

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

## The First Hours After an Incident

To do	Where to find it, contacts, etc.	Complete	Assigned to	Next steps, follow up, dates, n/a, etc.
<p><b>1</b> 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.</p>				
<p><b>2</b> Reiterate within the 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 for the state affiliate, etc.</p>				
<p><b>3</b> Prepare to communicate with members about the incident.</p>				
<p><b>4</b> Be prepared to review the member roster and class assignments, with a hard copy available, in case it is necessary to account for members.</p>				
<p><b>5</b> Review suggested language for initial inquiries, fine-tuning for the specifics, and coordinate with the state association.</p>				

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## The First 12 Hours After an Incident

To do	Where to find it, contacts, etc.	Complete	Assigned to	Next steps, follow up, dates, n/a, etc.
<p><b>1</b> Coordinate with the administration and emergency response personnel.</p>				
<p><b>2</b> Work with administrators and NEA to identify needed mental health supports..</p>				
<p><b>3</b> Focus on member communications; coordinate as appropriate with the state association.</p>				
<p><b>4</b> If necessary, identify association members who are missing, wounded, or related to victims using the member roster and class assignments.</p>				
<p><b>5</b> Compile community support resources for members.</p>				
<p><b>6</b> 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.</p>				

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## The First Week After an Incident and Beyond

To do	Where to find it, contacts, etc.	Complete	Assigned to	Next steps, follow up, dates, n/a, etc.
<p><b>1</b> Promote the mental health services organized by the district, and check with the state affiliate about services offered by NEA Member Benefits.</p>				
<p><b>2</b> Communicate, as appropriate, with and support families of members who are directly impacted by the incident.</p>				
<p><b>3</b> Provide an opportunity for members to offer support, such as meals and child care, to affected members.</p>				
<p><b>4</b> 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. Expect that every educator in every building will be confronted with students' concerns.</p>				
<p><b>5</b> Check in with members regularly.</p>				