



Security

EMERGENCY PROTECTION/REMOVAL PLAN

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 926 SPTG/SFA (Kim Smith)
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This instruction implements AFPD 31-4, *Information Security*. It establishes procedures and responsibilities for the protection or emergency removal of classified material in case of natural disaster, civil disturbance, terrorist or enemy action.

SUMMARY OF REVISIONS.

This revision updates language, format and directives; Changes DoD Police to Security Forces throughout; updates OPR's and phone numbers. Changes terminology of DoD Police Desk (DODPD) to Security Forces Control Center (SFCC). (*Para 3.3.2*) An ★ indicates revisions from the previous edition.

1. General. The possibility of fire, civil disturbance, terrorist situation, natural disaster, or enemy action at Naval Air Station (NAS), Joint Reserve Base (JRB), New Orleans, LA requires development of special procedures for safeguarding and emergency removal of classified material to preclude the disclosure to unauthorized individuals.

2. Responsibilities. The commander of the 926 Fighter Wing directs the implementation of this plan. All unit commanders and custodians of classified material are responsible for the execution of this plan. The senior individual present in the office containing classified material may deviate from this plan when the circumstances warrant. However, any deviation must ensure proper and adequate protection is afforded to classified material.

3. Procedures.

3.1. Notification of Emergency Protection Procedures. Upon notification of civil disorder, terrorist activity, or natural disaster, or any other type situation/emergency that might jeopardize the protection of classified material, the following Emergency Protection procedures of classified information will be implemented.

3.1.1. Ensure protection is the first priority.

3.1.2. Ensure all classified material is placed in a GSA approved security container and the container is properly secured.

3.1.3. Ensure only personnel designated on SF Form 700, **Security Container Information**, have access to the container.

3.1.4. Recall Classified Custodians to provide twenty-four hour protection, if required.

3.1.5. Reduce classified inventories to the smallest workable size.

3.1.6. Maintain a receptacle e.g., large envelope, bag or box readily available to transfer classified information from security containers should Emergency Evacuation or Removal procedures are implemented.

3.2. Notification of Emergency Removal of Classified Information. Upon notification of Emergency Removal of classified information, the following procedures will be implemented.

3.2.1. Remove all classified material from security container(s), separate by priority, and seal in cardboard containers for removal (see para 3.1.6. above). If time permits, accomplish accountability records/receipts.

3.2.2. Mark receptacles(s) with office symbol, material priority, and any other instructions deemed appropriate.

★3.2.3. The Chief of Security Forces maintains responsibility for team composition and the focal point for each staff agency maintaining classified information. Overall accountability of classified material is the responsibility of each classified custodian.

3.3. Notification of Emergency Evacuation of Classified Information. Upon notification of Emergency Evacuation of classified information, the following procedures will be implemented.

3.3.1. Secure the area and request transportation from Vehicle Operations/Maintenance, Extension 83245 and coordinate with the 926 OG/CC at Extension 83416 to obtain air transportation, if necessary.

★3.3.2. Evacuation of classified information off-base is a last resort. A custodian delivers the classified information to a pre-designated location and contacts the Security Forces Control Center (SFCC) to request an escort, Extension 83303. Security Forces provides a one person armed escort and/or coordinates with local civil authorities to obtain protection of the team while enroute to the deployment site,

and the return to the secured area. Secure area(s) are determined by the 926 FW/CC.

3.3.3. Classified Custodians will contact other classified custodian(s) within the Wing where Emergency Protection is unaffected and ascertain whether space is available to store classified information until the natural disaster, civil disturbance, terrorist or enemy action has terminated at the facility.

3.3.4. The Custodian delivers the packed material to the appropriate organization and ensures all classified material is accounted for.

3.3.5. In case of fire, first try to place classified material in the container. If there is DOUBT regarding personal safety, lock the container or take the material as you evacuate the facility.

3.4. Notification of termination of Emergency Protection, Evacuation and Removal procedures. Upon notification of termination of Emergency Protection/Removal evacuation requirements, the following procedures will be implemented.

3.4.1. Transportation is requested per para 3.3.1.

3.4.2. Custodian(s) responsible for classified material returns the classified material from the designated location to the applicable office.

3.4.3. The custodian inventories all material prior to returning it to the container.

★3.5. In case of fire or natural disaster (tornado, hurricane, etc.), which results in damage to the building, the Chief of Security Forces or designated representative manages available personnel to ensure material within the area is protected. This is accomplished by establishing a perimeter around the area. If required, an entry control point may be established. The Chief of Security Forces coordinates these actions with NAS, JRB, Security Department to ensure proper protection of classified material.

3.6. Classified Custodians.

★3.6.1. Commanders/Staff Agency Chiefs maintaining classified accounts designate, in writing, classified custodians by position title and home telephone number. Appointment letters are maintained in the unit Security Manager Handbook and a copy forwarded to the Chief of Security Forces.

3.6.2. Only members possessing a security clearance with an equivalent or higher level of eligibility as the material being protected are designated as Custodians.

★3.6.3. Custodians are required to be trained on the responsibilities associated with emergency protection and removal procedures outlined in this plan and DoD 5200.1R/AFI 31-401, *Information Security Program Management*, as supplemented.

★3.6.4. Custodians are required to carry on their person DD Form 2 (RES), **Armed forces of the United States – Geneva Convention Identification Card**, or AF Form 354, **Civilian Identification Card**, for identification purposes and display to military and local law enforcement officials in seeking assistance in the transportation and protection of classified materials.

4. Order of Priority. Classified material is removed in the following priorities (NOTE: For NATO material see AFI 31-406, *Applying North Atlantic Treaty Organization (NATO) Protection Standards*. For COMSEC material see AF 33-series directives:)

4.1. First Priority: TOP SECRET/CRYPTO/Special Access Material

4.2. Second Priority: SECRET

4.3. Third Priority: CONFIDENTIAL

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