



UNITED STATES MARINE CORPS  
II MARINE EXPEDITIONARY FORCE  
COMMAND ELEMENT  
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CAMP LEJEUNE, NORTH CAROLINA 28542-0080

II MEFO 5510.5  
SECMAN

APR 24 2019

II MARINE EXPEDITIONARY FORCE ORDER 5510.5

From: Commanding General, II Marine Expeditionary Force  
To: Distribution List

Subj: II MARINE EXPEDITIONARY FORCE EMERGENCY ACTION PLAN FOR CLASSIFIED MATERIAL

Ref: (a) SECNAV M-5510.30  
(b) SECNAV M-5510.36  
(c) MEFO 5500.1  
(d) MEFO P5511.1C

Encl: (1) Emergency Action Plan

1. Situation. To develop an emergency action plan (EAP) for the protection of classified material in case of natural disaster or civil disturbance.

2. Cancellation. II MEFO 5510.2C

3. Mission. In accordance with the references, each command that handles classified information is required to develop an EAP for the protection of classified material in case of natural disaster or civil disturbance. General and special staff sections of the Command Element, II MEF fall under the umbrella of this order for developing an emergency destruction plan. Therefore, general and special staff sections are required to develop, maintain, and provide a copy of their Section's EAP to II MEF, Security Manager.

4. Execution

a. The Chief of Staff, his representative, or the Destructive Weather Operations Center (DWOC) will decide when an emergency situation warrants the activation of the EAP see enclosure (1).

b. Emergencies. Situations warranting consideration include:

(1) A natural disaster that threatens the destruction of Julian C. Smith Hall and the classified material held within.

(2) A natural disaster that threatens the destruction of Julian C. Smith Hall exposing the classified material to compromise by uncleared personnel.

(3) A natural disaster that threatens the destruction or occupation of Julian C. Smith Hall exposing the classified material to compromise by uncleared personnel.

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APR 24 2019

5. Administration and Logistics

a. General and Special Staff Officers

(1) Ensure compliance with this order and make its contents known to all assigned personnel.

(2) Develop an emergency action plan, which incorporates emergency destruction procedures, for each area storing classified material.

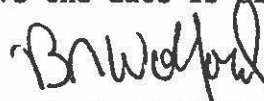
(a) Conduct emergency action and emergency destruction drills periodically, documenting the results.

(b) Provide a copy of the emergency action plan to the Classified Material Control Center.

6. Command and Signal

a. Command. This Order is applicable to the II Marine Expeditionary Force.

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



B. N. WOLFORD  
Chief of Staff

DISTRIBUTION: A and B

APR 24 2019

EMERGENCY ACTION PLAN

1. Purpose. This EAP outlines instructions regarding actions to be taken to protect classified information and materials in the event of an emergency event.

a. There are three types of emergencies that may arise. The first is natural disaster, which includes events such as fire, flood, tornado, earthquake, and lightning strike. Second are hostile actions such as sustained civil disturbance, insider threat, and terrorism. The third is casualty mishap, which includes collision, crash, or fire.

b. Actions to be taken during each type of emergency are distinctly different. Therefore, it is important that all authorized personnel have a thorough understanding of all potential emergencies and the action associated with each. The three options available are: securing the material, removing it from the scene, or destroying it. However, during the execution of any of these options Two Person Integrity (TPI) must be used during all steps of execution.

c. Any significant activity (phone calls, message traffic, and events) relating to the destruction of classified material must be logged by all parties.

2. Courses of Action. When an emergency occurs there are three courses of action possible for the protection of classified material.

a. Emergency Protection. If the situation dictates classified material shall be stored in authorized containers. If feasible, an armed guard shall be posted near the containers. If the area is to be evacuated, a complete inventory shall be completed upon returning to the area by authorized personnel and ensure no material is missing. The on-site commander will notate all pertinent information to include the full inventory in a memorandum of record.

b. Emergency Removal. If the situation dictates it may become necessary for classified material to be removed.

