition and keep your gas tank at least half full. Drive defensively at all times. The best defense is your common sense, alertness, and expertise when confronted with immediate danger.

### Do's

1. Always suspect that your motor vehicle may have been tampered or a device or booby trap may have been attached to it during your absence.
2. Look carefully around the vehicle. Cultivate the habit of inspecting your vehicle before boarding it. Check the seats before entering the car to ensure that a possible attacker is not lurking there. Make a habit of walking around your vehicle to look for tampering or damage, each time you prepare to drive it. Do not touch any suspicious item you find in or near your vehicle, alert the authorities.
3. Check all the exterior of your vehicle.
4. Stop if your suspicions have been aroused by:
  - a. Unusual objects in or attached to the vehicle;
  - b. Objects out of place;
  - c. Loose wiring, string or tape;
  - d. Packages left under the vehicle;
  - e. Ground disturbed around the vehicle;
  - f. Outward signs of tampering.
5. Call for help when there is doubt.
6. Examine seats and doors, steering wheel and column. Open and inspect all closed compartments and under the hoods of engine and luggage.
7. Make a habit to park your vehicle in a safe area and well-lit at night, preferably near the gates/entrances of the building. Likewise, ask the security guards to keep an eye on your vehicle.
8. You may install alarms on your vehicle. Tinted windows make it difficult for someone to tell who is in the car.

### Don'ts

1. Do not attempt to start or move your vehicle if you observe unusual thing such as tampering.
2. If you find suspicious wires or packages in the vehicle, do not touch them. Report immediately to the proper authority.
3. Do not leave your vehicle on the street overnight if at all possible and never leave garage doors unlocked. Check garage doors for unknown objects or strings tied to the door. Do not touch anything that looks strange to you.
4. Do not let any person be near the vehicle, if possible. The person might be tampering with your vehicle. Install alarm to your vehicle.
5. If you already suspect presence of threat, don't let anybody drive your vehicle.
6. Parcels and other things should not be left in the car so that strange objects can be spotted quickly.

## Travel Security

No matter your line of work you may sometimes need to perform your tasks outside the office, or travel to areas where you have to render services, until you have to be back to your workplace or residence. It is along this line that you never know that you may become a potential victim of attackers.

Your travel must avoid using the same routes and times of movements to and from your work site, your place of residence, and around town (i.e. shopping, marketing) even to the point of not eating at the same restaurants on a regular basis. Potential attackers exert efforts to discover patterns and determine a suitable time(s) and place(s) for attack. Most of the incidents have involved attackers who are wearing headgears to hide their identity and using a motorcycle as getaway vehicle.

Make sure the unvaried portions of the route (choke points) are as short as possible. Memorize normal activity such as vehicles that normally park in the area. You can be approximately 80 percent certain that any attack will occur in a choke point and probably near your home during a routing trip. It is important to remember that you are a better target if you are predictable—the best defense is common sense.

### Do's

1. If possible, use different doors and gates when departing and entering your home or office.
2. During travel, always fasten seat belts, keep doors locked and windows closed.
3. Pre-plan your route, utilizing main roadways. Conduct a route survey and look at the choke points from the terrorist's point of view. Use caution if you must use an unpaved short cut during the day. Do not use any unpaved short cut at night.
4. Drive your vehicle at a steady speed and keep a distance from the vehicle in front of you. Remember that you are less vulnerable when the vehicle is moving so be particularly vigilant if you have to stop. Turn away if something untoward appears to be taking place on the road ahead. Pace your driving to avoid stopping at traffic lights whenever is possible.
5. Beware of accidents and accident scenes – they may be faked. Do not immediately get off your car to inspect the damage as it may have been intentional. Stay inside your car and observe first. If in doubt do not get off the car. The driver and passengers must remain in the car. Be prepared to accelerate away at the first sign of danger. Keep doors locked and windows shut. If you feel it is safe to get off the vehicle, take the key with you as you get off.
6. Be constantly alert to road conditions and surroundings, to include possible surveillance by a car or motorcycle. All passengers should be vigilant and be suspicious of motorcycle riding in tandem especially riders wearing heavily tinted helmets.
7. Be alert for slow-moving vehicles in front as these could be attempts to slow you down. Maintain adequate distances between vehicles in front and at the back. Drive around them at the first opportunity.
8. As a counter-measure, if you know or suspect that you are being followed, make a safe detour to check. Note details of the suspect vehicle. Do not let yourself get cornered. Keep your distance from any obstacles; ensure that you have adequate space for evasive action and maneuver if you have to slow down or stop in case of an attack. Head for the nearest police station or check point or other public place where there are security personnel such as banks, malls, gas stations and request for assistance.

