

## Gun Violence Response

Local Presidents, Staff, and Worksite Leaders

<b>The First Hours After an Incident</b>					
	<b>Action</b>	<b>Where to find it, contacts, etc.</b>	<b>Done</b>	<b>Assigned To</b>	<b>Next steps, follow up, dates, not applicable, etc.</b>
1	As appropriate for the association, make sure the correct people at the state association are aware of the situation and that all relevant state and local leaders are communicating with each other.				
2	Reiterate for staff, leaders, and worksite leaders the local association protocols for responding to a gun violence incident, using the prepared description of the protocol or, if not already done, indicating who is the lead contact with the state affiliate, etc.				
3	Prepare to communicate with members about the incident.				
4	Be prepared to review the member roster and class assignments, with a hard copy available, in case it is necessary to account for members.				
5	Review suggested language for initial inquiries, fine-tuning for the specifics, and coordinate with the state association.				
<b>The First 12 Hours After an Accident</b>					
	<b>Action</b>	<b>Where to find it, contacts, etc.</b>	<b>Done</b>	<b>Assigned To</b>	<b>Next steps, follow up, dates, not applicable, etc.</b>
1	Coordinate with the administration and emergency response				

	personnel.				
2	Work with administrators and NEA to identify needed mental health supports.				
3	Focus on member communications; coordinate as appropriate with the state association.				
4	If necessary, identify association members who are missing, wounded, or related to victims using the member roster and class assignments.				
5	Compile community support resources for members.				
6	Connect with organizations championing civil rights and racial and social justice; countering gun violence; supporting parents, family members, higher education partners, and spouses; and promoting student health. Discuss approaches to and mutual opportunities for support in response to the incident in the short, medium, and long term. If working with state-level organizations, communicate as appropriate with the state affiliate about potential initiatives and opportunities.				

**The First Week After an Incident and Beyond**

	<b>Action</b>	<b>Where to find it, contacts, etc.</b>	<b>Done</b>	<b>Assigned To</b>	<b>Next steps, follow up, dates, not applicable, etc.</b>
1	Promote the mental health services organized by the district, and check with the state affiliate about services offered by NEA Member Benefits.				
2	Communicate as appropriate with and supporting families of members who are directly				

	impacted by the incident.				
3	Reach out to families of members who are directly impacted by the incident.				
4	Provide an opportunity for members to offer support to affected members such as providing meals, and childcare.				
5	Plan time for members to discuss how to talk about gun violence prior to going back to the site; ask the state affiliate for assistance. Every educator in every building will be confronted with students' concerns.				
6	Check in with members regularly.				