

*HANDBOOK ON SECURITY*  
*FOR THE COMMON MAN*

*By*

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## BACKGROUND

1. Security is defined as freedom or protection from danger or worry. Security is a degree of protection whose level must be raised or lowered based on threat perceived.
2. Ineffective policing / security leads to increase in incidents of crime and terrorism which in turn requires higher security. Failure to upgrade security leads to bolder attacks and then requires even higher security. On the other hand better governance (security) reduces incidents of crime and terror allowing the available police to spend more time and effort to prevent crime.
3. The increasing frequency and intensity of terror attacks is a clear indicator of the level of security in various States of India. Merely blaming the governments and the police is not going to help. So what should be done?
4. The feeling of security will increase if everyone perceives positive steps being taken by the society and the Government (including the Police) and one gains adequate knowledge of counter measures to survive the attacks. Thus the perception, knowledge and training of each individual become important.
5. In other words, it has now become essential for every person to acquire some knowledge of Terrorism, be able to perceive threat, learn basic survival skills and react correctly if caught in an attack.
6. Protective measures are essential in mohallas, housing colonies, offices, institutions, schools, colleges,

academies, and industry to not only try and prevent attacks but to mitigate their effect.

7. This handout is produced to help the common man gain basic knowledge of Terrorism and counter terrorist measures.

## TERRORISM

8. No one is born an insurgent or a terrorist. Long spells of bad governance raise discontent in society to levels which breed terrorism & insurgency. Foreign powers only add fuel to the fire. They cannot create discontent if the people are reasonably satisfied. To restore normalcy police and military action is not adequate. Good governance is essential. Better the leaders faster is the restoration of normalcy. If our leaders realised this and the civil society could play an active part in ensuring good governance throughout, terrorism and insurgency would be eliminated from our land.

9. A terrorist is no superhuman. His image is normally blown up by surviving victims, witnesses, police forces, and the media, inadvertently helping the adversary to achieve their aim, ie is to terrorise the population.

10. Since most terrorists who execute strikes, are in their teens and early twenties, they are physically very fit. They receive training for about three weeks. During this short period they are indoctrinated and trained to fire automatic weapons indiscriminately in crowds. They don't

have to be marksmen. They are also given some training in physical fitness, field craft, and execution of attacks.

11. Since their basic tactics involve hit and run, they aim to spring surprise attacks inflicting maximum casualties, at minimum cost. They do so in the shortest possible time; and escape. Suicide attacks are rare and employed for very high value targets only. The common man is seldom targeted by suicide attackers.

12. Citizens must understand the difference between terrorists, and insurgents (or freedom fighters). Insurgents or freedom fighters protect the common man and fight the strength of the State ie the security forces. On the other hand terrorists strike at the weakest spots, killing maximum defenceless civilians to terrorise the population; to achieve the political aims of their mentors. While insurgents enjoy popular support, terrorists obtain support by coercion only. In fact presence of Terrorism indicates absence of willing support by the masses.

13. Terrorism is not a Law and Order Problem. It is undeclared War against the State and therefore needs an appropriate response. Most civil governments are reluctant to admit this till the situation goes well beyond their control.

14. Over Ground Workers are the brains behind the terrorists. They are elder, intelligent, normally very successful in respective fields, influential in society and do maintain cordial relations with authorities. Most OGWs have strong religious affiliations and possess excellent communication skills. They can be in any organisation hence all organisations need to lookout for them. They can

be countered legally but what is most important is to recognise them and expose them, reducing their influence. The Common man should report suspicious activities to the Police Intelligence, (reporting to police stations is not adequate).

15. Without the planners (OGWs) terrorism would be like a fighter aircraft whose pilot has baled out or like a ship without a rudder. It is therefore vital to identify and neutralise OGWs. Terrorists themselves are mere cannon fodder in the hands of the OGWs. They can even be de-indoctrinated if handled correctly. Neutralising OGWs is ten times more important. Therefore each OGW must be reported to the Police Intelligence at the earliest.

16. Terrorists always strike where and when they find maximum complacency. Attacks are preceded by months of reconnaissance and planning. Not only are the terrorists sure of being able to infiltrate and execute their tasks, they can also predict that the reactions would be slow and lethargic. Their assessments have always been proved correct!