9. Know the location of police, hospital, military, government and public facilities or other secured areas along your usual routes. These areas can provide a safe haven in case of trouble. Know as much as possible about the stores and merchants along your normal route of travel.
10. If you are directly threatened, try to keep calm and endeavor to keep the vehicle moving even if only slowly. Switch on anti-theft siren, headlights and hazard warning lights, and use the horn to draw attention. Keep your vehicle moving at all costs.
11. If it is necessary for positive action, it may be better to accelerate out of danger if the attacking vehicle drives alongside. Do not try to force the attacking vehicle off the road – the vehicles will only lock together making you a perfect target. At a crucial stage, you will have to balance the advantages and disadvantages of your courses of action. Know what your vehicle will take in terms of damage and its acceleration and turning capabilities.
12. Keep an eye out for strangers or unusual vehicle at the start and finish of your journey. Regard people you do not know who are standing around or working in the vicinity with suspicious. Be particularly vigilant for parked vehicles containing occupants, along your route or at the vicinity of your gate/house.
13. Keep your car in sound mechanical condition. A flashlight, water can, blanket, first aid kit, map and fire extinguisher should be in every car. Always lock the gas filter cap. Consider equipping your car with anti-theft device and, if installed, ensure that you switch it on whenever you leave the car. Install CCTV devices inside the car.
14. Vary your vehicle routes. Do not set a pattern. Keep changing your routes and times of departure. Without doubt, this is the greatest contribution to your safety. Avoid narrow and lonely streets, keep to the main route and avoid travelling in the near side lanes unless prevailing traffic conditions make this impossible.
15. If you sense you are being followed by assassins on board a motorcycle riding in tandem, always stay on the left side of them and never allow them to overtake you on the left side. Most people are right-handed and it will be uncomfortable for them to be on your right side.
16. If you sense that the assassins on board a single motorcycle riding in tandem will make a “hit” on you, act quickly and get away. If the attack occurs and you have no other recourse, you may have to try to bump and knock the motorcycle off the road with your car, although this should only be a last resort. Proceed to the nearest safe place as police station or checkpoint, malls and hospital, and request for assistance.
17. Keep your vehicle locked and all windows up, even when driving. This stands true in your own parking lot or car port. Avoid leaving the car unattended in the open; park in a garage if possible. If no garage is available, try to leave it where it can be seen by the general public. Equip your garage with good quality locks on all doors and secure the windows so that any attempted entry is clearly visible. Check your garage before you remove your car.
18. Immediately report any vandalism situations that may affect route security or suspected surveillance of your vehicles.

### Don'ts

1. Don't make unnecessary trips. Travel in company if you can.
2. Do not pick up strangers or open doors or windows to unknown persons.

3. Do not simply accept a policeman or other official in uniform as bonafide; ask to see his identity card or other means of identification – circumstances will assist you to assess the practicability of this.
4. Do not daydream when driving. If you are a passenger, be alert to anything that is suspicious in nature; for example, a car you have noticed before which may be parked at the side of the road, monitoring your movements.
5. Do not stop at your residence or workplace if there are unusual persons unknown to you waiting for someone. Pass by your destination and stop at a distance and observe the actions of these persons who might be the criminals. Take down details of them.
6. Do not leave personal items openly displayed in your vehicle.
7. Do not leave parcels or papers in the car so that you can quickly spot any unusual objects.
8. Do not attempt to illegally bypass traffic police checkpoints or other police road blocks.
9. Do not park in deserted or isolated areas. At night, park in well-lit areas on main downtown streets. Ensure that your windows are fully closed when parked and open only enough for ventilation.
10. Never pick up hitchhikers or stop to assist unknown persons in distress. Criminals have frequently used these operandi as a trap prior to attack.
11. Do not stop unnecessarily in uninhabited areas under unusual circumstances as this may be another modus operandi of the attackers.
12. In highly urbanized cities, do not permit taxi drivers to deviate from known and desired routes. Do not always use the same taxi or bus stop. Do not take the first available cab.

