

Chancery lay-out which traditionally make a distinction between the public, open, sensitive and secure areas for the purpose of controlling access to sensitive information, has been supplemented by "personal safety" installations to control access to the open areas of missions. The following are some of the principles adhered to when designing office arrangements, and they should be kept in mind by personnel.

4. OFFICE SECURITY

Terrorists have selected offices as sites for bombings, sabotage, kidnappings and assassinations. Reasonable security precautions can deter such incidents.

Some precautions are common-sense and cost little. Come and go at different times. Use varying routes and entrances to the building when possible. Avoid working late on a routine basis and avoid routine trips to the office during hours when no one else is there. Be alert to anyone loitering near the office.

Offices most likely to be terrorists' targets, for example, heads of mission offices, should not be directly accessible to the public. Ground floor offices are especially vulnerable. Do not stand or place desks near windows. Do not hang pictures of mission staff in the lobby or place name signs outside offices.

Do not clutter up lobbies with plants or object d'art or other items which could obscure the presence of a suspicious parcel or object. Restrooms in restricted areas should be locked as should all maintenance closets and telephone and electrical equipment rooms. Keys should be issued on a very restricted and recorded basis.

A police security check and background check is required on all local employees. Impress on all employees that they should be alert to unfamiliar objects or persons, especially in stairwells and restrooms. Develop and regularly practise drills to cope with fire, bomb threats and intrusion. Involve every member of the mission.

The mission should have a record of any medical problems that may be expected in an emergency. Information should include any disability, ailment, type of medicine, where to obtain medicine, doctor's name and address, blood type, allergies, etc. Give the mission notification instructions in the event of emergencies, kidnappings, etc. Make sure the name and address of next of kin is readily available.

5. BOMB THREATS

Bomb threats require advance preparedness and detailed instructions are available at each mission. Determine whether the local police