



# EVENT PLANNING GUIDE

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Dear Neighbors,

As we come upon the bicentennial of Pittsburgh's incorporation as a city, join me in celebrating National Night Out Pittsburgh on August 2<sup>nd</sup>, 2016 to commemorate our history as a city that strives to be SaferTogether.

National Night Out was created to promote residents' involvement in crime prevention activities, build strong community-public safety relationships, and to send a message that we will all work together to keep our communities safe.

Hosting a National Night Out celebration in your neighborhood is a great way to catch up with neighbors and make new friends, along with getting to know the public safety personnel who serve you every day. Each year, more Pittsburgh neighborhood participate with picnics, porch parties, face painting, grams, and more! This year, we're inviting you to join in on the fun!

With our *SaferTogether National Night Out* planning guide, you have access to information on how to get started, suggested activities, and contact information for public safety personnel: everything you need to plan your own wonderful celebration! To register your event and find more helpful tips and printouts, visit [pittsburghpa.gov/publicsafety/nno/](http://pittsburghpa.gov/publicsafety/nno/).

Stay safe and have fun,

A handwritten signature in black ink, appearing to read "W Peduto". The signature is stylized and cursive.

William Peduto, Mayor

## WHAT IS NATIONAL NIGHT OUT?

National Night Out began in 1984 in an effort to promote involvement in crime prevention activities, police-community partnerships, neighborhood camaraderie, and to send a message to criminals letting them know that neighborhoods are organized and are fighting against crime. It is sponsored by the National Association of Town Watch (NATW), which is a non-profit organization dedicated to the development and promotion of various crime prevention programs including neighborhood watch groups, law enforcement agencies, state and regional crime prevention associations and businesses, individuals and civic groups devoted to safer communities. NATW's National Night Out program is scheduled annually, on the first Tuesday of August. For more information about National Night Out, please visit [natw.org/about-nno](http://natw.org/about-nno).

This year, on August 2<sup>nd</sup>, the City of Pittsburgh invites neighborhoods and businesses to join the nationwide effort that enlists over 35 million people. Help us send a message about the importance of neighborhood unity and community-public safety relationships, by joining us in "SaferTogether Pittsburgh." For more information about National Night Out Pittsburgh, please visit <http://pittsburghpa.gov/nno/>.



National Night Out is designed to:

- Create positive relationships between you, your community and public safety personnel.
- Generate support for neighborhood safety strategies.
- Send a message that neighborhoods are organized.
- Have a good time while doing all of the above!

***National Night Out is special way to celebrate the partnership between Pittsburgh citizens and public safety personnel. Our shared commitment to the safety of our families, friends and neighbors joins us in a special bond. Neighborhood gatherings give voice to the strength of that bond and vision to the success of our work together. I wish all of us a great, safe National Night Out!"***

**-Wendell Hissrich, Public Safety Director**

Residents of Pittsburgh are asked to spread the word, register their neighborhood, and enjoy a fun night with their community and safety officials!

## 10 REASONS TO HAVE A NNO COMMUNITY PARTY

1. Enjoy a night of celebration.
2. Meet your neighbors.
3. Make yourself known in your neighborhood.
4. Start a Block or Community Watch. Call your Zone Community Relations Officer (see page 8).
5. Create new and advantageous networking opportunities.
6. Meet and connect with public safety personnel and other community officials.
7. Learn the history of your neighborhood.
8. Learn more about your community and how to make it safer and improve quality of life.
9. Have a neighborhood clean-up day.
10. Start a new, yearly tradition within your community.

## GETTING STARTED

**Find out if there is enough interest among your neighborhood.** Going door-to-door, speaking at community meetings, starting a group email, announcing your Next Door site, or creating a Facebook Page are all great way to determine if a National Night Out celebration is right for your neighborhood!

**Gather a few interested neighbors.** Getting neighbors on board, like your Block Watch group, who can help you plan and implement your event!

**Decide on a date and time.** Have an alternate plan in case of rain. However, National Night Out is a rain or shine event!

**Invite guests!** Invite guests by going door to door or by utilizing social media. Be sure to give guests an invitation and a details sheet, available from our Registration page!

**Recruit volunteers to assist in planning your event.**

**Conduct follow-up contact.** Review the responses to returned detail sheets to help plan for necessary equipment, food, and activities, and be sure to keep in touch with those who RSVP'd.

