



MASTER DIRECTIVES

UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12
1ST MARINE AIRCRAFT WING, MARFORPAC
UNIT 37150
FPO AP 96603-7161

GruO 5510.9
CMCC
MAR 03 2000

GROUP ORDER 5510.9

From: Commanding Officer
To: Distribution List

Subj: CLASSIFIED MATERIAL CONTROL CENTER EMERGENCY ACTION PLAN

Ref: SECNAVINST 5510.36

Encl: (1) Emergency Protection
(2) Emergency Evacuation
(3) Emergency Action for Fire
(4) Emergency Action for Natural Disaster/Inclement
Weather
(5) Emergency Action for Bomb Threat

1. Purpose. To publish specific guidance and procedures for establishing a comprehensive Emergency Plan (EP) for the protection and evacuation of classified material/equipment within MAG-12 Classified Material Control Centers (CMCCs) and Secondary Control Points (SCPs) in accordance with enclosures.

2. Cancellation. GruO 5510.1F

2. Background. To protect/evacuate classified material located within MAG-12 from a known perceived threat to prevent the compromise of that material by hostile agencies, civil disturbances, or extreme weather conditions such as typhoons, tsunamis, floods, etc. This EP provides instructions on the actions to be taken in the event that it may become necessary to protect, evacuate, or destroy classified material/equipment.

3. Policy. When an emergency occurs, classified material/equipment is a viable target and its disclosure and/or loss must be prevented. The three courses of action to safeguard classified material/equipment against possible loss or compromise include:

a. Protection. Actions taken to secure all classified material/equipment in proper security containers and storage areas.

b. Removal. Actions taken to remove and transfer classified material/equipment from an existing location to an alternate location provided time and safety permit.

c. Destruction. Destruction of classified material will be discussed in the Emergency Destruction Supplement.

4. Action. Upon receipt of an order to execute the emergency plan (evacuation or protection), CMCCs and SCPs will take the following steps:

a. Call back and verify the authenticity of the order regardless of who the individual was (Commanding Officer, Executive Officer, Security Manager, Group Duty Officer, etc.).

b. Notify the Security Manager (Executive Officer), CMCC Officer, and all appropriate personnel. Be sure to let them know that the plan has been ordered and authenticated. All phone numbers are in the GDO binder, located in the Adjutant's office during working hours and in the GDO office after working hours. If personnel are unavailable, continue with the plan.

c. After hours, obtain the combinations to the CMCC vault from the 3rd SSCT, located in building 1450-B. This office is not operated on a 24-hour basis but they do maintain a beeper for quick notification (beeper #155).

d. Depending on the emergency, the order to protect, evacuate, or destroy classified material will be given. If the order is to protect the material, all SCPs will secure classified material in available vaults, safes, or secure rooms until the emergency has passed. SCPs with classified information will maintain the material in their section.

e. The primary location on base for the evacuation of classified material is the Communications Center, Bldg. 189. The CMCC personnel will contact the Communications Chief at extension 5578/5579 and inform him of any planned relocation.

5. Responsibility. Individuals involved in the operation of CMCCs and SCPs have various responsibilities during an emergency. These duties are (but not limited to) the following:

a. Security Manager. Responsible for the implementation and overall coordination of the Emergency Plan. Will inform the Commanding Officer upon the implementation and completion of the

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Emergency Plan.

b. CMCC Officer

(1) Responsible for implementation and coordination of the Emergency Plan in the absence of the Security Manager.

(2) Notify CMCC and SCP personnel of implementation of the Emergency Plan.

(3) Ensure information within the CMCC/SCPs is secured or readied for transport to the Communications Center as needed.

(4) Ensure all SCPs report when their section requirements are met.

(5) When necessary, supply an armed guard for protection of classified material. This guard can take the form of either armed unit personnel or a PMO escort.

(6) Supply After Action report to the Security Manager.

c. CMCC Custodian

(1) Perform all duties of the CMCC Officer when said officer is not available.

(2) Make liaison with S-4 on required transportation and additional security measures (weapon/ammunition for armed guard).

(3) Ensure all information is protected as required by this Order.

(4) Forward a complete listing/inventory of all classified material subject to protection/evacuation from CMCC and all SCPs to the CMCC Officer.

d. SCP Custodian/Clerk

(1) Ensure all personnel needed for the protection/evacuation of classified material are present and/or accounted for.

(2) Inform the CMCC Officer upon completion of the Emergency Plan.

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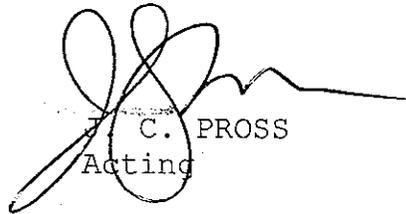
(3) Forward After Action comments to the CMCC Officer.

(4) Ensure all information within the individual section SCP is protected as required by this Order.

(5) Forward a complete listing/inventory of all classified material subject to protection/evacuation to the CMCC Custodian.

(6) Assist CMCC personnel when evacuation of classified material is necessary.

6. Emergency Protection Drills. The command will conduct emergency protection drills on an annual basis to ensure personnel are familiar with the contents of this plan and its execution. Results of an emergency protection drill will be filed and a copy forwarded to the MAG-12 Security Manager and Commanding General, 1st MAW.


J. C. PROSS
Acting

DISTRIBUTION: A

Copy to: GDO

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EMERGENCY PROTECTION

1. Emergency protection measures are taken to safeguard classified material/equipment against possible loss or compromise. Paragraph 4 of the basic letter outlines general situation for emergency action.

