

Department of Neighborhood Services  
Neighborhood Coordination  
306 Cedar Road  
Post Office Box 15225  
Chesapeake, Virginia 23328-5225  
Tel. (757) 382-6018  
Fax. (757) 382-8555  
Email: mcclammy@mail.city.chesapeake.va.us

February 1, 2005

Attention Civic Leagues and Neighborhood Associations:

I write seeking your help with updating Chesapeake's Civic League Directory as well as acquiring emergency contact information for your neighborhood.

First, please review the attached form and verify or revise the contact information we currently have for your organization. Also, add your organization's regular meeting date, time and location.

As you may know, our first directory was published in 2004. It generated positive feedback and is viewed as a valuable tool by various city departments and agencies needing to communicate vital information to neighborhoods.

Second, in addition to updating the directory, we need emergency contact information for implementation of the Neighborhood to Neighborhood Emergency Communication System. This system will allow communication about basic needs and essential services when traditional communications outlets are not available due to a natural disaster, such as Hurricane Isabel.

The system involves transmitting flyers from the City's Emergency Operations Center to information sites (fire stations) continuing on to neighborhoods. The flyers will be available daily at fire stations for a specified timeframe; for example 10:00 A.M. to 12 noon. We need neighborhood representatives to pick up the flyers and take them back to the neighborhood for distribution. Each civic league or group can decide how the flyers are distributed within their neighborhood.

There will be a training session to finalize plans for this important new initiative before the next hurricane season. Civic league presidents and emergency contacts will be invited to the session, to take place around July 2005.

Please return the attachment by mail or fax no later than February 25, 2005. If you have questions, call Neighborhood Services Coordinator Theo McClammy or Jennifer Smith at 382-6018 fax 382-8555.

TM: tm/js

Enclosure



## Neighborhood Coordination Emergency Contacts

Neighborhood \_\_\_\_\_

**Primary contact:**

Name _____	Title _____	
Address _____		
Day phone _____	Alternate phone _____	Fax _____
E-mail _____		

**Other contacts:**

Name _____	Title _____	
Address _____		
Day phone _____	Alternate phone _____	Fax _____
E-mail _____		
Day phone _____	Alternate phone _____	Fax _____

Name _____	Title _____	
Address _____		
Day phone _____	Alternate phone _____	Fax _____
E-mail _____		

**Organization boundaries (identify by streets and natural boundaries, include which of these features are in you area.)**

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**Please return to:**

**Neighborhood Services Coordinator  
City of Chesapeake  
P. O. Box 15225  
Chesapeake, VA 23328-5225  
(757) 382-6990 voice 382-9555 fax**