17. A very important dimension is the NBC dimension. This stands for Nuclear, Biological and Chemical threat. While nuclear and chemical attacks require sophisticated large devices, the biological attack is comparatively easy to execute. The situation is made even simpler thanks to our poor sense of health hygiene and sanitation. Where epidemics spread even without terrorist activities it is very simple to initiate these using our huge garbage dumps and blocking drains just prior to heavy rains. Hot and humid conditions during Monsoons are ideal for spread of bacteria

and disease. Let us not wait for the terrorist organisations to realise this and learn to handle our garbage correctly. More on this later.

18. Cyber attacks are also possible but these have to be handled by the authorities concerned and the users. The common man needs to only know that such attacks can take place and cyber security is essential.

### COUNTER MEASURES

19. The strategy to counter terrorism has to be multi pronged to include measures to be taken from the National level down to the Individual level.

20. Both Defensive and Offensive measures are essential. Offensive measures can be proactive or reactive. Though citizens must be familiar with the offensive measures taken by the security forces, knowledge of the defensive measures is vital. Some essentials of the multi pronged strategy are outlined in the succeeding paragraphs.

21. A major campaign is essential to spread awareness of Terrorism and Counter Terrorism. Though NGOs and volunteers can help, Government initiative is essential for this.

22. The only force that can prevent terror attacks is the State Police. Therefore everything possible must be done to make the police in all states capable of dealing with the threat. All other forces such as Central Police

Organisations, para military forces, Special Forces and the Defence Forces should be employed in an integrated manner.

23. Intelligence and operations must be integrated at the lowest level that is the Police Station, beat constable level. Every beat constable and SHO must organise and operate his own intelligence network. For this he would need training and resources. Integrating Intelligence and operations at the lowest level reduces the response time and makes Intelligence gathering need based and more accountable.

24. 'Professional' Intelligence agencies can keep feeding general Intelligence to the Home Ministry as hitherto fore; but actionable intelligence must be acquired by those who have to act on it. Whatever intelligence is provided by the 'professional' intelligence agencies should be treated as bonus.

25. Citizens must organise themselves into Security, Surveillance, and Sanitation Committees (SSS or Triple S) to cover their areas and assist the police.

26. The Civil Defence is an excellent organisation and must be oriented to meet the terrorist threat. The Civil Defence can help spread awareness, organise training, help organise surveillance and minimise effect of strikes. They can be assisted by the Home Guards.

27. Every civilian must learn to protect the vital organs on the body and increase chances of survival, in case of attack. Every civilian must learn to react, take cover, help



others and attack the terrorists without exposing themselves, if such opportunities arise. Obviously he or she would have to look for such opportunities.

28. Citizens will have to learn to assess high threat areas, help reducing the density of population in high threat areas at least at peak timings.

29. They must also know about over ground workers. Public awareness and timely reporting to the Police Intelligence will curb OGW activities.

### Survival Skills

30. All people must realise that the organs vital for survival constitute only about 15 percent of the human body. This includes the brain, major organs in the chest region. If these can be saved by crouching, reducing your silhouette or by taking cover behind a hard object such as a tree, pillar, wall, a divider in the middle of a road or in a drain, one is comparatively safe.

31. Instead of facing the terrorists squarely one can half turn with your shoulder towards them which can save organs in the chest. Even though your hand cannot stop a bullet it could help stop a ricochet or a lower velocity projectile from hitting your head.

32. If you see a smoking grenade, turn your back to it and get away as far as you can, before it explodes.

33. To create a belt of fire, terrorists normally shoot horizontally at hip level. The trajectory of the bullets is near horizontal. Hence it is vital to get out of the line of fire or below it, at the earliest.

34. If the first bullet has not hit you, Dash, Down and Crawl to cover. Then try to Observe the terrorists if you can, without exposing yourself. The initial dash is just a couple of steps at right angles to the line of fire. Then remain below two feet, letting the bullets go over.

35. Differentiate between cover from lethal ammunition and cover from observation. Getting behind a vehicle cannot protect you. Getting down would be dangerous in a crowd, hence instead of running along a street, run sideways if a few steps can separate you from the crowd; then take cover.

