



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 5510.18D  
SEC

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AIR STATION ORDER 5510.18D

From: Commanding Officer, Marine Corps Air Station Cherry Point  
To: Distribution List

Subj: EMERGENCY ACTION PLAN FOR THE SAFEGUARDING OF CLASSIFIED MATERIAL

Ref: (a) SECNAVINST 5510.36B

Encl: (1) COMSEC Material Emergency Action Plan Supplement

1. Situation. To provide instruction to the custodial personnel for the safeguarding of classified material in the event of a hurricane, fire or other natural disasters in accordance with the reference.

2. Cancellation. ASO 5510.18C

3. Mission. This order provides policy to the custodial personnel for the safeguarding of classified material.

4. Execution

a. When one of the below conditions occur, custodial personnel of the Secondary Control Points (SCP) and Communications Security (COMSEC) material will, without endangering lives, secure all classified material in its approved container and depart the building:

(1) When Hurricane Condition II has been set.

(2) When flooding conditions exists.

(3) When classified material is threatened by fire.

b. Report to the Security Manager and Director, Security and Emergency Services any area that is not secured completely due to the hasty departure of custodial personnel. In addition, the custodian or alternate will complete a post emergency inventory and report to the Security Manager any probable unauthorized viewing or loss of material.

c. Custodial personnel of the SCP and COMSEC material will provide the names, addresses and phone numbers of personnel having access to classified material storage areas to the Command Duty. Additionally, post a copy of the recall roster, and this directive and any other pertinent instructions in the secure area.

d. Custodial personnel of SCP COMSEC material will seal records of security container combinations in an envelope (SF Form 700) and maintain them on file at the Station Classified Material Control Center (CMCC). Station CMCC Combinations (SF Form 700) will be maintained on file in the Wing Security Managers Office.

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5. Administration and Logistics. Recommendations concerning the contents of this order may be forwarded to the Station Security Manager.

6. Command and Signal.

a. Command. This order is applicable to the Marine Corps Reserve.

b. Signal. This order is effective the date signed.



M. R. HUBER

DISTRIBUTION: A

COMSEC MATERIAL EMERGENCY ACTION PLAN SUPPLEMENT

1. This enclosure prescribes procedures in addition to the basic order for protecting Communications Security (COMSEC) material during emergency conditions.
2. Currently, an Emergency Destruction Plan (EDP) is not part of the Marine Corps Air Station (MCAS) Cherry Point EAP. However, this requirement will change if the threat of hostile actions such as terrorist attack, rioting, or civil uprising is ever deemed to be a potential risk.
3. Fire. In case of fire, the following actions apply:
  - a. The individual who discovers the fire will sound the alarm and ensure that the fire is reported to firefighting personnel. That individual may initiate steps to contain the fire with on-hand firefighting equipment, if possible. Under no circumstances will personnel risk injury or death to protect COMSEC material from fire. If time permits, secure security containers.
  - b. Do not interfere with the actions of firemen. Post guards at a safe distance and monitor the actions of response personnel.
  - c. The senior Marine present will assume on-the-scene responsibility for any COMSEC material contained in the structure/area affected by the fire. This person will ensure, to the maximum extent possible, protection of COMSEC material from unauthorized personnel, to include firefighters who may enter secure/controlled areas.
  - d. To ensure the security of COMSEC material, and time permitting, the senior Marine present may decide to evacuate the COMSEC material to the Station Communications Center located in building 4397. Every attempt will be made to ensure all personnel handling and/or transporting COMSEC material have security clearance equal to or higher than the classification of the material being handled.
  - e. The senior Marine will attempt to identify and document the names of any un-cleared personnel, to include firefighters, who may have had access to COMSEC material during the emergency. A post emergency assessment will be made as to the probable exposure of classified COMSEC material to un-cleared personnel, and will be reported to the chain of command, Key Management Infrastructure (KMI) manager and Commanding Officer.
  - f. Upon containment of the fire and as soon as practical, complete a post emergency inventory of all COMSEC materials. Report any losses/damages of COMSEC material on hand to the KMI manager and Staff COMSEC Responsibility Officer (SCMSRO).
4. Forecasted Natural Disasters. In the event of a forecasted disaster (hurricane/tropical storms or tidal waves), it is imperative that both the KMI manager and the Local Element monitor the storm progress. As storm conditions worsen, make the preparations that match the storm condition that you are in. If storm conditions are likely to worsen during your absence (night, weekend, or holiday), take precautionary actions and prepare accordingly prior to securing:
  - a. Hurricane Condition Three. Storm expected within 48 hours. Take precaution to prevent water damage.

