



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
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CO0001
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BASE ORDER 5510.1a

From: Commanding Officer
To: Distribution List

Subj: EMERGENCY ACTION PLAN FOR THE SAFEGUARDING OF CLASSIFIED
MATERIAL AND COMMUNICATIONS MATERIAL SECURITY (COMSEC)

Ref: (a) CMS-1
(b) SECNAVINST 5510.36

Encl: (1) Emergency Action for Predicted Natural Disasters
(2) Emergency Action for Unpredicted Natural Disasters
(3) Emergency Action for Fire
(4) Emergency Action During Civil Disturbance or Acts of
Enemy Aggression/Destruction Priorities

1. Situation. To promulgate instructions regarding action to be taken to safeguard classified material and COMSEC in the event of an emergency, such as natural disasters (e.g. hurricanes, fire, flood, tornado), civil/mob actions and terrorism. Upon implementation of this Plan, emphasis must be placed on the safety of the personnel executing it in accordance with the references.

2. Mission. This Order provides for the protection of classified/COMSEC material in the event of natural disasters (e.g. hurricanes, fire, flood, tornado), civil/mob actions and terrorism.

3. Execution.

a. Commander's Intent. The Commanding Officer has assessed the command's risk posture to be minimal. This assessment is based on the location, size, and the absolute control of the station's area by the Marine Corps. The Commanding Officer's guidance is that classified/COMSEC material must be protected in a way that will minimize the risk of life or injury to personnel.

b. Concept of Operations. The Commanding Officer will order the Emergency Action Plan implemented. Should conditions prevent contact with the Commanding Officer, then in coordination with the Security Manager, the COMSEC Custodian and the Command Duty Officer (CDO) may implement the plan when circumstances warrant.

c. Tasks.

(1) Branch Heads and Officers. Review this Emergency Action Plan and ensure that personnel assigned, who are custodians of classified/COMSEC material, are familiar with the contents and ready to react to any emergency situation, natural disaster, act of terrorism, or civil unrest.

(2) Security Manager. Recommends to the Commanding Officer whether or not classified/COMSEC material must be evacuated to ensure safekeeping. If it is deemed necessary to move material, then the Security Manager will designate where, when and how it will be moved, taking into consideration the circumstances of the situation.

(3) Director, Logistic Support Division (LSD). Ensures that vehicles are provided to assist in the movement of classified material when requested by the Security Manager.

(4) Director, Public Safety Division (PSD). Provides Marine Corps Policemen to assist with the safeguarding of the classified material during its movement and the protection of the storage areas during the emergency situation.

(5) Base Adjutant. Ensures a copy of this Base Order is included in the CDO duty binder and emergency contact information for the Security Manager, COMSEC Custodian primary and alternate are accurate and up to date.

(6) Director, Communications and Information Systems Division (CISD).

(a) Stores records of combinations to the vault in sealed envelopes (SF700) and maintains them in the safe located in building 3500, room 103.

(b) Post on the inside entrance of the vault the names, addresses, and phone numbers of the personnel having access to the classified material storage area, along with a copy of this Directive and any additional instructions that may be pertinent to the location of and safekeeping of classified/COMSEC material during an emergency situation.

(c) Prepares an updated inventory of classified material holdings and maintains this inventory in the top drawer of each safe. The folder with the inventory should be the first folder in the drawer. For COMSEC material, the same instructions are pertinent with the exception that the accountable items summary will be the first document filed in the top drawer of the safe containing COMSEC material.

(d) Provides two-person integrity for COMSEC material, as required by reference (a).

(e) When possible, the COMSEC Custodian and one other properly cleared individual will be present with COMSEC material during the emergency, either when it is being transported or protected.

(f) Reports to the Security Manager and PSD any area that is not secured completely due to the hasty departure of custodial personnel.

(g) Completes a post-emergency inventory report to the Security Manager in regards to any probable exposures or loss of material to unauthorized persons.

4. Administration and Logistics.

a. Administration. None.

b. Logistics. None.

5. Command and Signal.

a. Signal. This Order is effective the date signed.

b. Command. This Order applies to Marine Corps Logistics Base (MCLB) Albany, Georgia.