(1) Emergency removal shall be conducted only when directed by II MEF Security Manager (MSM). The removal shall be under the complete and continuous supervision of the MSM, or in the event that the MSM is unavailable the on-site commander is authorized to execute this process.

(2) When supervised by the MSM, personnel without appropriate security clearances are able to assist. In the case of a fire the removal shall not interfere with firefighting efforts or subject personnel to unnecessary danger.

(3) Removal of the material shall be coordinated in such a manner that the MSM knows the location of the material at all times.

(4) Transportation can be conducted via Privately Operated Vehicle (POV) if Government Transportation (GOV) is not available or it is deemed more efficient to transport the materials in this manner.

(5) The on-site commander will ensure a thorough inventory during the transfer from the storage location to the GOV/POV and then from the GOV/POV

**ENCLOSURE** |

APR 24 2019

to the new storage location. The on-site commander will then conduct a thorough investigation of the GOV/POV to ensure no materials were left in the vehicle.

(6) During this transition TPI must be utilized and must sign the inventory verification and be notated in the subsequent memorandum or record after the completion of the event.

(7) The relocation facilities are as follows:

(a) If another on base facility is necessary for temporary storage, the materials will be moved to Marine Information Group (MIG) Classified Material Control Center (CMCC) vault located in Bldg WC504, the point of contact (POC) for this location is the MIG Security Manager.

(b) If the scenario dictates that materials must be removed from Camp Lejeune for safekeeping, the secondary location is Marine Air Wing (MAW) at Cherry Point, Bldg 1, Room 2018, the POC for this location is the MAW Security Manager.

(8) Some materials will require destruction rather than evacuation, the on-site commander will work with MSM to ensure all procedures are conducted appropriately.

c. Emergency Destruction. Emergency destruction actions include partial precautionary destruction and complete emergency destruction. When an emergency destruction situation is anticipated. It is highly desirable to first reduce the amount of classified information and material holdings as low as possible without preventing mission requirements to conduct essential operations. Destroying the material shall be conducted as the absolute last alternative. All reasonable efforts shall be made to secure or remove the material and place it in a secure location. In the unlikely event that emergency destruction is ordered, commence destruction in accordance with the priority listed below. A record of all material destroyed shall be maintained and presented to the Commander present upon completion of destruction. The following methods shall be used to destroy classified material:

(1) Shredding/Disintegration. Paper is only authorized for shredding on a National Security Agency (NSA) approved High-Security Cross-Cut Paper Shredder. Hard drives and other materials can be destroyed in an NSA approved destruction equipment, located at 1-C-N.

(2) Pulverization. Should the power be out, or should the shredding/disintegration machine be unavailable the next course of action is to physically crush the materials to a reduction of fine particles. This is often used most often in situation where there is a power outage or NSA equipment is not accessible. The tool used for this process is a sledgehammer. Safety of the personnel doing the destruction is paramount, eye protection is mandatory for this procedure.

(3) Burning. This is the last course of action in CONUS and the on-site commander must get prior authorization from base environmental operations prior to execution. This action may be implemented if it is authorized or covered in the international and Host Nation's agreements. The individual assigned to destruction shall ensure that all documents are disassembled and crumpled individually. The material shall then be delivered

**APR 24 2019**

to a designated area and burned in any appropriate receptacle and the on-site commander must ensure there is considerable stand-off distance from personnel and other flammable objects such as vehicles, buildings, and the tree-line. No liquid such as gasoline, kerosene, or the like will be used during the process of burn destruction procedures. A record of all material burned shall be maintained during destruction. All burn residue shall be thoroughly checked to ensure complete destruction as the situation dictates.

(4) Priorities of Destruction: In the case that destruction is the only means necessary to ensure safekeeping of materials and all other options have been exhausted, the priorities of destruction will be as follows:

(a) Top Secret

(b) Secret

(c) Confidential

(d) Non-essential classified manuals

(e) Any remaining material or equipment with operational or administrative data.

(5) TPI shall be enforced during drills and actual emergency destruction events involving classified equipment and materials.

