

12 FAH-8 H-800 RESIDENTIAL SECURITY FOR EMPLOYEES AND ELIGIBLE FAMILY MEMBERS

12 FAH-8 H-810 GENERAL INFORMATION

(TL:RSP-01; 11-01-2001)

12 FAH-8 H-811 NEW ARRIVALS

(TL:RSP-01; 11-01-2001)

a. The RSO and/or PSO should make every effort to track the arrival of U.S. citizen direct-hire employees. Newly arrived employees and their eligible family members should receive a briefing on the local security situation as soon as possible after arrival. At large posts, this may take the form of meetings scheduled periodically with several families at once. At small posts, it may be possible to meet with employees and their eligible family members individually. In either case, the security briefing should not be delayed and records should be kept to ensure that all employees have received a briefing.

b. The RSO and/or PSO should also attempt to be as informative as possible in reacting to the questions and concerns of the employees and their eligible family members. The briefing should be tailored to reflect the:

- (1) Composition of the family (single male or female, couple with or without children, new hire, etc.);
- (2) Type of dwelling they will occupy;
- (3) Security hardware in place; and
- (4) Area around the residence.

12 FAH-8 H-812 DEPARTURES AND/OR ABSENCES

(TL:RSP-01; 11-01-2001)

It is important that the RSO and/or PSO keep informed of departures and/or absences of employees to ensure that:

- (1) Mobile patrols and guard services are efficiently scheduled and used;
- (2) Security equipment is retrieved when necessary;
- (3) Any employee on TDY or home leave has taken precautions to properly protect the dwelling during his/her absence; and
- (4) There is a contact procedure for employees on home leave or other lengthy absence.

12 FAH-8 H-813 EMERGENCY ACTION PLANS (EAP)

(TL:RSP-01; 11-01-2001)

The RSO and/or PSO should be completely familiar with the post's EAP and convey, as part of the initial security briefing to employees and eligible family members, those parts of the plan most likely to affect them. Plans for natural emergencies and civil disturbances should be synopsisized. In addition, all employees should be urged to establish a personal and/or family plan of action for emergencies. This plan should account for possible emergencies (i.e., fire, earthquake, intruder, flood, civil disorder, mobs, etc.). The plan should list other locations in the neighborhood at which the residents could safely gather. Family members should be urged to periodically review the plan.

12 FAH-8 H-814 DOMESTIC EMPLOYEES

(TL:RSP-01; 11-01-2001)

At posts, where the employment of domestic servants is common, the RSO and/or PSO should brief newcomers on the security concerns related to their employment. Employees should be told how domestic employees can aid or detract from the security of a household. At some posts, a list of domestic employees is maintained. The RSO and/or PSO may assist in verifying the background of prospective domestic employees. At posts, where no such list is maintained, the RSO and/or PSO may assist employees in checking the background of prospective domestic employees.

12 FAH-8 H-815 KEY CONTROL

(TL:RSP-01; 11-01-2001)

a. The RSO and/or PSO should make every effort to ensure the accountability of all keys to a residence. When taking control of a new house or apartment, the RSO and/or PSO must decide whether or not to change (repin) existing locks or add new locks. The RSO and/or PSO should have an input into the decision on who performs this work or where it is performed.

b. Depending on the circumstances under which keys are lost or unaccounted for, consideration should be given to replacing or repining the lock cylinder.

c. Control of keys and locks requires close coordination with the General Services Office (GSO). The GSO has many legitimate requirements to both maintain sets of keys and to enter dwellings for repair and/or maintenance or in case of emergencies.

d. The Bureau of Diplomatic Security (DS) recommends that employees be told not to give domestic employees keys to residences.

12 FAH-8 H-816 DELIVERIES AND/OR MAIL

(TL:RSP-01; 11-01-2001)

The RSO and/or PSO should warn the employee and family members about the hazards of unsolicited and unexpected mail and/or packages. Household members should know the origin of all packages. It is essential that eligible family members be briefed on the possibilities of explosive devices being hidden in mail or packages.

12 FAH-8 H-817 VACATIONS

(TL:RSP-01; 11-01-2001)

The RSO and/or PSO should advise employees on how to prepare their residences to avoid advertising their absence regardless of the length of the absence. This includes:

(1) Notifying the RSO's office of extended absences;

(2) Informing employees that there are many indicators that a residence is unoccupied (i.e., forgetting to cancel newspapers, mail or deliveries, leaving the home unlighted and the blinds or drapes drawn, and closing the shutters).

(3) Advising employees they may choose (at their own expense) to purchase automatic timers or photoelectric switches to turn on lights, a radio, or even an air-conditioner to create the illusion that someone is home.

(4) Asking close friends or neighbors to look after the home (e.g., to turn on and off different lights, put out trash, etc.).

12 FAH-8 H-818 THROUGH H-819 UNASSIGNED