36. If you can get into a shop and run from a rear door it would be the best. If no rear exit is available just get behind some cover in the shop itself and get below hip level, preferably lie down. Of course, you must keep your children and partners with you.

37. As soon as you are behind good cover, 'freeze'. Movement attracts attention, so keep still once you take cover. If you are in a narrow passage, go through it as far as possible creating space for others to come into its safety.

38. At night it is best to remain in the darkness. Avoid crossing well lit areas. Movement attracts attention, so move only if essential to get to a safe place. In such a case

run as fast as possible. If caught in an enclosed place switch off the lights and keep low; below two feet height, preferably behind some cover.

39. If you have a mobile, report to Number 100 (police control room) or other numbers circulated by the police from time to time. Do not exaggerate. Report only what you know first hand. If you want to give your assessment, inform the police it is your assessment. The time of the call will be recorded on your mobile. Do not hesitate to report even if you are in doubt but inform the police if you are not sure. If the Police reactions are slow, do not tolerate them. Report to the highest authorities and to the media, to improve the system. Remember the Taxpayer is paying for the Police. More on Police later.

40. It would be a chance of a lifetime that you happen to have a weapon when a strike takes place. Or you may find yourself next to a policeman who is afraid to fire. Don't be surprised. This could be due to low level of training or motivation. Draw and fire at the terrorist. If you are behind cover, the chances of your hitting him are far greater than your being hit. Your fire will make him run for cover or run away. Read what happened at a Mumbai railway station. The policeman who snatched another constable's weapon and fired was never hit in return. In fact he became a hero.

41. Aim of terrorists is to kill as many civilians as possible. Highly crowded shopping areas and public transport systems are the ideal target areas. On the eve of festivals the density of population is the highest. Avoid these areas if possible. If you must go, avoid peak timings. Avoid taking all your family members for shopping at peak

timings. This would reduce the density of population in the high threat area and reduce threat to you.

42. Trains and Railway stations have been hit very often. Strikes could commence by a couple of blasts or firing of automatic weapons. Throwing a couple of grenades could assist escape unless terrorists decide to wait to ambush police reaction before escape. Firing along the length of a platform with trains on either side would trap a large number of passengers. In such a case get into any train and lie down on the floor to avoid chance bullets coming your way; then 'freeze', till all clear.

43. Crowded buses must be avoided. Similarly avoid traffic jams. These could be attractive targets. In case you can see a jam ahead or at a railway crossing, halt well away and wait for the jam to clear.

44. One should keep his cool and use his head to get out and stay out of the 'killing area'. Help others and report the matter to commence action against the enemies of the State and Humanity. A prayer will help but remember God helps those who help themselves.

45. At times terrorists take hostages or merely collect a large number of civilians to kill them later. At such a time there is no point in simply waiting for certain death. The chances of survival are highest in charging the terrorist even with bare hands.

46. Remember how disciplined soldiers with only spears, mounted on horseback charged against an enemy with canons firing from every direction in the Charge of the

Light Brigade in Crimea. Even in this charge all the soldiers did not die. About two hundred charged back after spearing the enemy.

47. Terrorists cannot be alert at all times. They have to change their magazines when empty, draw out pins before throwing grenades and speak on phones. At times they could even be injured. Obviously they are ineffective at such times. That is why they prefer to operate in pairs. But even in pairs it is not possible to synchronise expenditure of ammunition. Therefore there would be times when even two terrorists would not be effective. At such times whatever aggressive action is possible should be taken against them. [In law every person has a fundamental right to self defense and a right of private defense. Law permits a citizen to use force sufficient to prevent further violence.](#)

48. Terrorists in streets would be most vulnerable to our personnel in upper storeys or roofs. They would also be vulnerable to people behind them or on sides. It is advisable to attack them with almost anything from behind cover. Exposure is not recommended unless you are already fully exposed. [Follow the teaching of counter ambush drills taught in the Army for which proper training would need to be organised by the government, the civil defence, or even by other organisations using ex servicemen.](#) Call out your battle cry, and charge. This guarantees you maximum chances of survival. If you have to die, die as a hero. Since you don't have a battle cry, call out your God, charge and let God decide the outcome. Have faith!!

