



Office of Emergency Management Collection, 1941-2003

Collection Summary

Title: Office of Emergency Management Collection

Summary: Reports, administrative records, manuals, printed materials, and planning documents belonging to the Nashville-Davidson County Office of Civil Defense/Office of Emergency Management. Dates range from 1941-2003.

Physical Description: 30 Hollinger boxes, 2 oversize boxes; 17 linear feet

Language: English

Stack Location: Closed Stacks, Section 14, shelves 25-30

Repository: Metropolitan Government Archives of Nashville-Davidson County, 615 Church Street, Nashville, TN 37219

Historical/Biographical Note:

The Office of Emergency Management began as the Office of Civil Defense in 1951, after the federal government requested that each state, city, and county establish a Civil Defense organization for the protection of its citizens in response to the threats imposed by the beginnings of the Cold War. The office was originally organized by Harry S. Lester. Through the 1950s and 1960s, much of the responsibilities of the Nashville-Davidson County Office of Civil Defense involved training and emergency preparedness planning for the possibility of a nuclear attack. It later extended its focus to preparedness and training for natural disasters and civil emergencies, as well as disaster recovery.

The name of the office changed to the Office of Emergency Management sometime in the early 1990s, around the end of the Cold War. Currently, OEM acts as the primary City/County emergency management agency for disaster mitigation, preparedness, response, and recovery efforts.

Scope and Contents of the Collection:

The Office of Emergency Management Collection consists of approximately 300 items relating to the activities, training, and distribution of information by the Office of Emergency Management, formerly the Office of Civil Defense, between 1952 and 2003. The collection contains administrative records, handbooks and manuals, photographs, emergency preparedness planning documents, printed materials, reports, and scrapbooks. Much of this collection contains materials from the Nashville-Davidson County Office of Civil Defense, and many of the materials pertain to emergency preparedness and planning in the event of nuclear attack, handbooks and manuals on nuclear war survival, radiation concerns, evacuation plans, and fallout shelters. The more recent materials in this collection comprise reports and emergency preparedness and planning in the event of natural disasters, civil emergencies, and recovery procedures. This collection sheds light on Nashville's response to the Cold War, as well as emergency responses to notable disasters such as the F-14 plane crash in 1996, the ice storm in 1994, and the tornado of 1974. In addition, this collection also contains materials from the 1940s pertaining to civilian defense and activities during World War II.

Index Terms:**Subjects:**

Civil Defense.
Civil defense--Tennessee.
Civil defense--United States--1950-1980
Civil defense--United States--Handbooks, manuals, etc.
Cold War.
Fallout shelters.
Fallout shelters--Handbooks, manuals, etc.
Natural disasters.
Nuclear warfare.

Related Collections:

Ben West Mayoral Papers
C. Beverly Briley Mayoral Papers
Chief H.O. Kemp Papers

Arrangement:

This collection is arranged alphabetically into seven series: *administrative records*, *handbooks and manuals*, *photographs*, *preparedness planning*, *printed materials*, *reports*, and *oversize materials*.

The *administrative records* series contains various materials relating to personnel, recovery efforts, and employee training. This series also contains identification cards of members of the Office of Civil Defense, correspondence, damage claims,

and conference materials. Notable items include the damage costs, insurance claims, and authorization to apply for federal assistance in response to the tornado that occurred in Nashville in 1994, names, reports, and reports regarding the F-14 plane crash in 1996, and emergency response to the ice storm in 1994.

The *handbooks and manuals* series contains guides, manuals, and training materials largely dealing with the construction of fallout shelters, communications procedures, nuclear warfare survival, and simulation training.

Photographs includes color photographs (mostly aerials) of Berry Field, 35mm slides used in presentations, and photographs of damage caused by a tornado in 1999.

The *preparedness planning* series includes materials relating to emergency preparedness plans developed by FEMA, the U.S. Office of Civil Defense, and the Nashville-Davidson County Office of Civil Defense. This series contains booklets, planning and procedure documents, and guides. Included are basic emergency operations plans, evacuation plans, and radiological defense preparedness documents.