(1) Protect all classified files and records by moving them into General Services Administration (GSA) approved security containers.

(2) Move electrical equipment such as computers, Controlled Cryptographic Items (CCI), and Secure Terminal Equipment (STE) terminals to higher shelves and/or desks.

b. Hurricane Condition Two. Possible destructive weather within 24 hours. Expect escalation to condition one on short notice. Make the following preparations prior to securing.

(1) Move STE terminals and CCI equipment away from windows and hatches. If possible, secure the equipment inside a GSA approved security container or inside vaults or strong rooms.

(2) Ensure all KSV-21 cards are accounted for and secured.

(3) Protect equipment from water damage by covering with plastic, but to avoid overheating and the risk of fire, do not create an air-tight seal around the equipment. Do not power off unless absolutely necessary.

(4) Protect any active circuit(s) and associated equipment from possible water damage. Do not deactivate circuit(s) unless given instructions from the net control of that particular circuit.

(5) Prepare to secure. Ensure one last time that no classified material is left unsecured and that all security containers are locked.

c. Hurricane Condition One. Remain in quarters.

d. All Clear. Assess damages. If no damage exists, conduct a post emergency inventory of COMSEC material. If damages exist and are critical in nature and/or require emergency repairs, notify facility maintenance. Post guards at a safe distance and obtain the names of facility maintenance workers who require admittance.

(1) Following any disaster or other event that causes structural damage that debilitates the security of the current location, inventory and return all COMSEC materials to the KMI manager.

(2) If damages are minimal, conduct a post emergency inventory of COMSEC materials. If there is doubt whether the security structure has been breached, call PMO to schedule a Physical Security Survey (PSS). Until the PSS is complete, return all COMSEC material to the KMI manager.

5. Un-forecasted Natural Disasters. Following any un-forecasted natural disaster (tornadoes, earthquakes or floods), follow the All Clear procedures for Forecasted Natural Disasters.

6. Civil/Mob Disturbances and Terrorism. For groups and organizations threatening our nation's safety and security, never leave COMSEC keying material unsecured. Classified material should remain in its protective container when not in use. Take the following actions during this type of threat:

a. If time permits, (i.e. protesters/demonstrators outside the gate/your building and/or during heightened threat conditions), secure all COMSEC

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material to include STE telephones, keys and any other classified material in the most secure area possible. If such an area is not available, return COMSEC material to the KMI manager or the Classified Material Control Center (CMCC). Once such disturbances pass, assess for damages or possible compromises. Complete post emergency inventory and report any unauthorized exposures or losses to classified material to the KMI manager and SCMSRO.

b. If no warning precedes an emergency (i.e. bombing or arson), assess damages. If no damage exists, conduct post emergency inventory of COMSEC material. If damages exist and are of critical nature requiring emergency repairs, notify facility maintenance. Post guards at a safe distance and obtain the names of facility maintenance workers who require admittance.

(1) If existing structural damage debilitates the security of the current location, inventory and return all COMSEC material to the KMI manager.

(2) If damages are minimal, conduct post emergency inventory of COMSEC material. If doubt exists as to whether the security of the structure has been breached, call PMO to schedule a PSS. Until the PSS is complete, return all COMSEC material to the KMI manager.

7. Point of contact is the MCAS Cherry Point KMI Manager at 466-3975/6686 or MCAS Cherry Point CMCC Security Manager at 466-6557.

8. All COMSEC material, including CCI equipment, must be accounted for during a post emergency inventory and any discrepancies reported to the KMI Manager.

9. EAP training is required to be conducted and documented at least annually to ensure personnel who have access to COMSEC material are aware of actions required to be taken during emergency conditions.

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