49. Instead of waiting for the government to act, it would be advisable for institutions and colonies to arrange training and demonstrations using ex servicemen in the areas. What may appear difficult to you would appear simple after witnessing demonstrations and doing a few practices.

### Mohallas, Colonies, Institutions

50. To avoid high threat areas as well as to minimise the effect of terrorist strikes, we should take some immediate actions. The best way to defeat enemy designs is to remain cautious and practise immediate action drills. Having done this it is time to see what can be done collectively in Mohallas, housing colonies, and in other organisations.

51. The most obvious action is to ensure better Security. Is it against trespassers, theft, burglary, robbery, dacoity or terrorists? Colonies with a large number of senior citizens need special security. Improving strength of doors or keeping guard dogs provides security to individual houses. It is time for the Security Agencies to train and provide better manpower to safe guard entire colonies.

52. Putting up boundary walls or fences can upgrade security to some extent. This needs gates where checking is important. It is necessary to check vehicles leaving your colonies rather than those coming in.

53. Vendors and salesmen should be permitted only with passes, that too after checking.

54. Another important matter is of thoroughfares. While these cannot be stopped, checking can be introduced for better security.

55. Organisations such as housing colonies can and must organise some surveillance within their colonies. This involves keeping updated data on all residents whether house owners or tenants, on computers. Surprise checks must be conducted both by the police and the societies.

56. It is desirable for the colonies to keep a discrete watch for terrorists seeking shelter before they strike somewhere else in the city. Therefore all tenants must be reported to the Police.

57. This needs greater alertness by the security guards and the members of the colony. Unusual activities and new persons must be reported.

58. Housing colonies, mohallas should organise some training to increase awareness about terrorism. Besides theory, survival skills should be taught and practised.

59. It is usual to organise sessions for Yoga, aerobic exercises, Judo, Karate classes for different age groups. Why not sessions to learn and practice immediate action drills in case of terrorist attacks? The training need not be too long. Short initial, and later refresher, sessions of a few days at a time would keep everyone fit and reasonably well trained. This would also increase confidence levels.

60. Individuals would also learn to avoid high threat areas particularly at peak timings.

61. This brings us to coordination with the police. If there are beat constables in your town, you must know who your beat constable is. Housing societies must maintain close liaison with the beat constables, the SHOs and civil defence wardens.

62. Important telephone numbers to be used in emergencies must be stored in all mobile phones. Even if a user is injured another person must be able to locate numbers on your mobile phone, to be contacted in case of emergencies.

63. Mohallas should also organise some immediate support in case of emergencies. Knowledge of first aid in case of a bullet or splinter injuries, fractures or burn injuries would help increase confidence even if no attacks take place.

64. A very major contribution of the societies and organisations would be to maintain communal and religious harmony. It is time for citizens to realise and defeat the designs not only of the terrorists but also of the petty politicians who preach disharmony.

65. Religion is a matter of personal choice. There are strengths and weaknesses in people of every religion. It is the weaknesses that need to be targeted and not the people.



66. Societies should be able to improve availability of basic amenities. Citizens have a right to get uninterrupted electric supply without fluctuations, adequate clean water supply, reliable tele communications, roads with minimum potholes and ability to keep the environment clean and healthy through proper sewage and garbage disposal. Though the municipal authorities are responsible for these and many more, the residential societies and institutions are responsible to ensure serviceability in their jurisdiction. Keeping the environment clean and healthy involves supervision of safai karmcharis who often take shortcuts to either burn garbage or dump it in drains nalas or in rivers. More on this later.

67. A responsible citizen must raise his voice against pollution of the atmosphere whether by individuals or by safai karmcharis. Instances must be reported to local societies and to the civil administration. Media should highlight violations periodically.

### Security

68. Security must be tailored to meet the threat. Therefore every organisation must identify the threat to it.

69. Residential colonies must take into account its surrounding areas. Security guards must keep vigil which must be checked by citizens. Security agencies or guards must be tasked to ensure safety against the identified threat. It must be realised that the most important resource is the Human one. The best plans can be compromised by complacency of the guards.

70. To ensure high standards of security a citizens Security, Surveillance and Sanitation committee (SSS) is essential in all organisations.

71. Organisations such as institutions, industry, housing colonies, malls, banks, schools, universities, hospitals, government offices, must reorganise their security based on threat.