The *printed materials* series contains newspaper clippings, booklets, fact sheets, and news bulletins from organizations related to the Office of Civil Defense, such as FEMA and the U.S. Office of Civil Defense. Notable items include news releases from the Nashville-Davidson County Office of Civil Defense from the early 1960s, a booklet about what Tennesseans should know about living in the Nuclear Age, and newspaper clippings about various natural disasters in Nashville.

The *reports* series includes damage assessments and follow-ups, monthly training reports, and disaster recovery reports.

Oversize materials includes scrapbooks, a cover design for a Civil Defense preparedness booklet, a photograph from the c.1955 Civil Defense Parade, and *Nashville Banner* newspapers containing articles about the 1992 Los Angeles Riots.

Contents Listing:

Box 1:

Folder 1: Administrative Records--Alzheimer's Association

Folder 2: Administrative Records--APWA

Folder 3: Administrative Records--Bowden, James L.

Folder 4: Administrative Records--Bridgestone/Firestone Rally

Folder 5: Administrative Records--Brown, Rodger G.

Folder 6: Administrative Records--Budget
Folder 7: Administrative Records--Business and Industrial Civil Defense
Folder 8: Administrative Records--Certificate of Completion
Folder 9: Administrative Records--Certificates, Blank
Folder 10: Administrative Records--Chamber of Commerce Address
Folder 11: Administrative Records--Chart of Accounts
Folder 12: Administrative Records--City of Nashville Flag
Folder 13: Administrative Records--Civil Defense Presentation
Folder 14: Administrative Records--Civil Emergency Proclamation
Folder 15: Administrative Records--Civil Service Commission
Folder 16: Administrative Records--Civil Service Commission, Rules
Folder 17: Administrative Records--Class Rosters
Folder 18: Administrative Records--Communications
Folder 19: Administrative Records--Communications Planning Report
Folder 20: Administrative Records--Community Emergency Management

Box 2:

Folder 1: Administrative Records--Conference of Mayors
Folder 2: Administrative Records--Correspondence, General
Folder 3: Administrative Records--Correspondence, Girl Scouts
Folder 4: Administrative Records--Council Meeting Notes
Folder 5: Administrative Records--County License Plates
Folder 6: Administrative Records--Courthouse History
Folder 7: Administrative Records--Critical Metro Facilities
Folder 8: Administrative Records--Definitions
Folder 9: Administrative Records--Departmental Vouchers
Folder 10: Administrative Records--Desert Storm Commendation
Folder 11: Administrative Records--Disaster Planning Council
Folder 12: Administrative Records--Disaster Relief Act of 1974
Folder 13: Administrative Records--Disaster Response, Religious Organizations
Folder 14: Administrative Records--Disposal of Outdated Equipment
Folder 15: Administrative Records--Donelson Auxiliary Police Unit

Box 3:

Folder 1: Administrative Records--Duties of Civil Defense Office
Folder 2: Administrative Records--Emergency Broadcast System
Folder 3: Administrative Records--Emergency Declaration, Tornado (1998)
Folder 4: Administrative Records--Emergency Operating Center
Folder 5: Administrative Records--Evaluation Checklists
Folder 6: Administrative Records--Executive Orders, Mayor Boner
Folder 7: Administrative Records--Exercise Design Team
Folder 8: Administrative Records--F-14 Crash, Addresses
Folder 9: Administrative Records--F-14 Crash, EOC Sign-in Sheet
Folder 10: Administrative Records--F-14 Crash, Next of Kin
Folder 11: Administrative Records--F-14 Crash, Overtime Reimbursement

Folder 12: Administrative Records--F-14 Crash, Reports
Folder 13: Administrative Records--Fallout Shelter Locations (1969)
Folder 14: Administrative Records--Fallout Shelter Locations (1980)

Box 4:

