



Individual Protection Measures Home and Abroad

Whether you are at home or traveling abroad, following these useful tips will help protect you!

Basic Reminders

- Safeguard your badge as you would your wallet or purse; do not store it in your vehicle; leave it at home in a safe place when you travel
- Safeguard your vehicle pass as you would your badge
- Keep a low profile and protect your identity
- Report Unofficial Foreign Travel in advance
- Report any suspicious activity
- Provide your office with a copy of your itinerary
- Obtain required Security briefings prior to departure

Air Terminals

- Pass through security checkpoints quickly; proceed to an open area or lounge away from baggage check/lockers; if possible, sit with back against a wall
- Use concealed bag tags
- Spend as little time as possible in airports
- Do not leave your belongings unattended
- Report unattended luggage to airport security personnel
- Remain alert; be aware of your surroundings



Hotels

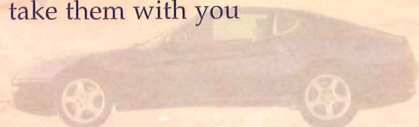
- Choose an inside room whenever possible and avoid taking a street level room
- Sleep away from street side windows
- Leave lights or radio on when room is vacant; pull curtains
- Do not use your name when answering the telephone
- Vary entry/exit points
- Keep possession of room key at all times
- Do not accept deliveries to your room unless previously arranged
- Do not give your room number to strangers
- Prepare an escape plan in case of emergency
- Do not use in-room hotel safes

Automobiles

- Alternate parking spaces
- Lock car when unattended
- Look for tampering; check under your vehicle; be alert when opening door
- Keep gas tank at least half full
- Alter routes and avoid choke points whenever possible
- Observe mopeds/cycles
- Do not pick up hitchhikers
- Drive with windows up and doors locked
- Keep valuables in the trunk or take them with you

At All Times

- Vary eating establishments
- Alternate shopping locations
- Avoid crowded areas
- Remain alert when exiting bars, restaurants, etc.
- Vary departure times and routes to routine places; avoid establishing any sort of pattern
- Learn how to use the local phone system and carry "telephone change" or phone card
- Obtain emergency phone numbers for police, ambulance, and hospital
- Locate the U.S. embassy and other safe locations where you can find refuge or assistance



Bomb Incidents

- Be suspicious of unusual objects found around the house, office, or auto
- Check mail and packages for
 - Unusual odors
 - Too much wrapping
 - Bulges, bumps, or odd shapes
 - No return or unfamiliar return address
 - Incorrect spelling or poor typing
 - Items sent "registered" or marked "personal"
 - Protruding wires or strings
- Isolate suspect letters or packages and contact appropriate authorities
- Clear the area immediately

***Always be alert**

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