



DEPARTMENT OF THE NAVY

NAVAL WEAPONS STATION  
YORKTOWN, VIRGINIA 23691-5000

WPNSTA YORKTOWNINST 3301.1C  
CMS Custodian  
6 February 1992

WPNSTA YORKTOWN INSTRUCTION 3301.1C

Subj: EMERGENCY ACTION PLAN

Ref: (a) CMS-4 Series  
(b) CSP-1 Series  
(c) OPNAVINST 5510.1 Series

Encl: (1) NTCC Yorktown SOP ECHO-02  
(2) WPNSTA Yorktown Emergency Action Plan Covering Accidental  
Emergencies  
(3) Emergency Destruction Report  
(4) CMS Destruction Priorities for Partial Precautionary Destruction  
(5) CMS Destruction Priorities for Complete Emergency Destruction  
(6) Material Destruction Priorities  
(7) Emergency Destruction Plan Index Card (Format)

1. Purpose. To provide instructions for the handling of Communications Security Material System (CMS), and other classified material and equipment under emergency conditions per references (a), (b), and (c) at the Naval Weapons Station, Yorktown (WPNSTA Yorktown).

2. Cancellation. WPNSTA YORKTOWNINST 3301.1B

3. General. The CMS Custodian is responsible for making sure that personnel concerned with the execution of this plan are thoroughly indoctrinated and trained in the action required in enclosures (1) through (7) in the event that this plan is executed.

4. Action. Authority is granted to make extracts from this document when necessary for the preparation of plans which utilize the information contained herein.

  
R. L. MASTEN

Distribution:

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Date Originated: 12 March 1986  
Date Reviewed: 6 June 1991

TITLE: NTCC Yorktown Standard Operating Procedures ECHO-02

SUBJECT: FIRE BILL

PURPOSE: TO OUTLINE EMERGENCY PROCEDURES IN CASE OF FIRE IN NTCC YORKTOWN  
(BLDG. 31)

CANCELLATION: This SOP cancels previous SOP dated 1 September 1987

ACTION:

1. In the event a fire occurs in NTCC Yorktown, the senior person present will:
  - a. Verify location and type of fire.
  - b. Notify the Quarterdeck POOW (if manned) and the Station Fire Division (ext. 4333).
  - c. Give the Fire Division the following information:
    - (1) Your name and rank.
    - (2) Type of fire (\*\*\*\*)
    - (3) Location of fire (\*\*\*\*)
    - (4) Advise them whether fire is under control or not. If not, request assistance (\*\*\*\*)

(NOTE: \*\*\*\* DENOTES MANDATORY REQUIRED INFORMATION)

FOUR CLASSES OF FIRE

ALPHA - WOOD, PAPER, CLOTH, ETC.  
BRAVO - OIL, FUEL, GREASE, ETC.  
CHARLIE - ELECTRICAL  
DELTA - ALUMINUM, STEEL, METALS, ETC.

2. All other personnel will:
  - a. Secure power to equipment if an electrical fire.

Enclosure (1)

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b. Locate breaker switches for each equipment at the designated breaker panel. (If unable to reach breaker switches, exit space at message pick-up window door, enter Emergency Generator Room, locate Bldg. 31 Main Breaker Switch located at the far end of the room to the right. Throw the switch and immediately shut off the Emergency Generator.)

c. Secure the air conditioner and ventilation.

d. Attempt to fight the fire (remember to use only CO2 when fighting an electrical fire).

<u>PANEL</u>	<u>LOCATION</u>	<u>EQUIPMENT/CIRCUITS</u>
P-1	Right side of message slot boxes	RIXT Equipment
P-2	Right side of P-1	Lights and recepticals in Communications Center
P-3	Inside closet behind Quarterdeck door entrance	Horizon phone system, UNIVAC 1710, RMCS office lights, gas alarm and cipher lock
P-4	LPO's office	Lights in LPO's office, KG-84's, XMTR room lights/recepticals, XEROX machine
P-5	Supplies room area	NAVORDCOMM base stations, CY-2675

3. If NTCC evacuation is necessary and TIME PERMITS:

- a. Notify NTCC Breezy Point that we are securing due to fire.
- b. Gather all keying material from AD-4 along with the combination to AD-3.
- c. Open Safe AD-3 and place keying extracted from AD-4 in Drawer #3.
- d. Secure AD-3 and evacuate the building (take the inventory folder with you).
- e. Make sure all watch personnel are clear of the building, remain in the immediate vicinity of the building at all times, and assist the Senior Scene Leader, Chief-in-Charge, or CMS Custodian as required.

