



DEPARTMENT OF THE NAVY
COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
MERIDIAN, MS 39309-5403

COMTRAWINGONEINST 2280.1
N1
15 July 2015

COMTRAWINGONE INSTRUCTION 2280.1

From: Commander, Training Air Wing ONE

Subj: TRAINING AIR WING ONE (TW-1) MERIDIAN EKMS EMERGENCY
ACTION PLAN (EAP)

Ref: (a) NASPNCLAINST 2280.1C
(b) EKMS-1

Encl: (1) Implementation of Emergency Protection Checklist
(2) Emergency Protection Plan Sheet
(3) Completion of Emergency Protection Checklist
(4) Implementation of Emergency Removal Checklist
(5) Emergency Removal Sheet
(6) Completion of Emergency Removal Checklist
(7) Fire Preparedness Plan
(8) Point of Contact for Each Area

1. Purpose. To establish and issue procedures for the complete protection or removal of classified COMSEC material during an emergency situation. The EAP shall be posted in a prominent location in the area(s) where COMSEC materials are handled and stored. This will allow for ease of access in case an emergency arises. N1 is the responsible department for this instruction. This is a new instruction and must be read in its entirety

2. Responsibility. The responsibility of ordering the execution of the EAP or any part of the EAP rests with the Commander Training Air Wing ONE (CTW-1), or in his absence, the senior person present when the emergency arises.

3. Locations of Equipment to Secure

a. Building 2 Room 2069, Administration Department: NMCI SIPERNET Transport Boundary – KG-175D Taclane x 1, Crypto Ignition Keys (CIK) x 1, OMNI Terminal x 1, and DTD x 1.

4. Point of Contact. Contact the Local Element (LE) listed in enclosure (8) to ensure that he/she is aware of the situation. In the event that the LE cannot be reached, contact the Emergency Manager, see enclosure (8).

5. Safety. Security measures are designed to prevent unauthorized access of classified and cryptographic information. The possibility of unauthorized access is increased during emergency situations. Everyone is responsible for ensuring the safety of personnel is primary and security considerations are secondary during an emergency. Emergency action procedures should be completed only if time and safety permit.

6. Natural Disaster

a. In the event of a natural disaster, such as a tornado, earthquake, hurricane, or flood, the same safety consideration should be taken as in paragraph 5.

b. If execution of EAP is ordered by CTW-1 or in his absence, the senior person present, use enclosures (1) through (3). Notify points of contact in enclosure (8).

c. If any of the secure spaces are physically compromised (doors, locks, walls, floors, or ceilings become damaged or inoperable) and there is no threat to physical safety, classified spaces should remain physically guarded until all COMSEC and classified materials are secured.

7. Hostile Actions. In the event that Force protection Delta is ordered or of threat of unauthorized persons accessing classified material or spaces, contact CTW-1 and LE immediately.

a. If emergency removal is ordered, use enclosures (4) through (6). Notify points of contact in enclosure (8).

b. If time is of the essence and contact with CTW-1 and LE is not practicable, execute emergency removal using enclosures (4) through (6). Notify points of contact in enclosure (8).

8. Fire Preparedness Plan

a. In the event of a fire, primary consideration is the safety and welfare of TW-1 personnel. Under no circumstances will personnel subject themselves or their subordinates to injury or death to protect material from fire.

b. During normal work hours, the senior person, the Security Manager or LE will take charge. After normal working hours, the CDO will take charge. The senior person present has on-the-scene responsibility for the protection of COMSEC and classified materials. In case of fire, see enclosure (7).

9. Security. If you witness or suspect any compromise of COMSEC or classified materials, report immediately to the CTW-1, or in his absence, the senior person present, the Security Manager, and the LE.

10. Sensitivity. This instruction contains personnel contact information and shall be utilized only in performance of official duties and responsibilities.



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**IMPLEMENTATION OF EMERGENCY PROTECTION CHECKLIST
EMERGENCY PROTECTION PLAN**

1. Emergency Protection Plan implemented by _____ at _____
(Date/time) for Building 2, Room 2069, Administration Department.

2. Contact the following personnel and inform them that the emergency protection plan has been implemented for the site recorded above.

	Rank	Name	Office Phone	Cell Phone	Date /Time
a. CTW-1	CAPT	Carelli	2498	(240) 695-3757	
b. Security Manager	GS-11	Sid Harris	2800	(901) 487-6676	
c. EKMS LE	GS-11	Brendan Lank	2122	(601) 527-6331	
d. EKMS Manager	GS-11	Bob Lisser		(850) 452-7964	

3. Enter the date and time in the spaces provided as each task is assigned and when each task is completed. Complete steps in order listed.