72. Gadgets can improve security manifold but all gadgets need to be monitored round the clock. All gadgets can develop faults and are dependent on uninterrupted electric supply. These should be considered before procurement and installation.

73. Security agencies need to train security guards better.

74. Educational institutions need to impart instruction on basic security. This training needs to be institutionalised in Educational Institutions.

### Educational Institutions

75. Since the Insecurity is increasing by the day, it is essential for all to know something about Security. However those who deal with the subject need greater awareness. Every organisation must have a Security Officer suitably trained.

76. For this, schools must impart some basic awareness training to all students. ITIs and universities must run courses to train personnel to hold different type of appointments dealing with security at different levels.

77. Everyone is aware that the Police needs better training. While practical training can be imparted in Police training establishments, their officers need better theoretical training to deal with terrorism at State and National levels.

78. Though we possess nuclear weapons and have a clear policy for their use it is necessary to impart some education to the population. Even if this information is never required it will raise the confidence level of citizens to know the effect of strikes and counter measures recommended. Similarly how chemical or biological attacks can be executed should be known. Biological attacks are the easiest to launch and most difficult to prove. Therefore counter measures must be initiated on war footing. The role of colonies, institutions, municipal organisations, civil administration are most important. Therefore these must be taught in educational institutions.

79. Working out the syllabi is simple once the aim and duration of each course is decided.

### Security against Biological Attacks

80. The threat of biological attacks has been explained earlier. Therefore need for proper management of garbage is not being highlighted further.

81. Any suspicious packet wrapped in polythene and kept in or near garbage dumps or anywhere else should be reported to the police immediately and a watchful eye be kept to warn people to keep away from such articles. This could be dangerous explosive waiting to blow up!

82. Garbage dumps are excellent hiding places. If garbage is managed better it not only reduces terrorist threat but also improves the Environment.

83. Japan has decided to make Japan garbage free by 2020. How? By using every piece of what is garbage to make something useful. They are segregating household garbage into as many as 44 different categories. What can we do?

84. Let us minimise the quantity of garbage in our households, in our offices and workplaces. A few working rules would be helpful.

85. Minimise the use of polythene and plastics as well as by reusing what plastic items or polythene bags we already have. Plastic and polythene reused are a blessing but as garbage they are a curse.

86. Reuse, recycle & reduce consumption of various items of daily use to economise on your resources. You would generate less garbage.

87. Have jute carry-bags and refuse polythene bags when you go shopping.

88. Have arrangements made in your house or workplace to segregate biodegradable matter from the non-degradable garbage. If the biodegradable matter can be composted in your own compound, do so. The rest could be left at your gate for the local society or municipality to lift on a daily basis.

89. Societies have arrangements to collect your biodegradable and other garbage separately for composting or disposal in other ways in coordination with the municipality. Insist that garbage is neither burnt nor swept into the drains by the safai karmcharis. Burning garbage releases poisonous gases and smoke in the environment which can choke people to death. Sweeping garbage into the drains clogs them, thereby flooding the streets with water and the garbage still lying in the drains. It is the latter which can cause epidemics. Contamination of garbage with bacteria is the simplest activity of all. If garbage was disposed of earlier terrorists would not get this opportunity.

90. The role of civil administration is given in outline to help citizens realise how the former can save you from terror attacks.

### The Civil Administration

91. Terrorism is not a law and order problem which can be handled by the police, alone. No authority lower than the Chief Minister can handle it at State level. Under him the civil administration must implement the strategy formulated by the chief minister based on his wisdom. Points given

earlier may be used as guidelines. It follows that all states may not follow identical strategy. In fact it will have to be tailored to meet the specific requirements. Some basic responsibilities of the Civil Administration are given in succeeding paragraphs.

92. The greatest need is to increase general awareness of all citizens.

93. They must organise and impart training in Survival Skills. They must organise training of the trainers. Ex servicemen can help.

94. Re organise and re train personnel of the Civil Defence to meet terrorist threats. The Civil Defence must be better utilised to prevent and mitigate effect of strikes.

95. The civil administration should identify high threat areas and enhance security of such areas. Deployment of police should be threat based and not VIP based. Target analysis must be a continuous process and feedback from the citizens can help the administration.

