



NATIONAL NIGHT OUT PLANNING GUIDE



Mayor Luke Ravenstahl invites you to celebrate
"A Beautiful Night in the Neighborhood"



CITY OF
PITTSBURGH
"AMERICA'S MOST LIVABLE CITY"
LUKE RAVENSTAHL, MAYOR

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CITY OF PITTSBURGH

"AMERICA'S MOST LIVABLE CITY"

Office of Mayor Luke Ravenstahl

Dear Neighbors,

On Tuesday, August 6, 2013, residents and community organizations in many of Pittsburgh's 90 neighborhoods will celebrate their vital relationships with their neighbors, city safety officials, and other public safety personnel by hosting events for *National Night Out Pittsburgh 2013: "A Beautiful Night in the Neighborhood."* National Night Out was created to promote residents' involvement in crime prevention activities, police-community partnerships, neighborhood camaraderie and to send a message to criminals that crime is not welcome.

This is a great opportunity for residents, organizations, and businesses to plan family friendly events in their neighborhood to encourage camaraderie and partnership, and help neighbors get to know one another. Each year, more and more of Pittsburgh's neighborhoods participate with picnics, porch parties, face painting, games and more, and we invite you to join the fun!

This *National Night Out Planning Guide* will serve as an easy reference, detailing everything one needs to know in order to plan a wonderful event. To register your event and print extra copies of this guide, visit pittsburghpa.gov/publicsafety/nno.

Together we can continue to make Pittsburgh a safe, secure and most livable city!

Sincerely,

Luke Ravenstahl

Mayor, City of Pittsburgh

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.



This year, on August 6th, 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 police-community relationships, by joining us in “A Beautiful Night in the Neighborhood.” For more information about National Night Out, please visit natw.org/about-nno.

National Night Out is Designed to:

- ★ Create positive relationships between you, your community and the police department
- ★ Generate support for local crime-preventing efforts
- ★ Send a message that neighborhoods are organized and fighting back
- ★ Have a good time while doing all of the above!

Acting Chief of the Pittsburgh Bureau of Police, Regina McDonald, stated,

“The safety of our citizens is paramount, and it is important that we all work together to keep our communities safe. National Night Out represents one way to achieve this goal. The positive energy, community spirit and determination which are made possible by National Night Out are a right step toward building positive police-community partnerships, and a safer Pittsburgh.”

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

10 REASONS TO HAVE A NNO COMMUNITY PARTY

1. Enjoy a free night of celebrations
2. Meet your neighbors
3. Make yourself known in your neighborhood
4. Start a Block Watch: More information can be found at Pittsburghpa.gov/bwib
5. Create new and advantageous networking opportunities
6. Meet and connect with the Pittsburgh Police Department and other community officials
7. To 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

- 1.) **Find out if there is enough interest.** Find out if there is enough interest among your neighbors. You could go door-to-door, speak at community meetings, start a group email or create a Facebook page.
- 2.) **Gather a few interested neighbors.** Find a few members of your community, like your Block Watch group, who would be willing to plan a community block party. Determine and delegate tasks to include a theme, activities, location.
- 3.) **Decide upon a date and time.** Have an alternative plan in case of rain. However, National Night Out 2013 will be a rain or shine event!
- 4.) **Start Inviting Guests!**
 - ★ Via door-to-door, or online, give community members an invitation (example page 8) and a details sheet (example page 7)
 - ★ Recruit volunteers to assist in the community block party planning
- 5.) **Conduct Follow-up Contact.** Review the details sheet responses to help plan for community block party equipment, food and activities. Also, be sure to stay in touch with the members who did RSVP, and continue to encourage community members to attend the event.

PLANNING YOUR EVENT

Your event can be as simple and easy or as complex and well-planned out as you'd like. Whatever you do will depend on the amount of time, effort, energy and resources you have available. Here are a few examples of previous events:

1. 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.
2. 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.
3. 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.
4. One community group provided refreshments and handouts for their attendees. In addition, they hosted a kickball game while the playground and neighborhood pool were open for children.
5. 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.
6. Register your NNO Event with the Mayor's Office at pittsburghpa.gov/publicsafety/nno.

