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## **RECORD GROUP 9: EMERGENCY MANAGEMENT AGENCY RECORDS GUIDE**

**Date Span: 1960-2013 and undated  
3 linear feet (2 boxes and 1 map folder)**

### **Historical Note**

The Office of Emergency Management, formally known as the Office of Civil Defense, was created in 1941 during World War II. The office started at the national level and soon reached the community level with volunteers serving as members. Currently, the department is known as the Washington County-Johnson City Emergency Management Agency. The agency assists county residents in preparing for and handling emergency situations. Directors have included James Lundy, Nes Levotch, and currently Rusty Sells, among others.

### **Scope and Content**

Records cover the period 1960-2013 and include administrative material related to department's budget and funding. Records, such as maps and reports, detail the county's community shelter plans, fallout shelter locations, and instructions to follow in the event of a nuclear attack. In addition, this collection contains newspapers and clippings with coverage of the department's involvement in the county, particularly during disasters such as floods and tornados. Publications include manuals and handbooks from the Office of Civil Defense and the United States Army.

### **Arrangement**

The records in Record Group 9 are organized in the following order:

- Series A: Administrative Records, 1971-2001 and undated

- Series B: Maps, undated

- Series C: Newspaper Clippings and Scrapbooks, 1976-2013

- Sub-series C.1: Newspapers and Clippings, 1999-2013

- Sub-series C.2: Scrapbooks of Newspaper Clippings, 1976-2013

- Series D: Publications, 1960-1969 and undated

- Series E: Reports, 1974

**Series A: Administrative Records, 1971-2001 and undated**

**Series Description**

This series consists of records related to the general administration of the Emergency Management Office spanning the years 1971 to 2001. This includes documents such as office budget and a grant application for federal assistance from FEMA. A property book from the is also a part of this series.

Record	Dates	Notes	Box/ Folder	
Washington County – Johnson City Budget	1971-1972			
Grant Application for Federal Assistance	2001			
Washington County – Johnson City, Office of Civil Defense Property Book	undated			

**Series B: Maps, undated**  
**[Records located in Map cabinet]**

**Series Description**

Records in this series include maps of Community Shelter Plans for the Washington County and Johnson City area. These maps depict fallout shelters in the area residents should go to in the event of a nuclear attack. The maps also give information such as when residents should seek shelter, what to bring to a fallout shelter, and how to protect a farm from a nuclear attack. All of the maps in this series are undated.

Record	Dates	Notes	Drawer/ Folder	
Washington County – Johnson City Community Shelter Plan	Undated	Copy 1		
Washington County – Johnson City Community Shelter Plan	Undated	Copy 2		
Washington County – Johnson City Community Shelter Plan: Combined List for Johnson City, Jonesboro, and Washington County	Undated			

**Series C: Newspapers and Scrapbooks, 1976-2013**

**Series Description**

This series contains newspapers, newspaper clippings, and scrapbooks spanning from 1976 to 2013. The coverage of the papers and clippings includes the Emergency Management

Office's involvement in various emergency related situations throughout the county. Many newspapers in this series also provide coverage of the Iraq War.

### **Sub-series C.1: Newspapers and Clippings, 1999-2013**

#### **Sub-series description**

The sub-series consists of one oversized box of full issues of newspapers as well as one folder of newspaper clippings. The news coverage includes the Emergency Management Office's involvement in county emergency events as well as some coverage of the Iraq war. The coverage of these items runs from 1999 to 2013.

<b>Record</b>	<b>Date</b>	<b>Notes</b>	<b>Box/ Folder</b>	
Newspaper clippings	1999-2001			
Newspapers	2000-2013	Loose issues		

### **Sub-series C.2: Scrapbooks of Newspaper Clippings, 1976-2013**

#### **Sub-series description**

This sub-series contains two scrapbooks of newspaper clippings with articles that feature the Emergency Management Office in the years 1976 to 2013.

<b>Record</b>	<b>Date</b>	<b>Notes</b>	<b>Box/ Folder</b>	
Scrapbook of Newspaper Clippings	1976-2013			
Scrapbook	1995-2013	Mostly newspaper clippings		

### **Series D: Publications, 1960-1969 and undated**

#### **Series Description**

Records in this series include a set of four publications dated from 1960 to 1969. Publications include training material related to demolitions, warfare devices, Viet Cong boobytraps, and mine warfare which were all put out by various United States Army publications. In addition, the Office of Civil Defense report on School Shelter is also in this series.

<b>Record</b>	<b>Date</b>	<b>Notes</b>	<b>Box/ Folder</b>	
Instructor's Special Forces Demolitions Training Handbook, United States Army Special Warfare School	Undated			
School Shelter: An Approach to Fallout Protection (Technical Report) Office of Civil and Defense Mobilization	1960			

Unconventional Warfare Devices and Techniques References Department of the Army Technical Manual TM 31-200-1	1969			
Viet Cong Boobytraps, Mines, and Mine Warfare Techniques; Department of the Army Circular TC5-31	1969			

### Series E: Reports, 1974

#### Series Description

This series consists of one folder containing the Emergency Management Office's community shelter plan report for Washington County in 1974. Along with discussing plans and policies related to community shelter, this report contains a list of fallout shelters in the area and the number of spaces each shelter has available. Additionally, the report includes a set of maps depicting population, shelter locations, and shelter allocations.

Record	Date	Notes	Box/ Folder
Washington County Community Shelter Plan, Step 1 Report	1974	Two maps removed from this file to map cabinet drawer 6 folder 10, General Highway Map and Flood Hazard Map	