96. The crying need is to decongest roads, markets, religious places, railway stations, and public transport.

97. Special security is required for highly congested market areas, schools, hotels, cinemas and restaurants.

98. Hospitals should be included in the list of possible targets. Hospitals must improve ability to handle emergencies, following terror attacks.

99. There must be greater transparency in various affairs of the civil government including the Development Authorities and public works departments. Overall there must be greater respect for the common man.

100. Training in educational institutions needs upgradation. Not only to safeguard our children but to increase security consciousness, and educate the future generation about Terrorist threats and counter measures. The need for this will only increase with time.

101. The Government must act against institutions that preach hatred, irrespective of the political outcome. This action must be strictly apolitical and must guard against alienating communities. Those who polarise the population are the biggest enemies of the State.

102. Danger of OGWs has been covered earlier. At the same time safeguards are essential to prevent misuse of powers for private or political gains.

103. Next, the civil administration must ensure defensive counter terrorist measures are taken by all institutions and the Industry.

104. A large number of private security agencies have mushroomed to deal with increasing insecurity in society. There is a need for the civil administration to lay down minimum training standards and exercise some quality control over these.

105. Similarly there is a need for the security of banks and hotels to be upgraded.

106. Disaster management drills to include both prevention and subsequent management needs to be practised every month, to ensure they work and to increase confidence in the people.

107. The Media needs to be educated to guard against helping the terrorists inadvertently. Periodic refresher courses will be essential. The Media can play a major role in exposing weaknesses in administration.

108. It is a shame that vast numbers of ex servicemen, who retire very early to maintain a young profile in the Armed Forces, are not utilised by the government or the society. Recommendations of the Kargil Review Committee in respect of an integrated manpower policy need to be implemented.

109. The greatest need is for synergy. There is no shortage of talent, expertise or resources of any kind in our State or in the Country. If only we had mature leadership to be able to exploit these optimally!!

110. The civil administration has a great responsibility to increase satisfaction of the common man.

111. The efficiency, responsiveness, transparency and honesty in public affairs must be perceived by the common man. No amount of publicity will change his perception or enhance the image of any government.



## Police

112. Chief Ministers must demand greater professionalism from the Police forces. A large number of police persons are good but their image is tarnished by the bad ones. If the Police weed out the corrupt ones on their own as done in the Defence Services, their image would improve. If the senior police officers can't find bad hats in their own organisations are they really professional and effective?

113. Already we have about 23.8 lac policepersons including those on the borders and reserves. Compare this with 11 lac in the Indian Army. Not counting those on border duty the average number of policepersons per district should be over 3000.

114. So numbers will not help. What is needed is Quality and better management of the available manpower. Already we spend Rs 45,000 crores besides pay, allowances and perks on ministers, bureaucrats and the ministries. How much more is required? The solution lies, not in increasing numbers, but in improving quality through better leadership, motivation, training and accountability. The overall utilisation of manpower by the ministries needs review.

115. All departments of the state government that have a bearing on counter-terrorism need to practise their role, through a drill every month on a fixed day. This would also give an opportunity to the busy chief ministers to review the arrangements on a monthly basis.

## CONCLUSION

116. By now it would be clear that the subject is vast and needs detailed study particularly by those responsible for security at any level. Since a handbook cannot cover the subject comprehensively I have merely touched upon various aspects to make the common man aware of the increasing threat and measures required to counter this threat. It needs a great deal of study just to gain workable knowledge of the subject.

117. Survivability can be increased by greater awareness, avoiding high threat areas, learning basic survival skills, and being a responsible citizen in residential colonies and at places of work.

118. Setting up Security, Surveillance and Sanitation Committees in every organisation needs no government support and can enhance security to a great extent. If citizens realise their duty and support Government initiatives the scourge of terrorism can be eliminated from our Country altogether. Otherwise terrorist threat is only going to increase. In this connection do read what a Pakistani writes from Islamabad.

119. Shabbir Ahmad from Islamabad writes “this time we have the Taliban on our side, against whom no known antidote exists. A country governed by the Taliban and armed with nuclear weapons has the potential of becoming the next real superpower of the 21st century. No wonder our opponents look terrified”.