

Response Action Items Worksheet

The following to-do-list items come from a longer set of checklists in the NEA School Gun Violence Prevention and Response Guide. Select at least two items from each section (first hours, first 12 hours, and first week after a gun incident). For each, list at least two actions you would take to prepare to complete it and at least two actions you would take to follow up. Indicate whether the item is for a local or state Association, or both. Each section includes a blank spot for you to add an item you think is crucial but not mentioned.

	Action Items for Leaders	State	Local	Preparing to Complete the Action Item	Following up on the Action Item
First Hours After an Incident					
1	Refer to established Association protocols for responding to emergencies.				
2	Clarify/reiterate lines of communication between the local Association and other locals, the state Association, and national Association.				
3	Initiate communications in the Association universe				
4	Clarify/reiterate the process for gathering information about the incident and updating team members.				
5	Communicate with the school administration about the incident				
6	If necessary, identify Association members who are missing, wounded, or related to victims, and those directly involved in the incident.				
7	Prepare initial communications.				
8	Distribute materials to leaders, staff, and members about talking with students after gun violence incidents, trauma-informed engagements after crisis, and related topics.				
9	Arrange or reiterate options for mental health support.				

10	If necessary and appropriate, establish safe areas for members, students, and families to gather.				
11	If necessary, establish separate areas for media engagement.				
12					
First 12 Hours After an Incident					
13	As necessary and appropriate, communicate with members.				
14	Speak with NEA Member Benefits about resources; arrange or reiterate options for mental health and other supports.				
15	Coordinate with community groups, racial and social justice organizations, and other stakeholders.				
16					
First Week and Beyond					
17	Review, develop, and/or revise Association protocols for responding to emergencies.				
18	Continue to communicate with members as necessary and appropriate.				
19	Consider anniversaries, events, and other potential opportunities to address the incident and whether, when, and how to do so.				