ALPHONSO TRIMBLE

DISTRIBUTION: A

EMERGENCY ACTION FOR PREDICTED NATURAL DISASTERS

1. Predicted natural disaster procedures will be implemented in accordance with reference (a) when known destructive weather has been forecasted.

a. Hurricane/Tropical Storm expected within 48 hours (Storm Condition III): Secure all COMSEC materials and keying equipment. Protect files, records, and equipment from possible water damage.

b. Hurricane/Tropical Storm expected within 24 hours (Storm Condition II): Ensure all COMSEC materials and keying equipment are secured. Ensure all material is protected from water damage. Cover, elevate, and move from window areas all Secure Terminal Equipment (STE) telephone equipment. Notify Immediate Superior In Command (ISIC) on alternate site for storing COMSEC equipment on category three or above hurricanes.

c. Hurricane/Tropical Storm imminent (Storm Condition I): Ensure all previous measures have been complied with. Disassemble secret computer. Waterproof all components and place inside security container. Notify ISIC for alternate site for storing COMSEC equipment on category three or above hurricanes.

d. Post Hurricane/Tropical Storm. Conduct detailed inspection of building and vault area. Notify Facilities Maintenance/Public Work of damages. If substantial damages have occurred, post armed guards to prevent unauthorized entry to Communication Security Management System (CMS) vault until all COMSEC material can be evacuated to a secure area. Assess and report any probable or possible exposure of COMSEC material in accordance with reference (a).

EMERGENCY ACTION FOR UNPREDICTED NATURAL DISASTERS

1. Unpredicted natural disaster procedures will be implemented when any unpredicted weather occurs, i.e. tornado, un-forecasted hurricane or tropical storm.

a. Immediately secure all COMSEC material and keying equipment.

b. If time permits, waterproof, elevate, and move from window areas, all STE telephone equipment.

c. If time permits, disassemble secret computer. Waterproof all components and place inside security container (Safe #1).

d. When the "all clear" has been given, conduct detailed inspection of building and vault area. Notify Facilities Maintenance/Public Work of damages. If substantial damages have occurred, post armed security to prevent unauthorized entry to the CMS vault until all COMSEC material can be evacuated to a secure area. Assess and report any probable exposure of COMSEC material in accordance with reference (a).

EMERGENCY ACTION FOR FIRE

1. When fire within building 3500 occurs, the person discovering the security threat will take the following steps as appropriate:

- a. Sound the alarm. Call 911.
- b. Notify the Security Manager, COMSEC Custodian or the CDO for ensuring the protection of COMSEC material being held.
- c. Close and lock all storage containers.
- d. Notify Installation & Environment (I&E) to secure ventilation and air conditioners.
- e. Leave the area, unless able to extinguish or contain the fire with available equipment, until help arrives. Fire extinguishers are located in the hallway leading to the vault.
- f. If firefighting assistance is rendered, obtain the name and unit of individuals involved.
- g. Assess and report any probable or possible exposure of COMSEC material to unauthorized persons during the emergency. If possible, remove endangered equipment or the safes to a more secure storage area (If building security is weakened).
 - (1) Post two armed guards with the removed equipment and/or safes.
 - (2) During non-working hours notify the CDO of the location of the removed material.
- h. Conduct post-emergency inventory of all COMSEC material and report any losses or unauthorized exposure in accordance with reference (a).

EMERGENCY ACTION DURING CIVIL DISTURBANCE OR ACTS OF ENEMY
AGGRESSION/DESTRUCTION PRIORITIES

1. In the event such acts threaten loss or compromise of classified material, all classified material will be moved to a safe area designated by the senior individual present.

2. An armed guard will be provided by the duty section to safeguard all classified material.

3. In the event classified material cannot be transported to a safe area without threat of loss or compromise, it will be destroyed in accordance with reference (a).

4. Immediately after movement to a safe area, the senior individual present will initiate a complete inventory to account for all items.

a. An Emergency Destruction Plan (EDP) for EKMS is not required for commands located within the Continental United States, in accordance with reference (a).

b. There are two types of Emergency Destruction for CMS.

(1) Precautionary Destruction. When precautionary destruction is necessary, destroy keying material and non-essential manuals in accordance with this Emergency Action Plan, reference (a).

(2) Complete Destruction. When sufficient personnel and facilities are available, assign different persons to destroy the material in each category by means of separate destruction facilities and follow the priorities listed within this Emergency Action Plan.

5. Emergency Destruction Priorities. Accurate information concerning the extent of emergency destruction is second in importance only to the destruction of the material itself.

a. Precautionary Destruction Priority List A.

(1) Superseded keying material and secondary variables.

(a) Top secret primary keying material.

(b) Secret (Safe 1), Confidential, and unclassified primary keying material.

