

Preparation Action Items Worksheet

The following dozen to-do-list items come from a longer set of checklists in the NEA School Gun Violence Prevention and Response Guide. Select at least four items and, 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 after completing the task. Indicate whether the item is for a local or state Association, or both. Items 13 and 14 are for you to add to-do-list items that you think are crucial but missing.

	Action Items for Leaders	State	Local	Preparing to Complete the Action Item	Following up on the Action Item
1	Understand how and with whom state/local Associations will interact in the Association universe after a gun incident.				
2	Prepare a summary of Association procedures in case of a gun violence incident.				
3	Develop an Association plan for who will fill which roles in case of a gun incident.				
4	Review collective bargaining and/or school board policy related to gun incidents.				
5	Identify key people in the school administration responsible for responding to gun violence incidents.				
6	Create opportunities to educate members about school administration emergency operations plans (EOPs) and how members can interact with them.				
7	Advocate for schools to install evidence-based security and access-control measures consistent with creating welcoming school environments.				
8	Advocate for needed changes to school policing and active shooter drills.				
9	Establish an opportunity for Association leaders and staff to review and discuss the NEA School Gun Violence Prevention and Response Guide.				

10	Identify and build a relationship with relevant crisis-response agencies.				
11	Identify and build a relationship with racial and social justice organizations concerned about gun violence.				
12	Identify and build a relationship with parents' groups and other organizations concerned about gun violence.				
13					
14					