INVITE POLICE AND FIRE PERSONNEL

★ **Police Zone Commanders and Community Relations Officers (CRO)**

Zone 1 Commander Rashall Brackney, CRO Forrest Hodges (412) 323-7201

Zone 2 Commander Eric Holmes, CRO Janine Davis (412) 255-2827

Zone 3 Commander Catherine McNeilly, CRO Christine Luffey (412) 488-8326

Zone 4 Commander Kathryn Degler, CRO Matthew White (412) 422-6520

Zone 5 Commander Timothy O'Conner, CRO Michael L. Gay (412) 665-3605

Zone 6 Commander Scott Schubert, CRO Kenneth Stevwing (412) 937-3051

★ **Bureau of Fire Headquarters (412) 255-2860**

There are many individual fire zones and districts. For a complete list and individual contact information, visit: pittsburghpa.gov/fire/districts.htm

CONTRIBUTE TO YOUR COMMUNITY

- ★ Develop a block watch through the City of Pittsburgh's Block Watch in a Box Program (pittsburghpa.gov/bwib)
- ★ Sign all ages up for library cards
- ★ Cover graffiti
- ★ Plan a clean-up event or tree planting
- ★ Collect food for a food drive
- ★ Create community impact statements or petitions

OTHER SUGGESTED ACTIVITIES

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

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 (contacts on page 5)
- ★ To arrange trash pick-up by the City the following day, please call the Mayor's Office 311 line
- ★ In hot weather, please be cautious of food by making sure it is properly stored
- ★ Be cautious of safety concerns in event activities
- ★ The next day please be sure to visit pittsburghpa.gov/publicsafety/nno to fill out an evaluation form

NNO COMMUNITY BLOCK PARTY CONTRIBUTIONS

Thank you for joining us for National Night Out

on August 6, 2013 at (time)

We are asking each family/group to bring:

- ★ 1 food item
- ★ A fold-out chair
- ★ Your own beverages
- ★ A board game
- ★ Music selections

In addition, do you have the following that could be used? (circle)

[YES] [NO] A Grill

[YES] [NO] A Music Player

[YES] [NO] A Table

[YES] [NO] A Cooler

Do you have any talent you would like to share with us?

Suggestions for activities you could organize?

Please Return this Form by _____ to:

Name: _____

Address: _____

Email: _____

Phone: _____

A "SAMPLE" NNO COMMUNITY BLOCK PARTY INVITATION

The National Night Out encourages the use of flyers to get your message out. For activities that you may want to do locally, the following represents a sample flyer and suggested content areas.

An editable template will be made available at the City of Pittsburgh website, pittsburghpa.gov/publicsafety/nno/

Title your event here

A brief description of your event

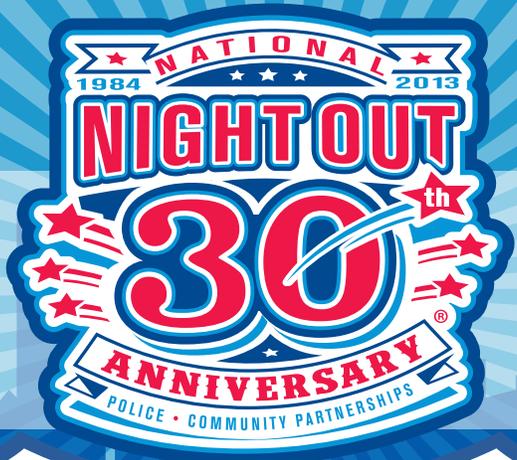
Time of your event

Where your event will be located

How to RSVP

pittsburghpa.gov [facebook.com/cityofpittsburgh](https://www.facebook.com/cityofpittsburgh) twitter.com/citypgph

The City does not discriminate against anyone on the basis of race, color, religion, ancestry, national origin, place of birth, sexual orientation, familial status, age (40 & over), or non-disqualifying physical or mental disability, or any other basis protected by federal, state, or local law.



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PITTSBURGH
"AMERICA'S MOST LIVABLE CITY"

**AUG. 6,
2013**

 pittsburghpa.gov

 facebook.com/city.of.pittsburgh

 twitter.com/citypgh

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2012 PITTSBURGH NATIONAL NIGHT OUT PHOTOS