Folder 1: Administrative Records--Fallout Shelters List (1970)
Folder 2: Administrative Records--Fallout Shelters List (1971)
Folder 3: Administrative Records--Fallout Shelter Management Course
Folder 4: Administrative Records--Faris, William B. Scrapbook
Folder 5: Administrative Records--Federal Civil Defense Administration
Folder 6: Administrative Records--Federal Reimbursement
Folder 7: Administrative Records--Flood Zones in Davidson Co.
Folder 8: Administrative Records--Helicopter Request
Folder 9: Administrative Records--Ice Storm Emergency Shelters
Folder 10: Administrative Records--Ice Storm Task Force
Folder 11: Administrative Records--In Memoriam
Folder 12: Administrative Records--Information Letter
Folder 13: Administrative Records--Lawrenceburg Flood
Folder 14: Administrative Records--Lineweaver, Robert V.
Folder 15: Administrative Records--List of Tornado Damages
Folder 16: Administrative Records--Lists and Rosters
Folder 17: Administrative Records--Medical Self Help Training

Box 5:

Administrative Records--Membership Cards, Units 2, 4, 5, 8, 9

Box 6:

Administrative Records--Membership Cards, Units 11, 12, 15, staff, Inst. TAC
squad, v-staff, photos

Box 7:

Folder 1: Administrative Records--Metro Council Members
Folder 2: Administrative Records--Metro Police Stakeout
Folder 3: Administrative Records--Mobile Command Post
Folder 4: Administrative Records--Mutual Aid Agreement
Folder 5: Administrative Records--National Fallout Shelter Survey
Folder 6: Administrative Records--Navigational Policy
Folder 7: Administrative Records--Nerve Gas Quiz
Folder 8: Administrative Records--Notes and Drafts
Folder 9: Administrative Records--Notices
Folder 10: Administrative Records--Operation Alert
Folder 11: Administrative Records--Organization of Technical Services
Folder 12: Administrative Records--Peace Links Worldwide
Folder 13: Administrative Records--Pistol Match
Folder 14: Administrative Records--Portable Generator
Folder 15: Administrative Records--Program Paper
Folder 16: Administrative Records--Property Condemnation Procedure

Folder 17: Administrative Records--Radiation Concerns

Box 8:

Folder 1: Administrative Records--Radio Speeches

Folder 2: Administrative Records--Radiological Equipment

Folder 3: Administrative Records--Radiological Monitoring

Folder 4: Administrative Records--Railroad Tanker Explosion

Folder 5: Administrative Records--ReLeaf Nashville

Folder 6: Administrative Records--Remodeling Blueprints

Folder 7: Administrative Records--Request for Forms and Publications

Folder 8: Administrative Records--Rules and Regulations

Folder 9: Administrative Records--Shelter Facilities

Folder 10: Administrative Records--Telephone Bills

Box 9:

Folder 1: Administrative Records--Time Sheets

Folder 2: Administrative Records--Tornado Correspondence

Folder 3: Administrative Records--Tornado Damage Claims

Folder 4: Administrative Records--Tornado Damage Costs

Folder 5: Administrative Records--Tornado Debris Removal

Folder 6: Administrative Records--Tornado Insurance Claims

Folder 7: Administrative Records--Tornado Resolutions

Folder 8: Administrative Records--Tornado Search and Rescue

Folder 9: Administrative Records--Training Manual Cover Design

Folder 10: Administrative Records--Traveling Expenses

Folder 11: Administrative Records--Tropical Storm Chris

Folder 12: Administrative Records--United Auto Workers

Folder 13: Administrative Records--Urban Search and Rescue Team

Folder 14: Administrative Records--U.S. Civil Defense Conference

Folder 15: Administrative Records--Vouchers

Folder 16: Administrative Records--Wells, Ernest E.

Folder 17: Administrative Records--Winter Storm

Folder 18: Administrative Records--Women's Activities

Folder 19: Administrative Records--Y2K Preparation

Folder 20: Administrative Records--Zoning Appeal Application

Folder 21: Handbooks and Manuals--Are You Ready? Folder 22: Handbooks and Manuals--Basic Rescue Course

Box 10:

