



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 5511.11C
3NA
19 AUG 1996

STATION ORDER 5511.11C

From: Commanding Officer
To: Distribution List

Subj: COMMUNICATIONS SECURITY MATERIAL SYSTEM (CMS) EMERGENCY
ACTION PLAN

Ref: (a) CMS-1

Encl: (1) Marine Corps Air Station (MCAS) Yuma Emergency Action
Plan covering Natural Emergencies
(2) Fire Preparedness Plan

1. Purpose. To establish the Marine Corps Air Station Emergency Action Plan per the reference.
2. Cancellation. StaO 5511.11B.
3. General. There are two (2) types of emergencies which can arise. The first is natural, and includes such things as fire, flood, tornado, etc. The second is operational, and includes enemy attack, expected capture of a unit by the enemy, or civil disturbance. As per the requirements of the reference, only natural disasters need be covered by this plan. Since a natural emergency would not normally bring with it an attempt by hostile forces to capture CMS material, planning and actions will be directed to maintaining control over the material until the emergency has passed.
4. Summary of Revision. This revision contains a substantial number of changes and should be reviewed in its entirety.

A handwritten signature in black ink that reads "William J. Guddeck".

W. J. GUDDECK
By direction

DISTRIBUTION: B

19 AUG 1996

MARINE CORPS AIR STATION (MCAS) YUMA
EMERGENCY ACTION PLAN COVERING NATURAL
EMERGENCIES

1. Concept

a. The ultimate reason for all security measures is to prevent unauthorized access to classified and cryptographic information. The possibility of unauthorized access is increased during times of emergency.

b. This plan contains instructions and information regarding action to be taken to protect classified and cryptographic information and materials in the event of an emergency.

c. In the event of any emergency, the safety of personnel must be stressed. Unnecessary actions which endanger lives will be avoided.

2. Discussion When an emergency occurs, there are two (2) courses of action possible for the protection of classified materials:

a. Emergency Protection Action: This is the preferred method. This would include securing all publications and materials being stored in safes, and keeping the safes locked. All power and ventilation to the communications center are secured.

b. Emergency Removal Action: In the event of fire, material should be removed in a systematic manner, ensuring two-person integrity (TPI), with every feasible effort being made to prevent viewing of the material by unauthorized persons. Material removed must be placed under armed guard and transported to the nearest secure area (building 500 CMS vault/Communications Center). In case of fire, any attempt at removal must be made simultaneously with efforts to extinguish and control the fire, following the instructions given in enclosure (2).

3. Execution

a. Upon learning of possible implementation of the emergency action plan, notify the Commanding Officer, Executive Officer, Officer

ENCLOSURE (1)

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of the Day, Communication-Electronics, CMS Custodian, and Provost Marshal.

b. In the event of fire, remove CMS material from that space only, as per the situation. The important factors to consider in case of fire in a space containing classified information are:

(1) Safety of personnel.

(2) Prevention of damage to cryptographic material while maintaining physical security.

(3) Preservation of as much of the classified material as possible.

(4) Removal and subsequent guarding of classified material under adequate control.

(5) Continual observation of the area until reentry can be effected.

ENCLOSURE (1)

FIRE PREPAREDNESS PLAN

IN CASE OF FIRE, CARRY OUT THE FOLLOWING INSTRUCTIONS

1. Call Ext. 2333 (MCAS Yuma Fire Department) immediately upon learning of the fire.
2. Firefighting apparatus is located _____
_____.
3. Use common sense as to the nature of the fire and how to handle it.
4. Bring the fire to the attention of your senior as soon as possible.
5. If possible, stow classified material in the CMS vault (located within the Communications Center, Bldg 500).
6. If the fire is out of control, try to move all classified material out of the building, making certain it is guarded at all times.
7. Remove classified and crypto material to CMS or Communications Center, both located in building 500.
8. When all classified material is securely stowed or removed, evacuate all personnel from the area.
9. Always remember to guard all classified material that is removed from the crypto vault.
10. The removal of classified material should not interfere with firefighting efforts or subject personnel to unnecessary danger.