## PLANNING YOUR EVENT: SUGGESTED ACTIVITIES

While National Night Out remains a celebration of the partnership between communities and public safety personnel, the events are all up to you! Here are some examples of events held by neighborhoods in the past:

- In one Pittsburgh neighborhood, each resident was asked to turn on their porch light, sit out and provide refreshments as they enjoy the evening with their neighbors to send a message that their community will not tolerate crime.
- One block watch hosted a DJ and invited the local magistrate to grill hotdogs. The local firehouse brought its truck and educated kids about fire safety. The SWAT trailer was there for residents to tour, and block watch members handed out safety information and gun locks.
- Another Pittsburgh neighborhood hosted a neighborhood meet-and-greet with sandwiches and beverages. Community members participated in a neighborhood walk, followed by a park clean-up effort and a movie in the park.
- Another neighborhood group hosted a gun safety, fire safety and fire equipment demonstration. Residents were able to get fingerprinted and Otto the Auto, AAA's remote-controlled talking car, taught kids about traffic safety. The community hosted a DJ, a mime, a caricature artist, a face painter, mascots, a balloon artist, games, prizes and free refreshments.

## CONTRIBUTE TO YOUR COMMUNITY

- Develop a block watch through the SaferTogether Block Watch Program.
- Plan to develop a Virtual Blockwatch using surveillance cameras.
- Sign all ages up for library cards.
- Paint over graffiti.
- Plan a clean-up event or tree planting.
- Collect food for a food drive.
- Create community impact statements or petitions.

## HAVE A BLAST

- Dance
- Ring toss
- Field, athletic or board games
- Face-painting
- Karaoke
- Story-telling
- Bingo
- "Ice-breaker" games
- Skits/talent show
- Grilling

**Be sure to register your NNO event with the Department of Public Safety at <http://pittsburghpa.gov/nno> to receive informational brochures, ensure a visit from public safety personnel, and to be eligible to request barriers and "no parking" signs at no charge.**

## INVITING PUBLIC SAFETY PERSONNEL

Police Zone Commanders and Community Relations Officers (CRO) can be helpful in arranging police equipment to visit your event. Call your police zone and ask for assistance.

- Zone 1 Commander Lavonnie Bickerstaff, CRO Officer Larry Crawford. (412) 323-7201
- Zone 2 Commander Anna Kudrav, CRO Officers Antoine Davis and David Wareham (412) 255-2827
- Zone 3 Commander Karen Dixon, CRO Officer Christine Luffey (412) 488-8326
- Zone 4 Commander Daniel Hermann, CRO Officers Shannon Leshen and Thomas Pauley (412) 422-6520
- Zone 5 Commander Jason Lando, CRO Officers Michael Gay, Karen McNeal (412) 665-3605
- Zone 6 Commander Chris Raglan, CRO Officer Kenneth Stewing (412) 937-3051

A map of the police bureau zones in the City of Pittsburgh can be found here: [Zone Map](#).

If you wish to contact your CRO Officer by email, send an email using their first name and last name to: [firstname.lastname@pittsburghpa.gov](mailto:firstname.lastname@pittsburghpa.gov)

### Animal Care and Control

- Contact Animal Care and Control at (412) 255-2036 or [pittsburghpa.gov/animalcontrol](http://pittsburghpa.gov/animalcontrol)

### Emergency Management Agency and Homeland Security

- Call Emergency Management Agency and Homeland Security at (412) 255-2633 or [pittsburghpa.gov/ema/](http://pittsburghpa.gov/ema/) for informational brochures.

### Bureau of Fire Headquarters

- Fire trucks can attend events, too! Call Bureau of Fire Headquarters at (412) 255-2860 or [pittsburghpa.gov/fire/](http://pittsburghpa.gov/fire/) to contact a fire house in your community.

### Emergency Medical Services

- Don't forget to contact Emergency Medical Services (EMS) at [\(412\) 622-6931](tel:412-622-6931) or [pittsburghpa.gov/ems/](http://pittsburghpa.gov/ems/) for information and services.

## COMMUNITY EVENTS

Other activities may be scheduled in your neighborhood on National Night Out. Partnering with other organizations can help you in planning your celebration!

- Citiparks activities may be scheduled in your neighborhood on Tuesday, August 2<sup>nd</sup> that might make a good start for your event. Check the Citiparks' summer schedule on their Website or call 412-255-2539 for more information.
- Carnegie Library branches may also have a celebration scheduled. To contact a branch near you, call 412-622-3114 or visit: <http://www.carnegielibrary.org/>
- Churches or other community groups often hold events in early August. Partner with them and add a public safety component.

## REMINDERS

- Turn your porch light on to signal you are participating in the event
- Alcohol is not permitted on City streets or in parks
- Loud amplification of music is prohibited
- Make sure that you have the appropriate City permits in cases where you require:
  - Street block-off
  - Food vendors
  - Use of any City public facility
  - To secure the proper permit, please contact your community relations officer (see page 8)
  - To arrange trash pick-up by the City the following day, please make arrangements with Pittsburgh Public Works by visiting <http://www.pittsburghpa.gov/dpw/>
  - In hot weather, please be cautious of food by making sure it is properly stored
  - Be cautious of safety concerns in event activities on page 7 of the Planning Guide
  - The next day please be sure to visit <http://pittsburghpa.gov/publicsafety/nno/> to fill out an evaluation form!