



UNITED STATES MARINE CORPS  
MARINE CORPS UNIVERSITY  
EDUCATION COMMAND  
2076 SOUTH STREET  
QUANTICO, VA 22134

IN REPLY REFER TO:  
5510  
VPBA  
OCT 01 2019

MARINE CORPS UNIVERSITY/EDUCATION COMMAND ORDER 5510.2

From: Commanding General, Education Command  
To: Distribution List

Subj: EMERGENCY ACTION PLAN

Ref: (a) DoD Manual 5200.01, Volumes 1 through 4  
(b) SECNAV M-5510.30  
(c) SECNAV M-5510.36  
(d) MCO 5510.18B  
(e) CMS-1

1. Situation. To publish a command wide emergency action plan (EAP) in accordance with references (a) through (d) for the protection, evacuation, partial precautionary destruction, or complete destruction of classified material, communications security (COMSEC), and cryptographically controlled items (CCI) held in designated spaces throughout Education Command (EDCOM).

2. Mission. The EDCOM EAP provides guidance, procedures, and responsibilities for the protection of classified material in the event of an emergency situation where there is risk of compromise of classified information.

3. Execution

a. Commander's Intent. To ensure the protection of classified information, provide requisite instructions delineating the responsibilities and actions required in an emergency situation.

b. Concept of Operations

(1) This plan establishes procedures and responsibilities for the protection of classified material. Personnel safety is paramount in the event this plan is put into effect.

(2) All personnel need to be informed that the greatest aid to emergency destruction is not to have classified material on hand. Classified material that has been registered to the Training and Education Command (TECOM) Classified Material Control Center (CMCC) not in use should be turned over to the TECOM Security Manager's office for destruction. Other classified material that has not been registered to the TECOM CMCC can be destroyed on site per Volume

3 of reference (a). Efforts must be continuous and aggressive to keep classified material holding levels to the absolute minimum.

(3) This plan should be initiated in a manner to preclude loss or compromise of classified information. The effect of premature destruction is inconsequential when measured against the possibility of compromise under emergency conditions. The nature, severity, and duration of the emergency situation will determine whether classified material should be stored, secured, relocated, or destroyed. While the decision to act will be made at the onset of the emergency, the procedure outlined below will be followed unless otherwise directed by competent authority as specified in the chart below. Deviation from the plan is authorized when circumstances warrant. A determination as to the protection, removal, partial precautionary destruction, or complete destruction can be made by one of the following personnel:

<b>Billet Designation</b>	<b>Work Phone</b>
Commanding General	784-2105
Chief of Staff	784-2105
Vice President for Business Affairs	784-5053
Security Manager	432-5578

(4) If none of the above individuals can be contacted, the senior person present will make the decision and take responsibility for ensuring the plan is carried out. The EDCOM Security Manager and Assistant Security Managers are the primary individuals tasked with executing the EAP.

c. Tasks

(1) Vice President for Business Affairs. Provide oversight and supervision of the EAP.

(2) Security Manager. Manage the EDCOM EAP. Ensure all personnel responsible for the protection of classified information are aware of the contents of this Order.

d. Coordinating Instructions

(1) If EDCOM personnel are unavailable to gain access to the designated space(s), the Commanding General, Chief of Staff, or Vice President for Business Affairs will obtain the lock combination from the TECOM Security Manager's office and request access from the Physical Security Branch, Security Battalion prior to initiating the EAP.

(2) Implement the EAP in the event of the following emergency situations:

(a) Accidental Emergencies. Emergencies resulting from acts of nature (e.g., flooding, fires, etc.), which cause evacuation of classified material, COMSEC, and CCI to a different location.

1. Fire/Explosion. In the event of a fire or explosion, individuals in the affected area will take the following actions when feasible:

- a. Notify the Fire Department and sound the alarm.
- b. Place classified material in security containers and properly lock the security containers. If this is not feasible, place perimeter guards and control access to the area.
- c. Extinguish any fire, if practical, or evacuate all personnel from the buildings. If possible, classified material accounting records should be removed.
- d. After the emergency and when the area is safe, relocate the classified material to an alternate storage site as directed, if necessary.
- e. Finally, conduct an inventory of classified material and forward the results to the TECOM Security Manager.