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4. If NTCC evacuation is necessary and TIME DOES NOT PERMIT PARAGRAPHS 3A THROUGH 3D:

a. Lock all COMSEC material in their specified containers and allow them to be consumed by the fire.

b. Evacuate the building and take the inventory log with you.

5. If after normal working hours, contact the Chief-in-Charge and LPO at once.

WPNSTA Yorktown Emergency Action Plan Covering Accidental Emergencies

1. Purpose. To provide a proper course of action for casualties such as fire, flood, hurricane, or other natural disasters.
  
2. Background. For purposes of this plan, actions for Accidental Emergencies are subdivided into two district plans, one for Fire and one for Natural disaster. Since accidental emergencies would not normally subject the material to capture by enemy forces, protection or removal of the material, as directed, should suffice. In the case of fire, however, the primary consideration is the safety and welfare of personnel. If it is not feasible to safely protect or remove the classified materials, they should be left in place to be consumed by the fire. "UNDER NO CIRCUMSTANCES WILL ANYONE SUBJECT THEMSELVES OR THEIR SUBORDINATES TO DEATH OR INJURY TO PROTECT THESE MATERIALS FROM FIRE." In the event CMS materials are destroyed by accidental fire, the CMS Custodian or Duty Officer will obtain the identification of all firefighting personnel entering the spaces. Additionally, the CMS Custodian or his/her direct representative will be the first to enter the spaces when the fire has been extinguished and safety permits. At this time, he/she will make sure that all CMS-distributed materials have been either totally destroyed or provide required stowage for those items not completely destroyed.

Natural Disaster Plan

1. Purpose. To issue responsibilities and provide procedures to be followed in the event the Naval Weapons Station, Yorktown or spaces containing cryptographic material are threatened by casualties such as floods, hurricane, civil disorders, or other noncombat-related disaster.

2. Action. In the event cryptographic material is threatened by accidental emergencies other than fire, the Commanding Officer or Duty Officer must:

a. Make every effort to contact the CMS Custodian (and Commanding Officer, if applicable).

b. Make a determination as to risk of release of classified material to unauthorized activities and decide whether to select a hostile action emergency response, protection, or removal action.

c. Act as appropriate upon the determination of paragraph 2b above.

3. Response Types

a. Protection. When ordered to secure classified materials, all personnel will ensure that classified documents are immediately placed in safes and/or secure file cabinets. Under ideal conditions, those spaces where classified equipment is installed, the entrance(s) will be secured and an armed guard posted until the emergency is terminated.

b. Removal. As each geographic area has its own peculiarities and variables, it is not possible to designate exactly where CMS materials would be removed to in the event of an emergency. However, the Crypto Security Officer and the CMS Custodian must be aware of this contingency at all times and be prepared to advise the Commanding Officer as to the best course of action to be taken. When directed to remove CMS materials to a more secure area, all personnel in the Communications Division will immediately report to the CMS Custodian at the CMS vault. If sufficient numbers of personnel are not available from Communications Division, the Executive Officer will be so advised and requested to make additional personnel available immediately. Regardless of the location to which the material is removed, the CMS Custodian will ensure an inventory is taken listing all items by short title, quantity, and registered number removed from the Station. The Commanding Officer will be periodically advised of the progress of the operation.

c. Reports. The CMS Custodian must conduct a complete inventory if damage to CMS material or removal has taken place, and submit reports in accordance with CMS-4.

(CONFIDENTIAL WHEN FILLED IN)

Emergency Destruction Report

(FLASH) \_\_\_\_\_

FM WPNSTA YORKTOWN VA  
TO CNO WASHINGTON DC  
DCMS WASHINGTON DC  
COMNAVSECGRU WASHINGTON DC  
CINCLANTFLT NORFOLK VA  
COMNAVSEASYS COM WASHINGTON DC

BT

C O N F I D E N T I A L // N O 2 2 1 0 //

SUBJ: CMS EMERGENCY DESTRUCTION (U)

1. (C) A COMPLETE/PARTIAL-PRECAUTIONARY DESTRUCTION WAS CONDUCTED ON BOARD  
WPNSTA YORKTOWN VA \_\_\_\_\_ Z \_\_\_\_\_. REASON FOR THE DESTRUCTION WAS: \_\_\_\_\_  
D D H H M M

2. (C) METHOD(S) USED FOR DESTRUCTION WAS (WERE) PULVERIZING, BURNING,  
SMASHING.