Folder 1: Handbooks and Manuals--Blast Valves and Sensors

Folder 2: Handbooks and Manuals--Building a Home Shelter

Folder 3: Handbooks and Manuals--Capital Improvements Budget & Program

Folder 4: Handbooks and Manuals--Civil Defense Activities

Folder 5: Handbooks and Manuals--Civil Defense against Biological Warfare

Folder 6: Handbooks and Manuals--Civil Defense Casualty Services

Folder 7: Handbooks and Manuals--Clay Masonry Family Fallout Shelters

Folder 8: Handbooks and Manuals--Communications Planning
Folder 9: Handbooks and Manuals--Emergency Coordinator's Handbook
Folder 10: Handbooks and Manuals--Emergency Operations Simulation Training
Folder 11: Handbooks and Manuals--Energy Emergencies
Folder 12: Handbooks and Manuals--EOC Operations
Folder 13: Handbooks and Manuals--Fallout Shelter Signs
Folder 14: Handbooks and Manuals--Farmers and Biological Warfare
Folder 15: Handbooks and Manuals--Federal Disaster Assistance Program
Folder 16: Handbooks and Manuals--Floodproofing Non-Residential Structures
Folder 17: Handbooks and Manuals--Food Processing Plants
Folder 18: Handbooks and Manuals--Government in Emergency

Box 11:

Folder 1: Handbooks and Manuals--Hazardous Materials
Folder 2: Handbooks and Manuals--Hazardous Risk Advisory Council
Folder 3: Handbooks and Manuals--Incident Command System
Folder 4: Handbooks and Manuals--Industrial Emergency Planning
Folder 5: Handbooks and Manuals--Introduction to Radioactive Fallout
Folder 6: Handbooks and Manuals--Law and Order Training Instructor Guide
Folder 7: Handbooks and Manuals--Law and Order Training Student Manual
Folder 8: Handbooks and Manuals--Light Duty Rescue Course
Folder 9: Handbooks and Manuals--Maintaining Nutritional Adequacy

Box 12:

Folder 1: Handbooks and Manuals--Manufactured Home Installation
Folder 2: Handbooks and Manuals--Nuclear Attack and Natural Disasters
Folder 3: Handbooks and Manuals--Nuclear War Survival Skills (1979)
Folder 4: Handbooks and Manuals--Nuclear War Survival Skills (1987)
Folder 5: Handbooks and Manuals--Radiation Accident Cases
Folder 6: Handbooks and Manuals--Radio Operation
Folder 7: Handbooks and Manuals--Radiological Emergency Response
Folder 8: Handbooks and Manuals--Radiological Monitors

Box 13:

Folder 1: Handbooks and Manuals--RERO Guides
Folder 2: Handbooks and Manuals--Rescue Skills and Techniques
Folder 3: Handbooks and Manuals--Rescue Systems I
Folder 4: Handbooks and Manuals--Sewerage
Folder 5: Handbooks and Manuals--Shelter Management
Folder 6: Handbooks and Manuals--Technical Guidance for Hazards Analysis
Folder 7: Handbooks and Manuals--Things to do Under Attack
Folder 8: Photographs--Berry Field

Box 14:

Folder 1: Photographs--Civil Defense Slide Presentation
Folder 2: Photographs--Middle TN Maps
Folder 3: Photographs--Misc. Slides

Folder 4: Photographs--Tornado Damage
Folder 5: Preparedness Planning--Airport Emergency Operations Planning
Folder 6: Preparedness Planning--Basic Emergency Operations Plan (1975)
Folder 7: Preparedness Planning--Basic Emergency Operations Plan (1985)
Folder 8: Preparedness Planning--Civil Defense Survival Plan
Folder 9: Preparedness Planning--Community Shelter Plan (1969)
Folder 10: Preparedness Planning--Community Shelter Plan (1975)

Box 15:

Folder 1: Preparedness Planning--Comprehensive Emergency Management Plan
Folder 2: Preparedness Planning--Conference
Folder 3: Preparedness Planning--Courthouse Emergency Plan
Folder 4: Preparedness Planning--Courthouse Evacuation Plan
Folder 5: Preparedness Planning--Disaster Action Plan
Folder 6: Preparedness Planning--Disaster Emergency Plan
Folder 7: Preparedness Planning--Disaster Simulations

Box 16:

Folder 1: Preparedness Planning--Disaster Survival
Folder 2: Preparedness Planning--Emergency Feeding
Folder 3: Preparedness Planning--Emergency Management Plan
Folder 4: Preparedness Planning--Emergency Operations Plan
Folder 5: Preparedness Planning--Emergency Preparedness Simulation
Folder 6: Preparedness Planning--EMP Protection
Folder 7: Preparedness Planning--General Plan for Nashville

