

**Gun Violence Response**  
State Presidents and Executive Directors

<b>The First Hours After an Incident</b>					
	<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	Contact the local president to provide support and assistance. In general, state presidents or their designees will contact the local president.				
2	Contact NEA to discuss needed support and coordination on national and state public responses. In general, state executive directors or their designees will contact NEA.				
3	Maintain contact with the lead UniServ director for updates from the local to provide resources and coordinate support. Be careful to follow appropriate state processes for communicating with UniServ directors and ensure that lines of communication are clear.				
4	Assist local leaders in creating an initial communique to members. Include, as necessary, material on talking with students after incidents of gun violence and other material identified in this section of the guide.				
5	Clarify who, at the state affiliate level, will be the main ongoing contact for the local association leader.				
<b>The First 12 Hours After an Accident</b>					

	<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	In collaboration with the local, assist as needed in creating ongoing communications for members, and work with and support the local's media spokesperson; NEA can assist.				
2	Create, as needed, written communiques for local leaders to send to victims' families.				
3	Contact NEA Member Benefits and determine what resources are available for the local members, their students, and their families.				
4	Develop and provide talking points, as needed, for local leaders who are communicating with concerned members. Include information on accessing mental health and community supports.				
5	In collaboration with local leaders, create ongoing communications for members, and work with and support the local's media spokesperson; NEA can assist.				
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. Communicate with the local association about potential initiatives and opportunities.				

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

	<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	Assist the local association in developing protocols to address members' fear and grief.				
2	In collaboration with the local association, assist in organizing resources about talking to students about gun violence, including written guidance for members returning to work, virtual assistance, and frequently asked question documents.				
3	Identify opportunities, as appropriate, to advocate for an end to gun violence, including through the adoption of steps suggested in Part 1 of the guide on preventing gun violence.				
4	Stay in touch with the local association and provide ongoing assistance with member communications.				