3. (C) THE EXTENT OF THE DESTRUCTION WAS: \_\_\_\_\_

4. (C) ITEMS PRESUMED COMPROMISED ARE: \_\_\_\_\_

5. (C) ITEMS DESTROYED WERE:

SHORT TITLE	EDITION(S)	ACCOUNTING NUMBER(S)

DECL: OADR  
BT

NOTE: Continue items destroyed and other paragraphs as necessary.

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CMS Destruction Priorities for Partial Precautionary Destruction

1. Superseded Keying Material
  - a. Superseded TOP SECRET primary keying material
  - b. Superseded primary keying material SECRET and below
2. Reserve On Board (ROB) Keying Material for usage more than a month in the future (e.g., today's date is 24 February, keying material destroyed will be all "ROB for April and beyond").
  - a. TOP SECRET primary keying material, for usage after the end of the current and the following month.
  - b. SECRET and CONFIDENTIAL primary keying material, for usage after the end of the current and following month.
3. All classified operating manuals (KAO's, etc.) which are not essential to continue operations.

CMS Destruction Priorities for Complete Emergency Destruction  
Destroy Categories I, II, and III Simultaneously with Separate People

1. Keying Material

- a. All superseded keying material designated CRYPTO, SECRET, and TOP SECRET tactical operations codes and authentication systems.
- b. Currently effective keying material designated CRYPTO, except ROB two-holder keying material and ROB one-time pads (this includes zeroing electrically stored variables in equipment).
- c. "ROB" TOP SECRET multiholder keying material designated CRYPTO which will become effective within the next 30 days.
- d. Superseded CONFIDENTIAL and UNCLASSIFIED tactical operations codes.
- e. "ROB" SECRET and CONFIDENTIAL multiholder keying material designated CRYPTO which will become effective within the next 30 days.
- f. All remaining classified keying material, authentication systems, maintenance and sample key, ROB two-holder keying material, and ROB one-time pads.

2. Other Classified COMSEC Aids

- a. General doctrinal guidance publications (e.g., CSP-1)
- b. Status documents showing effective dates for COMSEC keying material (e.g., CSPM-3 MIC, etc.)
- c. Cryptographic operating instructions (KAO's)
- d. Remaining classified COMSEC documents

IN CASES WHERE PERSONNEL AND FACILITIES ARE LIMITED,  
USE THE FOLLOWING GUIDANCE TO DESTROY ALL MATERIAL AS FOLLOWS:

1. All superseded and currently effective material designated CRYPTO including keying variables stored electrically in equipment, SECRET and TOP SECRET tactical operations codes and authentication systems, and ROB two-holder keying material.
2. Superseded CONFIDENTIAL and UNCLASSIFIED tactical operations codes.
3. Classified general COMSEC doctrinal guidance publications (CSP-1, CMS-4).

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4. Remaining classified COMSEC material.
5. ROB editions of multiholder keying material and current unused copies of two-holder keying material.

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Material Destruction Priorities

1. TOP SECRET material
2. TOP SECRET messages
3. SECRET material (NWPL Microfiche)
4. SECRET messages, tapes, and programs
5. CONFIDENTIAL and UNCLASSIFIED messages
6. CONFIDENTIAL publications and instructions (NWPL Microfiche)

Enclosure (6)

Emergency Destruction Plan Card Format

1. The header of each card will contain identifying data for the location of the safe or action position it pertains to.
2. The body of each card will contain step-by-step instructions for finding the combination, what material to destroy, and how to destroy it.
3. All crypto-related destruction cards will be stamped "CONFIDENTIAL."
4. Cards for Partial Precautionary Destruction will be marked with a red TAB and a "P."
5. Examples:

PRECAUTIONARY

CARD NO \_\_\_\_\_

MATERIAL: CRYPTO EQUIPMENT OPERATION MANUALS NOT ESSENTIAL FOR CONTINUOUS OPERATIONS

LOCATION: SAFE \_\_\_\_\_ DRAWER \_\_\_\_\_ COMMUNICATIONS CENTER

ACTION: 1. REMOVE ALL OPERATION MANUALS FROM SAFE \_\_\_\_\_ DRAWER \_\_\_\_\_ .  
2. RECORD THE SHORT TITLE AND REGISTERED NRS ON BACK OF THIS CARD.  
3. TAKE MATERIAL TO PULVERIZER AND DESTROY.  
4. SIGN THIS CARD AND RETURN IT TO THE DESTRUCTION SUPERVISOR.

THE ABOVE MATERIAL WAS (CIRCLE ONE) A. COMPLETELY DESTROYED  
B. PARTIALLY DESTROYED  
C. NOT DESTROYED

-----  
SIGNATURE

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PRINTED NAME/RATE