Box 17:

Folder 1: Preparedness Planning--Hazard Assessment and Risk Management
Folder 2: Preparedness Planning--Hazardous Materials Plans
Folder 3: Preparedness Planning--Measured Response Nashville
Folder 4: Preparedness Planning--Operational Survival Plan

Box 18:

Folder 1: Preparedness Planning--Radiological Defense Preparedness
Folder 2: Preparedness Planning--Recovery from Nuclear Attack
Folder 3: Preparedness Planning--TN Disaster Assistance Plan
Folder 4: Preparedness Planning--Tornado Recovery Board

Box 19:

Folder 1: Printed Materials--Advisory Bulletins
Folder 2: Printed Materials--*Aero*
Folder 3: Printed Materials--Alert, The
Folder 4: Printed Materials--American Red Cross
Folder 5: Printed Materials--Arson
Folder 6: Printed Materials--ASTD
Folder 7: Printed Materials--Biological Warfare
Folder 8: Printed Materials--Biological Warfare
Folder 9: Printed Materials--Charter and Laws

Folder 10: Printed Materials--Civil Defense Ads
Folder 11: Printed Materials--Civil Defense Articles
Folder 12: Printed Materials--Civil Defense Education
Folder 13: Printed Materials--Civil Defense in Industry
Folder 14: Printed Materials--Civil Defense News Digest
Folder 15: Printed Materials--Civil Defense Technical Bulletin
Folder 16: Printed Materials--Civilian War Services and War Problems

Box 20:

Folder 1: Printed Materials--Code of Tennessee
Folder 2: Printed Materials--Community Action in Civil Defense
Folder 3: Printed Materials--Daily News Digest
Folder 4: Printed Materials--Disaster Articles
Folder 5: Printed Materials--Driving Article
Folder 6: Printed Materials--Editorials
Folder 7: Printed Materials--Effects of Nuclear Weapons
Folder 8: Printed Materials--Electronics for Defense
Folder 9: Printed Materials--Emergency Newspaper Kit

Box 21:

Folder 1: Printed Materials--Emergency Preparedness News
Folder 2: Printed Materials--Emergency Preparedness Week
Folder 3: Printed Materials--F-14 Crash Articles
Folder 4: Printed Materials--Fallout Protection
Folder 5: Printed Materials--Federal Civil Defense Act
Folder 6: Printed Materials--Flood Articles
Folder 7: Printed Materials--For Your Information
Folder 8: Printed Materials--GEM
Folder 9: Printed Materials--Homeland Security Articles
Folder 10: Printed Materials--Ice Storm Articles
Folder 11: Printed Materials--If H-Bomb Comes...
Folder 12: Printed Materials--Information Bulletin
Folder 13: Printed Materials--Letters to the Editor
Folder 14: Printed Materials--Living in the Nuclear Age
Folder 15: Printed Materials--Maps
Folder 16: Printed Materials--Military Support
Folder 17: Printed Materials--Military Vehicle Parts
Folder 18: Printed Materials--Miscellaneous Articles
Folder 19: Printed Materials--National Disaster Survival Test
Folder 20: Printed Materials--NATO's Allied Command Atlantic
Folder 21: Printed Materials--Neighborhood in Action, The
Folder 22: Printed Materials--News Digest
Folder 23: Printed Materials--News Releases (n.d.)
Folder 24: Printed Materials--News Releases (1962)
Folder 25: Printed Materials--News Releases (1963)

Folder 26: Printed Materials--News Releases (1964)

Folder 27: Printed Materials--Newspaper Clippings

Box 22:

Folder 1: Printed Materials--Nuclear Bomb Articles

Folder 2: Printed Materials--Protection Factor Estimator

Folder 3: Printed Materials--Radio Communications

Folder 4: Printed Materials--Scottish Rite News

Folder 5: Printed Materials--Sentinel against Chemical Disasters

Folder 6: Printed Materials--Soviet and U.S. Civil Defense Programs

Folder 7: Printed Materials--TEMA Newsletter

Folder 8: Printed Materials--Tennessee Newspaper Directory

Folder 9: Printed Materials--Tennessee Volunteer, The

Folder 10: Printed Materials--Threat of Biological Warfare

Folder 11: Printed Materials--Tornado Activity Articles

Folder 12: Printed Materials--Tropical Storm Alberto

Folder 13: Printed Materials--Understanding Your Civil Defense

Folder 14: Printed Materials--U.S. Civil Defense Council Bulletin

Box 23:

Folder 1: Printed Materials--WDCN Learning Resources

Folder 2: Printed Materials--What You Should Know About Biological Warfare

Folder 3: Printed Materials--Wind Damage Articles

Folder 4: Printed Materials--Winter Storm

Folder 5: Printed Materials--WKDA

Folder 6: Printed Materials--Women in Civil Defense

Folder 7: Printed Materials--Would Insects Inherit the Earth?

Folder 8: Reports--Annual Report

Folder 9: Reports--Blast Tests

Folder 10: Reports--Block Defense Program

Folder 11: Reports--Civil Defense Shelters

Folder 12: Reports--Civilian Defense in Tennessee, 1940-1945

Folder 13: Reports--CJC Space Requirements

Folder 14: Reports--Community Shelter Plan

Folder 15: Reports--Emergency Communications

Folder 16: Reports--EOC Planning Reports

Folder 17: Reports--Equipment Inspection

Folder 18: Reports--Final Completed Work Inspection

Folder 19: Reports--Flood Insurance Study

Box 24:

Folder 1: Reports--Flood Summary

Folder 2: Reports--Gasoline Spill

Folder 3: Reports--Hazardous Materials

Folder 4: Reports--Ice Storm Damage Assessment, V.1

Box 25:

Folder 1: Reports--Ice Storm Damage Assessment, V.2

Folder 2: Reports--Ice Storm Follow-Up

Folder 3: Reports--Ice Storm Report

Box 26:

Folder 1: Reports--Ice Storm Tree and Electrical Damage

Folder 2: Reports--Kerrigan Sewer Inspection

Folder 3: Reports--KFM Fallout Meter

Folder 4: Reports--Korean War

Folder 5: Reports--Local Civil Preparedness

Folder 6: Reports--Metro Nashville Public Schools

Folder 7: Reports--Missing Person

Folder 8: Reports--Monthly Reports

Folder 9: Reports--Monthly Training (1969)

Box 27:

Folder 1: Reports--Monthly Training (1970)

Folder 2: Reports--Monthly Training (1971)

Folder 3: Reports--Monthly Training (1972)

Box 28:

Folder 1: Reports--Monthly Training (1973)

Folder 2: Reports--Monthly Training (1975)

Folder 3: Reports--Multiorganizational Emergency Responses

Folder 4: Reports--Nuclear Winter

Folder 5: Reports--Radio Communications System

Folder 6: Reports--Reconnaissance Report

Box 29:

Folder 1: Reports--Regional Incident Management Plan, V.1

Folder 2: Reports--Regional Incident Management Plan, V.2

Folder 3: Reports--Selective Service System, Tennessee

Folder 4: Reports--Shelter Design and Analysis

Folder 5: Reports--Some Needed Corrective Facts

Folder 6: Reports--Tennessee Code, Annotated

Folder 7: Reports--Tornado After-Action Report

Folder 8: Reports--Tornado Damage Survey

Box 30:

Folder 1: Reports--Tornado Recovery Board

Folder 2: Reports--Urban Area Commodities Movement Study

Folder 3: Reports--Water Filtration Complex

Oversize Box 1:

Oversize Materials--Civil Defense Parade Photograph

Oversize Materials--Cover Design for Survival Plan Booklet

Oversize Materials--L.A. Riots

Oversize Materials--Scrapbook, 1950s

Oversize Box 2:

Oversize Materials--Scrapbook, 1968-1969

Oversize Materials--Scrapbook, 1975-1981

Oversize Materials--Scrapbook, Civil Defense Week (1956)

Oversize Materials--Civil Defense Ledger, 1967-1980, activities, training, membership in various units of CD. (scanned to Y) Location: 14.27

Restrictions:

Restrictions on Access: In-library use only.

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Administrative Information:

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Accruals: No further accruals expected.