



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:  
DepO 5500.9H  
G-3  
13 FEB 2014

DEPOT ORDER 5500.9H

From: Commanding General  
To: Distribution List

Subj: EMERGENCY ACTION PLAN FOR THE SAFEGUARDING OF CLASSIFIED  
MATERIAL AND COMMUNICATIONS SECURITY MATERIAL (COMSEC)

Ref: (a) EKMS 1 Phase 4  
(b) OPNAVINST 5510.1

1. Situation. The purpose of this order is to promulgate instructions regarding action to safeguard classified material and COMSEC in the event of an emergency, such as a hurricane, fire, flood, or terrorist event.

2. Cancellation. DepO 5500.9G

3. Mission. The safeguarding of classified material is the responsibility of all Marines. To ensure this is done properly, it is vital for all Marines to review this order in its entirety.

4. Execution

a. Commander's Intent

(1) The Commanding General (CG) will order the emergency action plan implementation. Should conditions prevent contact with the CG, the Chief of Staff, the Assistant Chief of Staff, Operations and Training, the Security Manager, the Electronic Key Management System (EKMS) custodian, or the Command Duty Officer (CDO) or senior Marine present may implement the plan when circumstances warrant.

(2) Upon implementation of this plan, emphasis must be placed on the safety of personnel executing it. Classified/COMSEC material must be protected or destroyed in a way that will minimize the risk of life or injury to personnel.

13 FEB 2014

b. Concept of Operations

(1) In the event of a terrorist attack or other situation where it may be impossible to safeguard classified/COMSEC material, the CG or their representative will order the destruction of classified/COMSEC material.

(2) The destruction will be carried out by the COMSEC custodian and his alternate. In the event the custodian is not available, the CG or their representative will appoint two personnel with secret or higher clearances to carry out the destruction. In all cases any destruction requires verification by a minimum of two personnel.

(3) COMSEC hardware, including hard drives from classified computers, will be broken up and rendered unusable with hammers or other tools. All classified documents will be shredded using a shredder approved for secret material.

(4) An inventory will be kept of what has been destroyed.

c. Tasks

(1) Assistant Chief of Staff, Installation and Logistics (G-4). Ensure that vehicles are provided to assist in the movement of classified material, when requested.

(2) General and Special Staff Officers. Review this emergency action plan and ensure that personnel assigned who are custodians of classified/COMSEC material are familiar with the contents and ready to react accordingly to any emergency situation.

(3) Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island (MCRD/ERR PI) Security Manager

(a) Recommend to the CG whether or not classified/COMSEC material must be evacuated to ensure safekeeping. Should the decision be made to move the material, the Security Manager will designate where, when, and how it will be moved, taking into consideration the circumstances of this situation.

(b) Ensure that the following procedures are established and adhered to by personnel performing tasks and duties involving classified/COMSEC material:

13 FEB 2014

1. Post on the outer entrance to the CMS vault the names, addresses, and phone numbers of personnel having access to the classified material storage area along with a copy of this order.

2. Records of combinations will be sealed (SF 700) and maintained on file in the General Services Administration (GSA) approved container in room 208 of building 154.

3. Maintain an up to date inventory to be stored within the CMS vault.

(4) Provost Marshall. Provide military policemen to assist with the safeguarding of classified material during its movement and during storage.

d. Coordinating Instructions. The following situations are deemed emergency in nature and will cause this plan to be implemented:

(1) Hurricanes. When it has been determined that a hurricane will hit the depot, the following action will be taken during hurricane condition II:

(a) All classified material will be returned and/or remain stowed in the area approved for its storage, i.e., the CMS secure room located in building 144, 3rd floor, Emergency Operation Center (EOC). This requires all material located in building 159 Room 110 (G-6 Secure room), to be moved to the CMS secure room located in the EOC immediately upon setting hurricane condition II.

(b) Custodial personnel will conduct an inventory of all classified and CMS gear prior to any anticipated evacuation.

(c) If custodial personnel are instructed to evacuate by competent authority, they will take copies of all current inventories with them and responsibility for the vault will then rest with the senior Marine (who has a secret or above security clearance) who remains behind in the EOC.

(2) Flooding conditions or other natural disaster

(a) Because of its location on the 3rd floor of building 144, the CMS vault is in one of the most protected locations on Parris Island. Therefore, all material located in

13 FEB 2014

Building 159, Room 110 (G-6 Secure room), is to be prepared to move to the CMS secure room located in the EOC. G-6 Secure room assets are to be moved only upon orders from the CG or their representative or if competent authority determines imminent flooding of building 159 will occur within 24 hours.

(b) In the event movement of classified material is deemed necessary by the CG or their representative, all COMSEC material will remain under constant surveillance at all times by the COMSEC custodian and alternate custodian during movement and upon arrival at the chosen destination. The custodians will remain with the COMSEC gear until relieved by a competent authority. An inventory will be completed before and after the movement.

(3) Fire

(a) When the situation exists where classified/COMSEC material is threatened by fire, emphasis must be placed on the safety of personnel rather than on whether or not the classified material is properly stored.

(b) If the situation permits, the custodian or other designated personnel will remove inventory sheets and secure the CMS vault prior to evacuating the area.

(c) Once the danger has passed, the CG or their representative will assign personnel with the responsibility of controlling access to the CMS vault.

5. Administration and Logistics. None.

6. Command and Signal. This order is effective on the date signed.

  
R. L. GRABOWSKI  
Chief of Staff

DISTRIBUTION: A