	<u>ASSIGNED</u>	<u>COMPLETED</u>
a. Obtain Emergency Protection Plan sheets and review the instructions.	_____	_____
b. Contact the CTW-1 or in his/her absence, the senior person present when the emergency arises to verify the Emergency Protection Plan has been implemented.	_____	_____

4. Record the date, time, and sign in the space provided after all of the above steps are completed.

Signature/Date/Time

Comments: _____

EMERGENCY PROTECTION PLAN SHEET
(EKMS LOCAL ELEMENTS/USERS)

INSTRUCTIONS: This sheet should be used by EKMS Local Elements and Users that have been issued COMSEC equipment or keying material.

1. Use one or more of the following depending on the equipment held:

a. Sectera/Omni. Disconnect the power supply and line cords, and place the device into the security container. Initial Complete _____.

b. Taclane. Log off the system and perform shut-down procedure on the Taclane, then remove and store the CIK in the security container. Disconnect the power and data cords and place the Taclane in the security container. Initial Complete _____.

2. Ensure fill devices and COMSEC keying materials are placed in the security container. Check the area to ensure no classified material is left unsecured. Place any classified materials found into the security container and then secure the container. Spin the dial to the LEFT at least four times to clear the combination. Enter the time in/out on the container's SF 702 Security Container Check Sheet. Initial Complete _____.

3. After all steps are completed, record the date, time, and sign below to show completion. Inform the Security Manager that you have completed emergency storage action. Return this sheet to the Security Manager and await further instructions.

NOTE: Power supplies and cords may be securely stored if time permits to lessen the risk of damage during the emergency.

Signature/Date/Time

Comments: _____

COMPLETION OF EMERGENCY PROTECTION CHECKLIST

INSTRUCTIONS: This sheet is to be retained by the CDO.

1. When applicable emergency protection sheets are completed, contact CTW-1, or in his/her absence, the senior person present, and inform them the TW-1 EKMS Emergency Protection Plan was completed at _____ (date/time) for Building 2, Room 2069, Administration Department and you are standing by for further instructions.

2. Notify the following personnel for completion:

	Rank	Name	Office Phone	Cell Phone	Date /Time
a. CTW-1	CAPT	Carelli	2498	(240) 695-3757	
b. Security Manager	GS-11	Sid Harris	2800	(901) 487-6676	
c. EKMS LE	GS-11	Brendan Lank	2122	(601) 527-6331	
d. EKMS Manager	GS-11	Bob Lisser		(850) 452-7964 (work)	

3. Ensure all appropriate log entries are made.

4. After completing the above steps, record the date, time, and sign below to show completion of the TW-1 EKMS Emergency Protection Plan.

Signature/Date/Time

Comments: _____

**IMPLEMENTATION OF EMERGENCY REMOVAL
CHECKLIST
EMERGENCY REMOVAL PLAN**

1. Emergency Protection Plan implemented by _____ at _____
(date/time) for location for Building 2, Room 2069, Administration Department.

2. Contact the following personnel and inform them that the Emergency Protection Plan has been implemented for the site recorded above.

	Rank Name	Office Phone	Cell Phone	Date /Time
a. Security Manager	GS-11 Sid Harris	2800	(901) 487-6676	
b. EKMS LE	GS-11 Brendan Lank	2122	(601) 527-6331	
c. EKMS Manager	GS-11 Bob Lisser		(850) 452-7964	

3. Enter the date and time in the spaces provided as each task is assigned and when each task is completed. Complete steps in the order listed.

	ASSIGNED	COMPLETED
a. Obtain Emergency Removal Plan sheets, and review the instructions.	_____	_____
b. Contact the Commanding Officer, or in his/her absence, the Security Manager when emergency arises, to verify the Emergency Removal Plan has been implemented.	_____	_____
c. When directed by the chain of command, initiate the recall bill to assist in removal.	_____	_____
d. Ensure a vehicle is available to transport classified material to NAS BLDG 255, if necessary.	_____	_____
e. Ensure appropriate log entries are made in the CDO logbook.	_____	_____

Signature/Date/Time

Comments: _____

EMERGENCY REMOVAL SHEET
(EKMS LOCAL ELEMENTS/USERS)

INSTRUCTIONS: This should be used by EKMS Local Elements and Users that have been issued COMSEC equipment or keying material.

1. Contact the CDO and inform them you have begun emergency removal action for Building 2, Room 2069, Administration Department.

2. Use one or more of the following, depending on the equipment held:

a. Sectera/Omni. Disconnect the power supply and line cords and place the device into the security container. Initial Complete _____.

b. Taclane. Log off the system and perform shut-down procedure on the Taclane, then remove and store the CIK in the security container. Disconnect the power and data cords and place the Taclane in the security container. Initial Complete _____.

NOTE: Power supplies and cords may be securely stored if time permits to lessen the risk of damage during the emergency.