2. Upon notification to implement emergency protection procedures the following tasks will be performed:

a. After working hours, the Group Duty Officer will recall all available MAG-12 CMCC/SCP Personnel. During working hours, the CMCC Officer will recall all available personnel.

b. The CMCC Officer will notify and coordinate with MCAS PMO to provide personnel for perimeter security and possible convoy security in the event an evacuation of classified material/equipment is necessary.

c. All CMCC/SCP personnel will ensure all classified material/equipment is properly stored and safeguarded.

d. MAG-12 CMCC/SCP personnel will provide physical security to building 1450E.

e. The CMCC Officer will notify and coordinate with MAG-12 S-4 for logistical support (handling/lift equipment, transportation) in the event emergency protection leads to emergency evacuation.

ENCLOSURE (1)

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EMERGENCY EVACUATION

1. Emergency evacuation measures are taken to safeguard classified material/equipment against possible loss or compromise. Paragraph 4 of the basic letter outlines general situations for emergency action.
2. Upon notification to implement emergency evacuation procedures the following tasks will be performed:
 - a. After working hours, the Group Duty Officer will recall all available MAG-12 CMCC/SCP Personnel. During working hours, the CMCC Officer will recall all available personnel.
 - b. The CMCC Officer will notify and coordinate with MCAS PMO to provide personnel for perimeter security and convoy security.
 - c. All personnel will ensure all classified material/equipment is properly stored, safeguarded, and readied for evacuation.
 - d. The CMCC Officer will notify and coordinate with MAG-12 S-4 for logistical support (handling/lift equipment, transportation).

ENCLOSURE (2)

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EMERGENCY ACTION FOR FIRE

1. In the event of fire, the primary consideration is the safety and welfare of personnel. UNDER NO CIRCUMSTANCES WILL ANYONE SUBJECT THEMSELVES OR THEIR SUBORDINATES TO DEATH OR INJURY TO PROTECT SCI/CMS/CLASSIFIED MATERIAL FROM FIRE.

a. Anyone discovering a fire will first notify all personnel within the building and then notify the fire department (Telephone number 911 or 119) and MCAS Security officer (253-3222/3055). After hours, the discoverer of the fire must notify the GDO for recall of CMCC/SCP personnel so classified material may be secured prior to the arrival of the fire department.

b. Personnel inside the building, especially inside vaulted areas must remember that they have only one exit and their safety is paramount. Upon notification of a fire, they should move to secure all classified material/equipment possible only while their route of exit is clear.

c. If possible, an attempt to extinguish the fire will be made by using the fire extinguishers located throughout the buildings.

d. At no time will classified material be evacuated from the building without authority from the MAG-12 Security Manager or CMCC Officer.

e. As soon as possible, after informing the fire department the CMCC/SCP access point will be unsecured and CMCC/SCP personnel will be watchful of the removal/viewing of classified material by unauthorized personnel.

f. After the fire, all CMCC/SCP personnel will be members of the Salvage Team. The assembly point for inventory and protection of all classified material will be building 1450G (TWTC) or as designated.

g. As designated by the CMCC Officer, personnel will conduct an inventory of all classified material, ensure classified material is protected at all times, and construct a record of all personnel who entered building/secure area in response to the fire.

ENCLOSURE (3)

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EMERGENCY ACTION FOR NATURAL DISASTER/INCLEMENT WEATHER

1. In the event of natural disaster/inclement weather, the primary consideration is the safety and welfare of personnel. UNDER NO CIRCUMSTANCES WILL ANYONE SUBJECT THEMSELVES OR THEIR SUBORDINATES TO DEATH OR INJURY TO PROTECT SCI/CMS/CLASSIFIED MATERIAL FROM NATURAL DISASTER/INCLEMENT WEATHER.

2. The location of MCAS Iwakuni makes it susceptible to typhoons. Annually, the typhoon season is between June and November. The following outlines actions to be taken during specific alert conditions.

Condition 3: Ensure all classified material not immediately required for continuance of operations is secured.

Condition 2: All classified material not absolutely required would be secured. All CMCC/SCP personnel will secure building and its perimeter as required; such as storing water, moving burn barrels indoors, etc.

Condition 1: All classified material will be secured. Nonessential personnel will proceed to designated shelter areas.

3. Regardless of the type of natural disaster, the basic action will be to safeguard classified material from loss or compromise. The extent of which type emergency action will be carried out is situation dependent (threat, actual damage) and will be determined by competent authority.

ENCLOSURE (4)

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EMERGENCY ACTION FOR BOMB THREAT

1. A bomb threat is defined as "any threat to cause injury or death to personnel, damage or destruction of property, through the use of an explosive or incendiary device." The procedures for a bomb threat are outlined below.

a. Keep the caller on the line for as long as possible.

b. Fill out the Caller Information Sheet (located by the phones) while the caller is on the line.

c. When the conversation terminates, place the receiver beside the telephone. **DO NOT HANG UP THE RECEIVER.** The call may be traced as the line remains open.

d. Using another telephone, notify the PMO Desk Sergeant, that a bomb threat was received. Give the following information:

(1) Building number

(2) Time of call

(3) All information from the Caller Information Sheet.

(4) Begin evacuation procedures for the building.

Ensure that all classified material is secured.

(5) The person who received the call will then notify the senior Marine in the building.

(6) It is the responsibility of the senior Marine in the building to evacuate the building.

ENCLOSURE (5)