(6) Reporting destruction of classified materials and equipment is a second priority only to destruction. However, accurate information relative to the extent of an emergency is absolutely essential to the effective evaluation of the COMSEC impact of the occurrence, and is second in importance only to the conduction of destruction thoroughly. State in the report the material destroyed the method and extent of destruction, and any classified materials or items presumed compromised.

d. Emergency Destruction Responsibilities

(1) Commanding General. The CG is overall responsible for all classified materials and information within the command's custody. He can authorize emergency destruction based on threat assessment and advisement of the MSM. Is responsible for reporting the attendant facts regarding any emergency destruction actions to the appropriate seniors in the chain of command by the most expeditious means available.

(2) Deputy Commanding General. The DCG performs all emergency duties in the CG's absence.

(3) Chief of Staff. The CoS performs all emergency duties in the DCG's absence.

(4) II MEF Security Manager. The MSM is responsible to the CG for all emergency destruction actions. This includes assessment, execution, and submission of required reports. They also advise the CG on threat conditions and emergencies, and is responsible for destruction of all classified material located in the MCC, 2-F-S. The MSM performs all emergency duties in the CoS' absence.

**ENCLOSURE I**

APR 24 2019

(5) Assistant Security Manager. Provide assistance to the MSM as needed. Perform the duties and responsibilities of the MSM in the absence of the primary MSM.

e. Gaining access to secured spaces. Each secured space has an X09 lock that guards the OSS space or the safe. Each X09 has SF700 documentation associated with the lock. The SF700 includes the combination and the instructions on how to use the lock. The SF700 for all division spaces are located 2-F-S, in the vault. In order to get this combination YOU MUST CONTACT the CMCC Staff Noncommissioned Officer in Charge (SNOIC).

f. Deployment/OCNUS Procedures. Destruction in a foreign environment will be conducted and initiated by the Command Security Manager (CSM) or CMCC Officer in Charge (OIC). They will use destruction equipment such as a sledgehammer, burn pit, and other tools so as to render classified material to not be compromised.

### 3. Emergency Situations

a. Fire. During a fire, if it is not possible to secure or remove classified materials, all items will be left in place to be consumed by the fire. UNDER NO CIRCUMSTANCES WILL ANYONE SUBJECT THEMSELVES OR THEIR SUBORDINATES TO POSSIBLE DEATH OR INJURY TO PROTECT THESE MATERIALS FROM A FIRE. The person(s) discovery the fire shall:

(1) Sound the alarm to notify others to immediately begin evacuation and fire safety procedures.

(2) Immediately notify the CG, DCG, CoS, MSM, Assistant II MEF Security Manager (AMSM), or II MEF Classified Material Control Center (MCMCC). In the event all of these personnel are unavailable, the senior officer present will be designated the on-scene commander. The on-scene commander will maintain record of facts and critical information for reporting once these staff members have been contacted and located.

(3) The on-site commander must notify local emergency responders by calling 9-1-1 if not already reported. All personnel shall familiarize themselves with the local emergency action reporting procedures, at a minimum personnel calling must give building number and location of the fire and other details as requested by the emergency dispatch personnel.

(4) Take initial actions to contain and extinguish the fire if possible. Do not attempt to extinguish large or electrical fires that cannot be contained with the limited firefighting equipment in the vicinity.

(5) If time permits, secure as much classified material as possible in authorized security containers to prevent unauthorized viewing. Admit emergency personnel without delay. The MSM or on-scene commander will maintain a watch of classified material storage location as much as possible.

(6) When the fire is out and the area secured, assess any possible exposure of classified materials and information to unauthorized personnel. Obtain the names of all emergency response personnel granted access to restricted spaces and report to the MSM or on-site commander and ensure all personnel sign a Non-Disclosure Agreement (NDA).



APR 24 2019

(7) The on-site commander must ensure a thorough inventory of all classified materials including Key management Infrastructure (KMI) to determine what material was lost or damaged in the fire and submit a full report in the subsequent memorandum of record.