(2) Non-Essential classified manuals:

- (a) Maintenance Manuals
- (b) Operating Manuals
- (c) Administrative Manuals

b. Complete Destruction Priority List B. When sufficient personnel and facilities are available, destroy COMSEC material in the following order:

(1) Keying Material

(a) All superseded keying material designated CRYPTO, except tactical operations and authentication codes classified below Secret.

(b) Currently effective keying material designated CRYPTO including key stored electronically in CRYPTO equipment and Filling Devices (FD).

(c) Top Secret keying material marked CRYPTO which will become effective within the next thirty days.

(d) Superseded tactical operations codes classified below Secret.

(e) Secret and confidential keying material marked CRYPTO which will become effective within the next thirty days.

(2) COMSEC Aids

(a) Complete COMSEC equipment maintenance manuals or their sensitive pages. When there is insufficient time to completely destroy these manuals, every reasonable effort must be made to destroy their sensitive pages.

(b) National, department, agency and service general doctrinal guidance publications.

(c) Status documents showing the effective dates for COMSEC keying material.

(d) Keying material holder lists and directives.

(e) Remaining classified pages of maintenance manual.

(f) Classified cryptographic and non-cryptographic operational general publications, e.g. NAG's (Non-Cryptographic Operational General Manual).

(g) Remaining classified COMSEC documents.

(3) Equipment. Make a reasonable effort to evacuate equipment, but the immediate goal is to render them unusable and un-repairable. Although it is desirable to destroy jeopardized crypto-equipment so thoroughly that logical reconstruction is impossible, this cannot be guaranteed in most field environments.

(a) Zeroize the equipment if the keying element (e.g., key card, computer plug, etc.) cannot be physically withdrawn.

(b) Remove and destroy readily removable classified element (e.g., printed-circuit boards).

(c) Destroy remaining classified elements (unclassified chassis and unclassified elements need NOT be destroyed).

c. Complete Destruction Priority List C. In cases where personnel and/or facilities are limited, follow the destruction priority list below.

(1) All superseded and currently effective keying material marked CRYPTO (including key stored electronically in crypto-equipment and FDs), except tactical operations codes and authentication systems classified below secret.

(2) Superseded tactical operations codes classified below secret.

(3) Complete COMSEC equipment maintenance manuals or their sensitive pages.

(4) Classified general COMSEC doctrinal guidance publications.

(5) Classified elements of COMSEC equipment.

(6) Remaining COMSEC equipment maintenance manuals and classified operating instructions.

(7) Remaining classified COMSEC material.

6. Classified material that cannot be destroyed by burning or pulverizing should be neutralized by one of the following methods:

a. Classified equipment can be neutralized by removing all classified components from the main assembly. The classified material should then be smashed beyond recognition and the pieces spread over a wide area. The remaining portion of the main assembly would then be unclassified and destroyed only after all remaining classified material is destroyed.

b. If time becomes a dangerous factor, the complete assembly may be destroyed by smashing all parts beyond recognition and scattering the refuse over a large area. The only advantages of this method are shorter time requirements and destruction requires fewer specific instructions. The main disadvantage is that there is a chance that all classified material will not be totally destroyed.

7. Evacuation. If classified needs to be removed to a more secure/safe area during normal working hours, the Security Manager will coordinate a forklift, vehicles, and manpower, as needed. After normal working hours, on weekends and holidays, the CDO will contact Security Manager and/or the COMSEC Custodians. Material and equipment will require Two-Person Integrity (TPI) and Security Guards assigned during the complete movement evolution.

8. Protection. In the event additional security forces are required for the protection of classified material, the Security Manager will assist with:

a. Ensuring all classified material is properly secured within the security containers.

b. Contacting the section heads to have them provide a basic security detail for their section.

c. Request additional security forces from the MCLB Albany Police Department.

d. After normal working hours, the CDO will be responsible for the aforementioned duties.

9. Inventory. The COMSEC Custodian and his/her alternate at the termination of the emergency will conduct a complete inventory of all classified material/equipment. This inventory will be submitted as part of the written reports to the Commanding Officer.

10. Reporting Emergency Destruction.

a. Reporting Instructions. The Commanding Officer or designated official shall report the facts surrounding the destruction to Chief of Naval Operations (CNO/N643), Naval Communications Security Material System (NCMS/20), Director of National Security (DIRNSA/X71), and both operational and administrative command echelons as soon as possible; if feasible, use a secure means of reporting.

b. Required Information. State in the report the material destroyed, the method and extent of destruction, and any classified COMSEC material items presumed to have been compromised (e.g., items either NOT destroyed or NOT completely destroyed). Use the reporting procedures for COMSEC Incidents as outlined in reference (a).