2. Natural Disaster/Structural Failure. In the event of a natural disaster or structural failure, individuals in the affected area(s) will take the following actions when feasible:

- a. Place classified material, COMSEC, and CCI in security containers and properly lock the security containers.
- b. If time and circumstances permit, and if necessary, relocate the classified material to an alternate storage site as directed.
- c. After the emergency, conduct an inventory of classified material and forward the results to the TECOM Security Manager.

(b) Hostile Emergencies. Emergencies resulting from any type of hostile acts.

1. Civil Disturbance (e.g., rioting, violent protest, etc.). In the event of a civil disturbance aboard Marine Corps Base (MCB) Quantico and upon notification by one of the officials listed in paragraph 3.a. of this plan, the following actions will be taken:

- a. Place classified material in security containers and properly lock the security containers.
- b. If necessary, relocate the classified material to an alternate storage site as directed.
- c. After the emergency, conduct an inventory of classified material and forward the results to the TECOM Security Manager.

2. Enemy action or terrorism (e.g., armed aggression by hostile forces). In the event of a bomb threat, armed assault by a hostile force, or a sabotage attempt, the following actions will be taken:

- a. Place classified material in security containers and properly lock the security containers.
- b. Evacuate the threatened area(s).
- c. After the emergency and when the area is safe, relocate the classified material to an alternate storage site as directed, if necessary.
- d. Finally, conduct an inventory of classified material and forward the results to the TECOM Security Manager.

(3) Destruction of classified material has not been specified for any of the hostile actions listed above as it is considered to be a last resort and will only be done by order from the Commanding General, Chief of Staff, Vice President for Business Affairs, or the Command Security Manager. In either type of emergency listed above, any previously discussed single execution or combination of, the four action plans listed below may be required depending on the situation.

(a) Protection. All classified material should be returned to its designated space in EDCOM secure spaces, stored in a General Service Administration (GSA) approved security container, and secured after an inventory is completed by an individual cleared to the classification level of the material being inventoried.

(b) Evacuation. The removal and transportation of all classified material from its designated space to a safe location authorized to store the material. Instructions concerning the evacuation location will be obtained from the EDCOM Security Manager's office in room 005, Breckinridge Hall (2076 South Street, Quantico, VA 22134). In the event of an evacuation where classified material must be transported off MCB Quantico, the Provost Marshall's Office will be used for transportation and security.

(c) Partial Precautionary Destruction. The destruction of all classified material that is not considered to be operationally required at that time.

(d) Complete Destruction. If complete destruction of classified material is necessary and ordered, the following must be accomplished in sufficient time to prevent compromise:

1. Time Permitting. Time permitting, destroy using approved shredders per reference (a), classified material. The senior person in the detail will provide an inventory of all destroyed classified material.

2. Measures of Last Resort. If time does not permit, the following actions will be taken:

- a. To facilitate rapid and complete destruction, burn classified contents of the security containers in the immediate area using flammable liquids.

- b. Destroy classified material according to the destruction priority assigned.
- c. Prior to burning, disassemble bound documents and crumple individual pages to ensure complete burning.
- d. Upon completion of burning, stir ashes until thoroughly disintegrated.

(4) Emergency Action Procedures. If an emergency evacuation or destruction of classified material become necessary, the priority of emergency action will be as follows:

- (a) Priority One. All GSA approved security containers with TOP SECRET material.
- (b) Priority Two. All GSA approved security containers with SECRET material.
- (c) Priority Three. All GSA approved security containers with CONFIDENTIAL and below material.

(5) Communication Security Material. When an emergency occurs, the objective is to protect or evacuate COMSEC material to prevent unauthorized disclosure, for the protection of COMSEC material.

(a) Emergency Protection. Emergency protection actions include collecting and properly securing all classified COMSEC material, to protect it from the elements of disasters or hostile actions.