3. Check the area to ensure no classified material is left unsecured. Place COMSEC keying material, fill devices, and other classified materials found into a container (e.g., box, burn bag, etc.) Spin the combination dial on the security container to the LEFT at least four times to clear the combination. Enter the time in/out on the container's SF-702, Security Container Check Sheet. Take all equipment, CIK(s), and the container containing classified material to the security building 423 and secure in one of the GSA approved cabinets until the emergency is over. Security Department point of contact name and phone

Initial complete _____.

4. After all steps are completed, record the date, time, and sign below to show completion. List the combination envelopes that were opened and inform the CDO that you have completed emergency removal action. Return this sheet to the CDO and await further instructions.

Signature/Date/Time of Action Officer

Signature/Date/Time of Security Department Representative

Comments: _____

COMPLETION OF EMERGENCY REMOVAL CHECKLIST

INSTRUCTIONS: This sheet is to be retained by the CDO.

1. Once all the sheets are signed and returned to the CDO, contact CTW-1 or in his/her absence, the senior person present, and inform them the TW-1 Emergency Removal Plan was completed at _____ (date/time) and all material from Building 2, Room 2069, Administration Department has been removed and ready for transport to the alternate location. Ensure they are aware that you are prepared to move the material to the alternate location (Security Building 423) if required.

2. Contact and inform the following personnel that emergency removal has been completed for the site mentioned above:

	Rank/Name	Office Number	Cell Phone	Date/Name
a. CTW-1	CAPT Carelli	2498	(240)-695-3757	
b. CDO		(TBD)		
c. Security Manager	GS-11 Sid Harris	2800	(901)-487-6676	
d. EKMS LE	GS-11 Brendan Lank	2122	(601)-616-6931	
e. EKMS Manager	GS-11 Bob Lisser		(850) 452-7964	

3. Instruct all personnel to remain in the immediate area until further notice.

4. Ensure appropriate log entries are made at all times.

5. When ordered to depart the building, take all inventories, safe combination envelopes, and containers containing classified material. Ensure Two Person Integrity (TPI) is maintained for COMSEC keying material.

PRINT NAME, RANK OF INTEGRITY OFFICER

Signature/Date/Time of Action Officer

Signature/Date/Time of TPI

Comments: _____

FIRE PREPAREDNESS PLAN

PRIMARY CONSIDERATION IS THE SAFETY AND WELFARE OF NAVAL AIR STATION MERIDIAN PERSONNEL. UNDER NO CIRCUMSTANCES WILL PERSONNEL SUBJECT THEMSELVES OR THEIR SUBORDINATES TO INJURY OR DEATH TO PROTECT MATERIAL FROM FIRE.

During normal working hours, the senior person on the scene will take charge. After normal working hours, the CDO will take charge. The senior person present has the on-the-scene responsibility for the protection of COMSEC and classified materials.

IN CASE OF FIRE, CARRY OUT THE FOLLOWING INSTRUCTIONS:

1. If there is an actual fire, there is no requirement to secure power. Efforts at securing power might put personnel in danger. **DO NOT ATTEMPT TO SECURE POWER - IMMEDIATELY EVACUATE THE SPACE!**

2. If time permits, secure all loose classified COMSEC material in security container(s). Use the appropriate portion of the emergency EAP plan as a guide. Take any watch-to-watch inventories in use and evacuate the space. Activate the electro-mechanical (X-09) combination lock on the entrance if installed; by pressing the lock bypass tab, then shut the door. Spin the combination dial four times to the LEFT to ensure it is secured.

3. Evacuate to the designated mustering location. Report the fire to the NAS Meridian Fire Department by calling 911 and provide the following information. Do not rely solely on the automatic alarm.

a. Location of the fire in the building (e.g., building 255, second floor, room number, near admin office).

b. Type of fire (e.g., electrical), if known.

c. Name of caller.

d. Callback telephone number.

e. Whether evacuation of the building or spaces has begun.

4. Notify the CDO.

**** Continued on next page ****

5. Upon arrival of Fire Department personnel, the Fire Chief will take charge and admit necessary personnel to the affected space. If required to admit Fire Department personnel to the area containing COMSEC materials, the person granting access will be required to remain in the immediate area to escort Fire Department personnel and protect unsecured classified and COMSEC material, **ONLY** if it is safe to do so as determined by the Fire Chief or On-Scene Commander.

6. When the fire is out:

a. Establish security perimeters around classified spaces entered by fire department personnel. Enter names of watch standers in comments below

b. Notify the CDO and report damage, casualties, and impact on operational capabilities. (CDO's contact number TBD)

c. Notify the LE Brendan Lank at (601) 679-2122 for initiation of an inventory if required.

d. Have all firefighting personnel that entered the classified spaces sign the visitor log before departure from NAS Meridian's controlled spaces, if possible.

e. If possible, the Security manager, or senior person present, will debrief the Fire Department personnel who entered the classified areas prior to their departure from NAS Meridian's controlled spaces. Enter names of Fire Department responders in the comments below.

Comments: _____

