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Security



EMERGENCY PROTECTION/REMOVAL PLAN

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements and extends the guidance of AFRPD 31-2, *Law Enforcement*. It establishes procedures and responsibilities for the protection and removal of collateral classified material in case of fire, natural disaster, civil disturbance, terrorist activities or enemy action. This instruction applies to all personnel assigned to General Mitchell IAP-ARS WI.

SUMMARY OF REVISIONS

Updated for currency in the new format. The word "should" was replaced with "will" in paragraphs 3.2., 4., and 5. References made to Security Police have been replaced with Security Forces throughout this instruction. A (I) indicates revisions since previous edition.

1. Implementation . The installation commander, GMIAP-ARS, will direct unit commanders and chiefs of major staff offices to implement this plan. In the absence of the commander, the senior official present will assume this responsibility. Tenant activities will publish their own emergency protection plan and may use this as an example.

2. Planning Concept:

2.1. To reduce collateral classified material on hand, only those documents that are absolutely essential for the operation of each staff agency in support of the unit mission will be maintained.

2.2. If prior notification is received of an impending disaster, all unit security managers and custodians of classified containers will ensure all collateral classified material is returned to authorized storage containers.

3. Emergency Procedures:

3.1. If prior notification is received, which dictates the necessity for emergency removal, the following will be accomplished:

3.1.1. All collateral classified material will be packaged in a manner which ensures positive control of all documents. Each container will be marked with OPR identification.

3.1.2. Arrange for either government vehicle or privately own vehicle to transport the collateral classified material.

3.1.3. Collateral classified material will be transported to a location designated by the installation commander where it can be afforded 24-hour surveillance.

3.1.4. Collateral classified account custodians will insure that an authorized individual accompanies the vehicle transporting classified material.

3.2. If prior notice has not been received and a fire, natural disaster, terrorist action, enemy action, or civil disturbance occurs, the following procedures will be adhered to:

3.2.1. Secure the area.

3.2.2. Vacate the area and retreat. If possible, hand carry classified material with you.

3.2.3. Recover and inventory all collateral classified items. Report missing collateral classified items as appropriate.

3.3. The protection of human life takes precedence over the recovery of collateral classified material.

4. Order of Priority. Collateral classified material will be removed in the following priority:

4.1. First Priority - All TOP SECRET material.

4.2. Second Priority - All SECRET material.

4.3. Third Priority - All CONFIDENTIAL material.

5. Custodian's Responsibilities. Collateral classified account custodians will post a copy of this instruction on the outside of at least one container in each office possessing classified storage containers. If classified is stored in the unit/division, specific procedures for emergency protection/removal will be addressed in an operating instruction.

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Commander