(b) Emergency Evacuation. COMSEC material should be evacuated in a systematic manner and every effort should be made to prevent unauthorized disclosure. Material being removed must be placed under armed guards where physical security can be maintained. An accurate listing of all material removed must be retained.

(6) Destruction Procedures. Classified material will be destroyed in accordance with Section 17, Enclosure 3 of Volume 3 to reference (a). Complete reporting requirements are indicated below.

(7) Reporting. Accurate information concerning the extent of emergency destruction of classified material is second in importance only to the destruction of the material itself. The classified material control rosters will be saved and evacuated with personnel to facilitate reporting. The facts surrounding the emergency destruction will be reported to the EDCOM Security Manager by the most expeditious means available. Reports will contain the following information:

- (a) Identification of classified material items that may not have been destroyed or compromised.
- (b) Information concerning classified material, which may be presumed to have been destroyed.

(c) Identification of all classified material destroyed and the method of destruction.

(8) Training. Emergency action procedures education will be conducted during the indoctrination briefings for newly joined personnel and reinforced during annual refresher briefings to ensure all EDCOM personnel with access to classified material are familiar with the contents of this plan.

(9) Posting. A copy of this plan will be displayed in all locations where classified information is stored, and the EDCOM Security Manager's office.

4. Administration and Logistics. Recommendations regarding this order should be forwarded to the EDCOM Security Manager.

5. Command and Signal

a. Command. This Order is applicable to all personnel assigned to EDCOM.

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

  
J. M. BARGERON

Copy to:  
CG TECOM



MARINE CORPS UNIVERSITY ROUTING SHEET (INTERNAL) (Rev. 07-19)

1. DATE 18 Sep 19

2. OPERATION CODE

X - ORIGINATOR OR OFFICE AFFIXING ROUTING SHEET	G - INFORMATION
A - APPROPRIATE ACTION	H - RETURN TO
B - GUIDANCE	I - INITIAL
C - SIGNATURE	J - DISPOSITION
D - COMMENT	K - DECISION
E - RECOMMENDATION	L - RETENTION
F - CONCURRENCE	X - ORIGINATOR
	O - (OTHER) <u>Other (define)</u>

3. Subject: EMERGENCY ACTION PLAN

4. NATURE OF ACTION REQUIRED	ORIGINATOR INITIALS	DUE DATE (IF ANY)
ROUTINE	<i>JMB</i>	
URGENT		

5. REFERENCE HELD BY (NAME, GRADE, OFFICE, PHONE)  
J. M. Graham, Business Management, (703) 432-4787

6. RTG 7. OPR CODE 8. ADDRESSES 9. DATE 10. INITIALS

6. RTG	7. OPR CODE	8. ADDRESSES	9. DATE		10. INITIALS
			IN	OUT	
5	C, I	PRESIDENT		10/1	<i>JMB</i>
4	A	CHIEF OF STAFF		9/25	<i>JMB</i>
3	A	Exec Sec to Pres/ Aide SgtMaj Protocol SJA  VPAA - Academic Support - Fellowship Instructional - MAGTF Group - Krulak Center - LCSC	9/25	10/1	<i>JMB</i>
2	F	VPBA	9/24	9/24	<i>JA</i>
1	A	- Admin Services - Financial Management - Facilities - Civilian Manpower		9/23	<i>LEP</i>
	X, H	- Business Mgmt VPOP - IRAP  VPDL - Dir, CDET - ET  DIR, MCWAR  DIR, SAW  DIR, CSC  DIR, EWS  DIR, Enlisted College  DIR, NMMC  DIR, LLI  DIR, HD/GRC  DIR, CAOCL  DIR, IT	9/19		

5a. REFERENCE FILENAMES (IF APPLICABLE)

11. REMARKS AND SIGNATURE

**Purpose:** To obtain the CG's signature on the enclosed Emergency Action Plan (EAP).

**Recommendation:** Respectfully request CG's signature.

Very respectfully,

*J. M. Graham*  
J. M. Graham

*10/1*  
Maybe should consider alternate phone #'s on page 2. R/CG