

# Gun Violence Preparation | Local Presidents, Local Staff, and Worksite Leaders

**Newer to the Work:** For those beginning to work on gun violence issues

To do	Where to find it, contacts, etc.	Complete	Assigned to	Next steps, follow up, dates, n/a, etc.
<b>1</b> Determine who will carry out to-do list items, as appropriate, for the association.				
<b>2</b> Ensure that local association leaders, staff, and worksite leaders have this guide.				
<b>3</b> Establish an opportunity for association leaders, staff, and worksite leaders to review and discuss this guide.				
<b>4</b> 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.				
<b>5</b> Develop an association plan that includes roles and responsibilities in case of a gun violence incident.				
<b>6</b> Prepare a short summary of local association procedures in case of a gun violence incident.				
<b>7</b> Identify and build relationships with relevant crisis response teams within school administrations; if no such teams exists, advocate for the creation of one.				

# Gun Violence Preparation | Local Presidents, Local Staff, and Worksite Leaders

**Newer to the Work:** For those beginning to work on gun violence issues

To do	Where to find it, contacts, etc.	Complete	Assigned to	Next steps, follow up, dates, n/a, etc.
<b>8</b> 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.				
<b>9</b> Obtain and maintain up-to-date electronic and hard copies of members' class rosters and work assignments.				
<b>10</b> 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.				
<b>11</b> Advocate for the installation of evidence-based security and access-control measures consistent with maintaining welcoming environments.				
<b>12</b> If collective bargaining takes place, review NEA's <a href="#">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.				
<b>13</b> 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.				

# Gun Violence Preparation | Local Presidents, Local Staff, and Worksite Leaders

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

To do	Where to find it, contacts, etc.	Complete	Assigned to	Next steps, follow up, dates, n/a, etc.
<b>1</b> Work with administration contacts to ensure creation of emergency operations plans with association participation or, if the plans already exist, association participation in their review and revision.				
<b>2</b> Create opportunities to educate members about EOPs and how they can interact with them.				
<b>3</b> Develop partnerships with organizations championing civil rights; addressing gun violence; supporting parents, family members, higher education partners and spouses; and promoting student health.				