

Basic Guidelines for family and staff

1. THE HOME AND THE FAMILY

All members of the President's family (including his daughter) should be security conscious. The aim is not to frighten but rather to make them aware that they can help to prevent the undesirable. All members of the family (and staff) should be asked to bear the following points in mind:-

- * CHECK BEFORE OPENING THE DOOR OR LETTING PEOPLE IN
 - Do not open the door to anyone, even a policeman, until he has been identified.
 - Instruct repairman, Gas and Electricity Board representatives to call by appointment and always check their Identification Cards, before admitting them.
- * WATCH FOR STRANGERS LOITERING NEAR YOUR HOME
 - If you are suspicious about strangers, workmen, etc., report their presence - immediately - to the Police.
 - Pay particular attention to cars that appear to be cruising about or occupied parked cars or vans.
 - REPORT ANY SUSPICIOUS ACTIVITY TO THE POLICE
- * ALWAYS TELL A MEMBER OF THE FAMILY WHERE YOU ARE GOING, WHO YOU ARE GOING WITH AND HOW LONG YOU EXPECT TO BE AWAY. GIVE TELEPHONE CONTACTS WHENEVER POSSIBLE
- * DO NOT PUBLICISE YOUR TRAVEL PLANS AND PERSONAL APPOINTMENTS
- * BE CAREFUL WHEN YOU ANSWER THE TELEPHONE: NEVER GIVE AWAY INFORMATION TO PEOPLE THAT YOU DONT KNOW
- * ROUTINES
 - Try not to get into set travel and leisure habits; whenever possible use different routes and travel at different times. Study your own activities - is there a common pattern
 - Do not always visit the same shops at the same day and time each week.
- * SCHOOL
 - Advise the Child:
 - Never accept lifts from strangers on any pretext
 - Not to answer questions of people they do not know, concerning the movements of their parents and to report any such attempt, to you.

School (Continued)

- Always escort young children in your family to school, even if it is only a short distance away.
- * TAKE CARE IN LOCKING UP YOUR HOME
- * DO NOT ENGAGE STAFF WITHOUT CHECKING ON THEIR BACKGROUNDS

2. TRAVELLING - GENERAL

- Discuss your travel plans only with people who need to know at a time when they need to know; not before. Do not leave route/flight details around the home or office.
- Wherever possible leave airline, hotel and other bookings until the last possible minute. Reservations can be made in a false name or in a mis-spelled version of your own name (using a different first letter - i.e. EBEDI instead of ABEDI)
- Always tell staff or a member of your family where you are going and what time you are expected back. If you are travelling alone, be specific regarding your route and E.T.A. If you are forced to deviate from your planned route, inform a staff member or family of your revised itinerary.

3. TRAVELLING BY CAR - GENERAL

- Whenever possible travel in the front passenger seat. (try to make your car unlike a 'chauffeur driven' vehicle). Wear your safety harness at all times
- Lock all doors as soon as you enter your vehicle
- Keep windows and sunroof closed when you are in traffic or built up areas. If any person, including someone in Police uniform, approaches your car do not open the window or door unless you are sure of his identity. If in doubt ask the officer to follow your car to the nearest Police station
- Try to avoid side streets and country roads - particularly those near to your home and office
- Try to vary the times and routes of your journeys between your home and your office. Be aware of the traffic around you at all times

4. TRAVELLING BY TAXI

- Do not use one hire company or taxi rank on a regular basis
- If you often use taxis do not always stop the first cab that comes along (this will minimise the risk of entering a taxi that has been "planted" to pick you up)

Travelling by Taxi (Continued)

- Do not allow a taxi driver to deviate from the desired route; if he does so and refuses to give a satisfactory explanation throw open doors – get out as soon as possible – make a note of the cab's registration number and description of the driver. Report the incident to the Police.

5. W A L K I N G

- Do not walk near your home or office, down quite side roads or country lanes, unless you are accompanied. (If anyone is planning to kidnap you these are the places they are most likely to lay in wait).
- Do not walk at the same time and place each day; change routes and times
- The safest place to walk is a well populated area at the height of business or shopping hours.
- Always walk to face oncoming traffic.
- Tell your family or staff member where you are going and when you expect to return

6. H O S T A G E C O N D U C T

The following guidelines may minimise the danger should a kidnapping occur.

- Do not resist or make any attempt to escape or subdue captors unless the odds for success are overwhelmingly in your favour
- Comply readily with the instructions of the captors, being courteous, pleasant and responsive at all times.
- Refrain from discussing what action might be taken or rejected by the Company. Minimise your own importance in Company affairs.
- Act only when instructed to do so to avoid misunderstandings.
- Make a mental note of personal characteristics of the captors and description of the surroundings
- Attempt to maintain your sense of humour
- Endeavour to establish a sympathetic rapport with the captors