(8) Ensure a full report is given to the CG and the MSM as requested, or once the situation has resolved.

b. Flood, Tornado, or Hurricane

(1) During a natural disaster personal safety is paramount, UNDER NO CIRCUMSTANCES WILL ANYONE SUBJECT THEMSELVES OR THEIR SUBORDINATES TO POSSIBLE DEATH OR INJURY TO PROTECT THESE MATERIALS FROM A NATURAL DISASTER.

(2) If time permits, relocate all classified material and information to the most appropriate location as prescribed in paragraph 2. (b) 7. above. If immediate emergency action is required, secure all classified materials and information in the normal storage containers and evacuate as directed.

(3) Some materials will require destruction rather than evacuation, the on-site commander will work with MSM to ensure all procedures are conducted appropriately.

(4) Immediately notify the CG, DCG, CoS, MSM, AMSM, or MCMCC. In the event all of these personnel are unavailable, the senior officer present will be designated the on-scene commander. The on-scene commander will maintain record of facts and critical information for reporting once these staff members have been contacted and located.

(5) When order is restored, return all classified materials to the authorized container. Assess any possible exposure of classified materials and information to unauthorized personnel. Obtain the names of all emergency response personnel granted access to restricted spaces and report to the MSM or on-site commander and ensure all personnel sign a NDA.

(6) The on-site commander must ensure a thorough inventory of all classified materials including KMI to determine what material was lost or damaged in the fire and submit a full report in the subsequent memorandum of record.

(7) As critical information is learned the on-site commander will brief the CG, the DCG or CoS, with all pertinent facts surrounding the events and subsequent actions taken. The MSM or designated alternative will submit applicable reports required by directives.

c. Earthquake. Earthquakes occur unexpectedly and have the potential to damage structures and space integrity. As with other natural disasters, personal safety is paramount.

(1) If classified material is being utilized in a space with an authorized security container and securing the material to the nearest container would jeopardize personal safety, maintain custody of the material and proceed to safety.

(2) When safe to do so, immediately notify the CG, DCG, CoS, MSM, AMSM, or MCMCC. In the event all of these personnel are unavailable, the senior officer present will be designated the on-scene commander will take

APR 24 2019

custody of the classified inventory, local destruction records and other inventory documents.

(3) The on-scene commander will maintain record of facts and critical information for reporting once these staff members have been contacted and located.

(4) When order is restored, return all classified material to the authorized container. In the event sufficient structural damage has occurred to prevent access to normal storage containers, store the material in the nearest authorized container and designate a 24 hour watch to guard the material.

(5) Admit emergency relief personnel to spaces as required without delay. Assess any possible exposure of classified materials and information to unauthorized personnel. Obtain the names of all emergency response personnel granted access to restricted spaces and report to the MSM or on-site commander and ensure all personnel sign a NDA.

(6) As critical information is learned the on-site commander will brief the CG, the DCG or CoS, with all pertinent facts surrounding the events and subsequent actions taken. The MSM or designated alternative will submit applicable reports required by directives.

d. Rioting or Civil Uprising. Although it is unlikely that classified material and information is the target or desire of a civil uprising. These emergencies are usually politically and socially motivated and have little impact on military operations due to security measures in place.

(1) Immediately notify the CG, DCG, CoS, MSM, AMSM, or MCMCC. In the event all of these personnel are unavailable, the senior officer present will be designated the on-scene commander will take custody of the classified materials.

(2) The on-scene commander will maintain record of facts and critical information for reporting once these staff members have been contacted and located.

(3) Ensure security containers are locked and all classified material is properly secured.

(4) If the situation warrants a destruction action, use precautionary or complete emergency destruction actions as described above in paragraph.

(5) As critical information is learned the on-site commander will brief the CG, the DCG or CoS, with all pertinent facts surrounding the events and subsequent actions taken. The MSM or designated alternative will submit applicable reports required by directives.

e. Terrorist Attack. The first step is to determine the immediate threat to the compromise of classified materials and information. An assessment will be made through the Threat Assessment process as per reference (c) and appropriate direction provided by cognizant authority.