### **Security at Your Office or Workplace**

The objective of workplace security is to protect the personnel from internal and external security risks. Workplace security should be adopted especially for those handling critical, sensitive and high positions, as they are more prone to target by criminals. It is therefore necessary for you to be knowledgeable on some security guidelines. Hereunder are some tips on workplace security:

1. A designated Security Officer in your workplace will be the focal person who can be contacted anytime and be the recorder of any unusual incidents which may have bearing on the security of any staff member.
2. Security guard at the entrance and exit of the office may serve as your ally and a deterrent to suspected attackers.
3. Avoid placing names in office doors, a number will suffice.
4. Avoid placing names in reserved parking area.
5. Clear entry areas of garbage and debris where bombs can be placed or where intruders can hide.
6. Be watchful of unattended or left behind baggage, shopping bag, parcels, sack, briefcase, etc., as these may contain improvised explosive devices or bombs.

7. Install office alarm system.
8. Have visitors logged in, issued IDs and properly escorted.

### **Your Children's Security**

Your children can be vulnerable to attacks or kidnapping when your assailants would like to retaliate against you or blackmail you. Impress upon your children that they are part of the security program and that they must observe these precautionary measures to ensure everybody's safety.

#### Do's

1. Keep your children within sight or hearing distance or place them in the care of responsible trustworthy adults if you are unable to observe precautions yourself.
2. Instruct children never to admit strangers to the house.
3. Teach children, as soon as they are able to learn, when and how to alert the police or neighbors.
4. Instruct children attending school always to:
  - a. Travel in groups or pairs;
  - b. Use well-frequented streets;
  - c. Play in areas within the school grounds;
  - d. Refuse gifts or approaches from strangers;
  - e. Report such attempts or any molestation immediately to the nearest adult and to tell you about it as soon as possible;
  - f. Tell your children at all times where and whom they will be with when away from home;
  - g. Arrange with school authorities to contact you before releasing the child to the custody of anybody you have not previously nominated. If the school is a Day School, arrange for the child to be accompanied on each journey by a responsible person;
  - h. Employ only mature and responsible baby-sitters in whom you have complete trust. Ensure that they are well acquainted with the door opening and telephone answering procedures and make certain that they know where you can be reached and where the emergency telephone numbers are located.

### **Telephone Threat Call**

Anonymous calls and telephone threats are usually merely intended to lower your morale and seldom results in physical harm, but they can be very disturbing. The natural reaction of an average person when answering telephone calls and hearing a hostile voice is to panic and probably cut off the conversation. Here are some general awareness measures you can observe concerning harassing, anonymous, obscene or annoying telephone calls:

1. The caller must be kept talking if possible;
2. Try to identify the voice by sex, age, accent, etc.;

3. Assess the mental state of the caller if possible;
4. The caller may provide clues as to the intention of the specific threat;
5. Write down the details immediately you have noted during the conversation:
  - a. Date and time of the threat received
  - b. Exact time of call
  - c. Exact words of caller
  - d. Ask the following:
    - What is your name?
    - Is there a telephone number where you can be contacted?
    - What is your address?
    - Why do you want to (whatever threat)?
  - e. Make special note of the following:
    - Caller's voice (calm, excited, disguised, accent, etc.)
    - Caller's sex
    - Caller's approximate age (determined by voice)
    - Was the voice familiar to you?
    - Have you received similar calls?
    - Was there any background noise?
    - Any reason that you think the threat was made (recent trial, sentencing, civil case, etc.)
  - f. Public telephone booth or private telephone
6. Listen for background noise which may provide valuable information. (e.g. railway station or dockland sounds, industrial noise, machinery, music, animals, market place etc.);
7. Record the conversation if possible. On termination of the telephone call, inform the police if the call was threatening;
8. Do not talk back to the abuser;
9. Hang up if the caller does not say anything, on the first obscene word, or if the caller does not provide identification to your satisfaction;
10. Do not slam down the receiver or otherwise indicate that the call bothers you, just hang up as you would normally do;
11. If a bomb threat is received, a person should immediately implement an evacuation plan. No one should attempt to search for a bomb. Evacuation plans should not include two way radios or cell phones as they could trigger a device;
12. If you receive a personal threat by telephone, you may take note of the details and immediately call your security officer/employer and the local authorities.

