



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
1750 TOMCAT BOULEVARD
VIRGINIA BEACH, VIRGINIA 23460-2191

IN REPLY REFER TO:

NASOCEANAINST 2880.2A
113
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NAS OCEANA INSTRUCTION 2880.2A

Subj: EMERGENCY ACTION PLAN FOR COMMUNICATIONS SECURITY
MATERIAL

Ref: (a) CMS-21A
(b) SECNAVINST 5510.36

1. Purpose. To provide an emergency action plan (EAP), per references (a) and (b), and prevent or minimize the effects of a compromise or loss of communications security (COMSEC) material, related files, messages and information during fire emergencies or natural disasters.

2. Cancellation. NASOCEANAINST 2880.2.

3. Action. Naval Air Station (NAS) Oceana department heads/special assistants and commanding officers/officers in charge of tenant commands in possession of COMSEC material or equipment will ensure an EAP is developed and tailored to their specific department or command which includes, but is not limited to, the following guidelines:

a. Fire reporting and initial fire fighting by assigned personnel.

b. Assignment of on-the-scene responsibility for ensuring protection of COMSEC material held.

c. Security or removal of COMSEC material and evacuation of areas.

d. Protection of material when admission of outside emergency personnel into secure areas is necessary.

e. Assessment and reporting of probable exposure of COMSEC material to unauthorized persons during an emergency.

f. Post-emergency inventory of COMSEC and cryptographic controlled item material and reporting of any losses or unauthorized exposure to appropriate authorities.

4. Implementation. Under normal circumstances the Commanding Officer, or in his/her absence the Executive Officer or Command Duty Officer (CDO), will implement the EAP. Should circumstances prevent the aforementioned chain of command, the senior

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individual present will notify subordinate elements and activate this plan. If implemented, the Electronic Key Management System (EKMS) Manager/primary alternate will assume on-scene responsibility for protection of COMSEC material.

a. Fire Emergency

(1) Safety of personnel is paramount.

(2) In case of fire, notify the Fire Department (433-3333), EKMS Manager and primary alternate (contact quarterdeck for recall telephone numbers). If personal safety permits, secure power to the office or vault area (panel "B" breakers 7 and 23, located in the east passageway of Building 232).

(3) Post a guard at or near each entrance to Building 232 to ensure no COMSEC related information or files are removed.

(4) If safety permits, the EKMS manager will remove the chronological file, local COMSEC management system backup archive tapes, local management device (LMD) removable hard drive and key processor from the vault area and maintain in their possession until the emergency is over. If Building 232 is destroyed, the aforementioned items will be stored in the Security Manager's office safe, Building 230, Room 204.

b. Natural Disaster

(1) Under normal circumstances the Commanding Officer or Executive Officer, or in their absence, the CDO will activate the Emergency Command Center, Building 230, Room 123.

(2) When directed to activate provisions for Storm Condition 2, the EKMS Manager and primary alternate will:

(a) Move all computer systems to Building 232, Room 19.

(b) Ensure all COMSEC equipment is placed on shelves in the vault area.

(c) Ensure access door to Room 19 is secured.

(d) Place sandbags at all doors exposed to the outside.

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5. Emergency Access to Building 232 Combinations. Combinations for Building 232 access doors are available at the Security Manager's office, Building 230, Room 204. After normal working hours, contact the Command Security Manager using the Command Recall Bill. Combinations should be issued only to the CDO under emergency situations. No other persons are authorized access.


C. A. SILVERS
Acting

Distribution:

NASOCEANAINST 5216.1V

Lists I (Case A) (11, 30, 40, N05VB, 30L, 116 only), II, III
(26JJ1, 42E1, 42J1, 42L1, 42L2, 42UU, 42VV, 42XX, C58J and
SE41 only)