(1) Immediately notify the CG, DCG, CoS, MSM, AMSM, or MCMCC. In the event all of these personnel are unavailable, the senior officer present will be designated the on-scene commander and will maintain record of facts and

**ENCLOSURE**



APR 24 2019

critical information for reporting once these staff members have been contacted and located.

(2) During terrorist attacks, the assumption must be made that classified materials and information is the target. Planning and action must be directed toward preventing authorized access to the material by hostile forces.

(3) If the threat is assessed as probably or imminent overrun or takeover the facility or other situation that warrants destruction action, implement Precautionary or Complete Emergency Destruction actions in paragraph 2 (c) above or as directed by a higher authority.

(4) If the threat is assessed as a probable or imminent overrun or takeover of the facility or other situation that warrants a destruction action, Precautionary or Complete Emergency Destruction actions in paragraph 2.(c) above or as directed by a higher authority.

(5) As critical information is learned the on-site commander will brief the CG, the ADC or CoS, with all pertinent facts surrounding the events and subsequent actions taken. The MSM or designated alternative will submit applicable reports required by directives.

f. Bomb Threat. In the event of a bomb threat, the on-site commander will notify emergency services by dialing "9-1-1". Classified material will be secured immediately. All Open Storage Secret (OSS) spaces and safes will be locked and all classified material accounting records will be removed from the building. Personnel will wait outside the building at a safe distance until the arrival of local emergency responders. The building will not be re-entered until the "ALL CLEAR" signal is given by emergency response personnel or via the chain of command.

g. II MEF Deployment. Should II MEF deploy, all security containers in the Headquarters will be locked and if deemed necessary, moved to a central location in Julian C. Smith Hall which can be secured. The CMCC will be locked. Top Secret material in the CMCC will be removed in a closer container to the Marine Corps Base (MCB) Classified Files Unit (CFU) for storage. Accurate and complete inventories of the material in storage will be provided to the Adjutant/OIC CFU, MCB, Camp Lejeune. Combinations for all security containers storing classified material will be made a matter of record and filed at the next higher headquarters. When General Services Administration (GSA) service the following procedure must be flowed: Security container combinations will be reset to the standard combination 50-25-50 and padlock combinations will be reset to the standard combination 10-20-30.

(1) The following guidelines should be considered when classified material and/or equipment is to be introduced into a potential hostile environment:

(a) The proximity to hostilities or countries with unstable governments should be carefully considered when the type and amount of classified material and equipment is selected. Selectively choose only that classified material and/or equipment which has been determined to be essential for completing the mission.

**ENCLOSURE I**

APR 24 2019

(b) One and two drawer security containers used to store classified material in a hostile or potentially hostile environment should be made non-portable by one of the following methods:

1. Chain the security container with a GSA approved combination padlock and a (3/8 inch diameter) case hardened steel chain to a permanent fixture.

2. In the absence of a permanent fixture, one and two drawer security containers should be guarded.

3. Chain two or more two drawer security containers together and three or more one drawer security containers together to make them non-portable.

(c) A thermite grenade should be activated, placed in the security container, and drawers closed with initiate the emergency destruction of paper and other material. Classified equipment destruction will be accomplished by any means available dismantle or smash metallic items beyond the point of reconstruction. Some means for destroying classified equipment are sledgehammers, cutting tools, torches, etc.

(d) Maps, charts, overlays and classified material carried into a hostile or potentially hostile environment should be limited in size so that they can easily be destroyed by fire or torn into small pieces preventing reconstruction of material.

(e) In the event classified material and/or equipment destroyed a report identifying the material/equipment destroyed, the method of destruction used, and the circumstances leading up to the destruction will be sent via the chain of command by the most expeditious means available to the II MEF security Manager.

(f) Emergency destruction drill will be conducted to ensure that personnel are familiar with the plan associated equipment. The drills will also be used to evaluate the anticipated effectiveness of the plan prescribed equipment. The results should be the basis for improvements in planning and equipment use. In cases involving the possible capture of classified material and equipment, the importance of beginning its destruction cannot be over-emphasized. The consequence of it of such destruction would be relatively unimportant when measured against the possibility of compromise through capture or lost.

**ENCLOSURE I**