### **Threats Through Text Messages**

Mobile phones are a popular choice for bullies ("texters") and terrorists. It is hard to trace exactly the texter or attribute texts to specific individual because sim cards can be bought easily and everywhere

without proper regulations. Here are some general rules and actions you may consider in particular situation:

1. Never ignore or underestimate the threat.

Never ignore threats, either verbal or by phone or via text message. But don't respond in the way the texter wants you to. "Just ignore it" by not responding to the taunts and provocation; do not engage or communicate with the 'texter, but instead take careful notes of what is being done to you, who is doing it and how it is being done, and record all of these in a journal so you can think of a plan how to deal with it or when you will report it to the local authorities.

Do not underestimate the threat or harassment that may cause distress and worry on you and your family. Threat and harassment in all their forms invade your boundaries, are intrusive and damaging especially when this goes on for days, months, or even years.

2. Empower yourself with knowledge.

Understand what the threat or harassment is so that when it starts you can stay in control and 'nip it in the bud'. Remain calm and composed.

3. Recognize it early and keep records.

Learn to recognize the early signs and keep a detailed diary. Print the message if you are able. Otherwise make a careful copy of every one (including formats, abbreviations, spelling mistakes, etc.), the date, time, the caller-ID if available, or the number the texter is using if unidentified. It may be distressing to make a copy of each message, so get the support of a trusted friend or close family member then report to the local authorities.

4. Stay in control.

Tell yourself repeatedly that the threats, insults, accusations, allegations, criticisms, etc. have nothing whatsoever to do with you – they are a device for taunting, a fabrication, a deception, but a prognosis of the texter's own weaknesses, shortcomings, and failings. This will show the character and personality of the texter who may eventually lead to his identity.

Detach yourself from the harassment early on. Each time you receive a message, train yourself to not think of the text message but instead think "what is the texter revealing about himself this time?" The criticisms, allegations, insults, threats, etc., sometimes contain a grain of truth which is there to fool you into thinking that the insult has validity which it does not. Don't be fooled by this deception.

5. Understand the texter's mindset.

The threat sender derives satisfaction from the power and control he exerts over his victim. His aim is power, control, domination and subjugation. He uses provocation. If you as the target respond, it is a sign that the sender has successfully exerted control. But if you do not respond, you deny him the sense of satisfaction. He will keep on provoking you as he wants a response whether it is positive or negative. It is better to choose to not respond to such provocations.

6. Get help and support.

It is difficult to handle the threat or harassment by yourself, even if you are an adult. Text message bullying is similar to stalking. Contact your security officer or the local authorities for help to request telecommunications service provider and ask their abusive texter helpdesk for advice and assistance.

7. Identify the caller/texter.

Become a detective. You can work out who is calling or texting you by getting help from your security officer or the local authority to call a number of the texter for identification. It is a certainty that you know who the person who is sending you abusive text messages or calls as harassment by strangers is rare.

8. Take practical steps (change your number).

If the threat or harassment gets out of control, get a second mobile phone and give the number only to close family. Give the number to only one person at a time and keep a careful log of who you've given it to and when. Oblige everyone to whom you have given it not to give the number to anyone else. Regard your old mobile phone as a source of evidence. Every abusive call or text message is evidence. If the calls reach such a level that you need to involve the authorities, they might want to look into your old mobile phone and find means to trace the calls or text messages.

9. Know the law and use it if you have to.

Example: Revised Penal Code Article 282 – Grave Threats: Article 283 – Light Threats.

### **Deliveries and Mail Bombs**

Postal bombs may be sent in envelopes not thicker than one fourth of an inch or in packages up to a maximum of twenty pounds in weight. In either case, they may be of the explosive or incendiary variety. It is therefore imperative that you can easily discern suspicious mails or packages.

#### Do's

1. Remember that they may explode on opening, so look for:

- a. The Postmark: especially if "foreign" and any name and address of sender. Do you normally get letters from there?
- b. The Writing: Which may be in "uncommon" style. Do you recognize it?
- c. The Balance: Is it evenly balanced? If the letter or parcel is lopsided, treat it as suspect;
- d. The Weight: if this seems to be excessive for its size, treat it as suspect;
- e. The Holes: Are there any small holes or pin points which could have been made by wires?
- f. The Stains: Are there any stain or grease marks which could be caused by "sweating" explosives?
- g. Smell: some explosives have unusual aroma of almonds, etc.;
- h. The Feel: in the case of letters, it will indicate whether there is only folded paper inside the envelope (which will show that it is alright) or if there is stiffer such as card board, or the feel of metal, in which case, treat it as suspect;
- i. The Outline: Can you see if there are any unusual outlines if you hold it up to the light?

