

## Gun Violence Preparation

Local Presidents, Local Staff, and Worksite Leaders

<b>Newer to the Work:</b> For those beginning to work on gun violence preparation issues					
	<b>To do</b>	<b>Where to find it, contacts, etc.</b>	<b>Completed</b>	<b>Assigned to</b>	<b>Next steps, follow up,, dates, not applicable, etc.</b>
1	Determine who will carry out to-do list items, as appropriate, for the association.				
2	Ensure that local association leaders, staff, and worksite leaders have this guide.				
3	Establish an opportunity for association leaders, staff, and worksite leaders to review and discuss this guide.				
4	Learn about gun violence-related protocols, staff assignments, points of contact, and resources from the state association; ensure that this information is kept up-to-date and distributed to the local association gun violence and/or school safety team.				
5	Develop an association plan that includes roles and responsibilities in case of a gun violence incident.				
6	Prepare a short summary of local association procedures in case of a gun violence incident.				
7	Identify and build relationships with relevant crisis response teams within school administrations; if no such teams exists, advocate for the creation of one.				
8	Ensure that the association has one established point of contact and a plan for				

	communicating with school administration after a gun violence incident; establish or deepen the working relationship between contacts.				
9	Obtain and maintain up-to-date electronic and hard copies of members' class rosters and work assignments.				
10	Develop and distribute information to all members on how to communicate with the local association in case members are directly involved in gun violence incidents; include points of contact.				
11	Advocate for the installation of evidence-based security and access-control measures consistent with maintaining welcoming environments.				
12	If collective bargaining takes place, review <a href="#">NEA's collective bargaining language related to gun violence for applicable provisions</a> . If bargaining does not take place, review the language for potential school/campus policy adoption.				
13	Develop or deepen relationships with organizations championing civil rights; countering gun violence; supporting parents, family members, higher education partners, and spouses; and promoting student health. Discuss approaches to and mutual opportunities for support on issues related to gun violence.				

**Expanding the Work:** For those deepening or broadening ongoing work on gun violence issues

To do	Where to find it, contacts, etc.	Completed	Assigned to	Next steps, follow up, dates, not applicable,
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					<b>etc.</b>
1	Work with administration contacts to ensure creation of emergency operations plans with association participation or, if the plans exist, association participation in their review and revision.				
2	Create opportunities to educate members about school administration EOPs and how they can interact with them.				
3	Develop partnerships with organizations championing civil rights; countering gun violence; supporting parents, family members, higher education partners and spouses; and promoting student health.				