

INCREASE SECURITY

The most important rule of security is to think before acting. There are guidelines for security, but they will not be a pat answer of how to act in each situation. Carefully assess what the effects of your actions would be---for yourself, for the person you're talking to, how much further the information would go, for your work, for other members of the organization, for the organization. If in doubt, don't say anything.

1. There are basically two kinds of information: open and closed. They come under two different categories: Inter Organ. and Outer organ.

	INTER ORGAN	OUTER ORGAN.
CLOSED	don't tell <u>anyone</u> else	you can tell organ. only
OPEN	you can tell organ.	you can tell anyone people only

The labels may be confusing so just be sure to specifically ask who you can and can't tell.

2. Find out from the start if the info. you're receiving or the work you're involved in is open or closed.
3. If you have questions about something and you don't know who else you can tell, take it back to the person or formation you got it from. Your information, questions and criticisms belong there. If your contact is a person and they can't answer your questions or disagree with your criticisms, then you should have them take it to their contact. You do not conduct your own manhunt for the responsible party. The same guideline applies for a formation; here if the response is unsatisfactory, the person who is the contact for information going to other levels should take the matter there.
4. Don't bring up other organ. work in formations.
5. Don't refer to how busy you are to external people unless it has a good cover---your job for example.
6. Avoid using names in your notes and on the phone. Avoid using first and last names, initials, and even just first names. Invent aliases or signals like # for people's names. On the phone avoid using aliases if you can.
7. Try not to set up meetings on the phone. If you have to set one up over the phone, avoid being specific about time and place. Use "same place as before" if you can. Or arrange the time and/or place ahead of time in person and save the phone for as few details as possible. Never say anything on the phone or near the phone that you wouldn't want to see in tomorrow's headlines.
8. Don't have private conversations ~~XXXXX~~ within hearing distance of the phone---newspaper headline rule applies as in guideline #7. Move yourselves or phone to another room, cover phone with pillows, or put a radio or TV on right next to the phone.
9. When having a closed meeting where voices could carry to the hall or apartment next door, use a TV or a radio facing the area where you want to block the noise.
10. When driving, check your rearview mirror to see if you are being followed.

11. Be cautious about where you park. A lot can be told by who's seeing who. This gets real obvious when there are several cars parked around someone's house for a meeting.

12. Don't leave notes unlocked in your car. Don't leave notes sitting on the seat of a locked car.

13. Dispose carefully of important notes, esp. with names or ~~XXXXXX~~ specific details about places. Either cross out secure information thoroughly or burn it. Another simple and effective way to dispose of information is by tearing it up and putting it into a blender with water, it just becomes a mush, like a thick shake. Don't throw away personal notes in places like the whse or the bookstore.

14. Don't let people you don't know in your house no matter how reasonable their excuse seems, a meter man, a neighbor for a fuse box. First check out their reason. If it seems reasonable---follow them around, don't leave them alone in a room. If people are asking suspicious questions, treat them SUSPICIOUSLY, give no information, and make them leave when you leave.