- j. The Flap: is the flap of the envelope stuck down completely? (There is usually small gap). If so, treat as a suspect.

**2. If in doubt, call for help.**

Don'ts

1. Do not bend the envelope or package.
2. Do not open the envelope or package.
3. Do not place it in water.

Actions to be taken:

1. Place the letter or package on a flat surface as far as possible away from the house, in an open space or, if not possible, in a room close to the door of the building.
2. Clear the area of all persons immediately.
3. Report to Security Staff.

Other points to be considered when dealing with mail and deliveries:

1. Pass all threatening, insulting or crank letters and envelopes, whether anonymous or not, to the local authorities. Do not handle them more than you may have to nor let anyone touch them; place them in a clean, clear plastic bag if you have one available. They may contain finger prints of the sender.
2. Do not accept presents or parcels from unknown persons, particularly parcels which are not ordered.
3. Do not allow suppliers to enter your home.
4. Discourage leaving of parcels/packages on window sills or at the door.
5. Check deliveries carefully before accepting them.
6. Be suspicious of a change of newsboy, postman, electric or water meter reader or other regular delivery personnel.
7. Encourage regular correspondents to write their name on the outside of parcels and bulky letters.
8. Give clear instructions to the members of your household on all the above points.
9. Use the office for your mailing address, if you wish.

**Fire Safety**

Part of security is fire safety. It could save your life and the lives of your family. In case of fire, immediately call the local Fire Department. However, in many cases initial reaction to a fire emergency will depend on you. You can help by knowing how to fight a fire effectively in the office or at home. The following tips offer sound advice for action should fire occurs:

- a. Know the primary and secondary evacuation routes from your office;
- b. Identify your floor warden and the location of nearby firefighting equipment;
- c. Do not go to a higher level of a burning building unless all escape routes are blocked and the fire forces you up to the roof;
- d. Keep low to the floor in smoke-filled areas;
- e. Maintain at least two operable multi-purpose extinguishers in your residence. Position them at main areas where you can get to them quickly, not behind the stove or refrigerator. Check and ensure that they are charged and operational;
- f. Immediately replace defective batteries in smoke detectors;
- g. Make sure all members of your family and staff know escape routes from your residences;
- h. Defective electrical outlets are common. Have them serviced immediately. Check your conversion transformer and fuse box for indications of shorts, frayed wiring or overheated wiring. Keep small children away from outlets and transformers. The voltage is sufficient to kill;
- i. In the event of an electrical fire or gas leak, immediately shutoff the power. If a gas leak is involved, open windows. Do not use water or foam on electrical fires;
- j. Ensure that each bedroom or hallway within the sleeping area and exterior rooms to the sleeping area are equipped with smoke detectors. Inspect each smoke detector periodically to ensure they are operable and that the battery is good;
- k. If there is a fire in a room which you occupy and you cannot readily extinguish it, immediately get out and close the door;
- l. If the fire is not in the room you are in, feel your door as high as possible. If the door is warm, try an alternate escape route. If not, brace your shoulder against the door open it cautiously. Be ready to slam the door if smoke or heat begins to rush in. If your door is hot and you cannot leave, seal all cracks with wet towels. Shut off fans and air conditioners.
- m. Each residence has a certain amount of grill work. Part of the grill work package consists of at least one grill with an escape device. Make sure it is operational and that you have located the chain-link fire ladder.

### **Conclusion**

The security of every citizen is the concern of all law enforcement agencies as well as the individual involved. The citizenry and law enforcement groups must work together and coordinate with each other for security to succeed. It is hoped that this handbook will have made each and every one more protected and secured by educating them through the development of awareness of their own security.

The methods of safeguarding the citizenry are as varied as the diversity of culture in any situation. Therefore, the methods and precautionary measures used will depend greatly on the situation called for from which plans and data are drawn, and to show what course of action is to be taken.

The Security Programs of every institution or establishment normally employ what are deemed necessary to protect both the facilities and all matters found inside them. But these measures will not be

effective if you do not cooperate and follow religiously what are written in the security reminders and programs for your own protection and the protection of your office and loved ones. You are the key player in this activity. Be suspicious and vigilant. Perform your duties and responsibilities. Please take note of happenings you observed and you yourself are directly involved in, and report them on time.

Remember, what is at stake here may not only be your life but also the safety of your loved ones and your office.