
ATHLETICS

Athletic Liability (45 minutes)

Keenan SafeColleges' *Athletic Liability* course provides an overview of liability in school athletics. While this course serves as an overview on the topic, it is important to follow state and federal law as well as your school's policies and procedures. Topics include professional preparation and instructional competence, avoiding abuse claims, facility and equipment safety, athletic events, camps and clinics, and team transportation issues.

Concussion Awareness: Athletics (34 minutes)

The goal of this course is to familiarize coaches, athletic directors, administrators and other athletic staff members with concussion dangers – as well as to suggest smart policies to minimize concussion risks and ensure proper care for student athletes. Training includes understanding what a concussion is, and why it's such a serious injury; signs and symptoms of concussions; and smart policies and procedures if you suspect a student athlete has a concussion.

Heat Illness Prevention in Student Athletes (17 minutes)

When an athlete exercises or competes – especially in hot, humid weather – internal temperatures can reach dangerous, even fatal, levels. This course is designed to give an overview of the dangers posed by heat illness and suggest preventive measures that can minimize risks to student-athletes. Topics covered include the primary types of heat illness; signs and symptoms; and preventive measures to help protect student-athletes.

Professional Standards for Interacting with Student Athletes (18 minutes)

Athletic programs should provide a safe environment for young athletes to practice and play. To foster this safe environment, it's important for athletics staff members to create and maintain professional boundaries with student-athletes. This course is designed to define professional standards for interactions between athletics staff and student-athletes. These guidelines will help minimize the risk of sexual abuse and sexual misconduct.

Title IX and Gender Equity in Athletics (51 minutes)

Keenan SafeColleges' *Title IX and Gender Equity in Athletics* course provides an overview of Title IX and how it applies to school athletic programs. This course serves as an overview on the topic. It's important for employees and programs to follow federal laws as well as your school and school district's policies and procedures. Topics include a history of Title IX, legal requirements and compliance, equality in treatment and benefits, and common questions/myths.

CHILD ABUSE PREVENTION MICROLEARNING SERIES

Distance Learning Boundaries (35 minutes)

This course covers boundaries for teaching remotely, warning signs to look for, and how to keep students safe.

EMERGENCY MANAGEMENT

Active Assailant Preparedness (Administrator and Staff versions) (48 minutes)

It is vital that schools be well-prepared for all kinds of safety incidents. The course intends to prepare personnel for "active shooter" situations by providing information on how they occur and how they may be more effectively prevented. The course will review facts and history, prevention strategies, preparedness, and what to do if an "active shooter" incident happens.

Active Shooter: Run, Hide, Fight (15 minutes)

Keenan SafeColleges' Active Shooter: Run, Hide, Fight course intends to prepare personnel

in becoming better equipped to deal with an active shooter or assailant on campus. This course is designed to familiarize course takers with the warning signs that someone may become violent. It will also introduce the concept of run, hide, fight during an active shooter situation. Topics covered include situational awareness, how to assess an emergency situation, and run, hide, fight procedures.

Crisis Response & Recovery (22 minutes)

The Keenan SafeColleges' *Crisis Response & Recovery* course explains key roles and terms of the crisis intervention team as well as identifying the primary response areas that are critical to effective response and recovery.

Terrorism: Awareness & Response Administrator and Staff versions (36 minutes)

This course will help educators who work in public, private, charter, and independent schools address the potential for school-related terrorism. The goal is to empower administrators with awareness, understanding and strategies. Course covers facts and history, prevention and mitigation strategies, preparedness, response strategies and recovery.

EMERGENCY MANAGEMENT – FEMA TRAININGS

(ALL) – All employees to take/3 hours each

- IS-100.c: Intro to ICS for Schools
- IS-200.c: Basic ICS Initial Response
- IS-2905: Health and Social Service Response
- IS-363: Introduction to Emergency Management for Higher Education
- IS-700.b: Introduction to NIMS
- IS-800.c: National Response Framework, An Introduction
- IS-906: Work Security Awareness

(CAB) – Cabinet/Senior employees to take, in addition to ALL courses above (times vary)

- IS-908: Emergency Management for Senior Officials
- IS-909: Community Preparedness: Implementing Simple Activities for Everyone

(FIN) – Business/Finance employees to take, in addition to ALL courses above (times vary)

- IS-1000: Public Assistance Program and Eligibility
- IS-1001: The Public Assistance Delivery Model Orientation
- IS-1006: Documenting Disaster Damage and Developing Project Files
- IS-1007: Detailed Damage Description and Dimensions
- IS-1008: Scope of Work Development (Scoping and Costing)
- IS-1009: Conditions of the Public Assistance Grant

(MGR) – All Managers/Leadership to take, in addition to ALL courses above (times vary)

- IS-29.a: Public Information Officer Awareness
- IS-42: Social Media in Emergency Management
- IS-201: Forms Used for the Development of the Incident Action Plan
- IS-230.d: Fundamentals of Emergency Management
- IS-235.c: Emergency Planning

- IS-240.b: Leadership and Influence
- IS-241.b: Decision Making and Problem Solving
- IS-242.b: Effective Communication
- IS-244.b: Developing and Managing Volunteers
- IS-1300: Introduction to Continuity of Operations

(MOF) – Maintenance/Operations/Facilities take in addition to ALL courses above

- IS-815: ABCs of Temporary Emergency Power

(PIO) – Public Information Officers to take, in addition to ALL courses above (times vary)

- IS-29.a: Public Information Officer Awareness
- IS-42: Community Preparedness: Implementing Simple Activities for Everyone

(POL) – School Police and Emergency Managers to take, in addition to ALL courses above

- IS-120.c: An Introduction to Exercises
- IS-130.a: How to be an Exercise Evaluator
- IS-139.a: Exercise Design and Development
- IS-914: Surveillance Awareness: What You Can Do
- IS-915: Protecting Critical Infrastructure Against Insider Threats
- IS-916: Critical Infrastructure Security: Theft and Diversion-What You Can Do

(RMG) – Risk Manager Group to take, in addition to ALL courses above

- IS-120.c: An Introduction to Exercises
- IS-130.a: How to be an Exercise Evaluator
- IS-139.a: Exercise Design and Development
- IS-360: Preparing for Mass Casualty Incidents: Guide for Schools/HE/Churches
- IS-366.a: Planning for the Needs of Children in Disasters
- IS-368: Including People with Disabilities and Others with Access and Functional Needs in Disaster Operations

EMPLOYMENT PRACTICES/SUPERVISORY

Conducting Job Interviews (26 minutes)

Keenan SafeColleges' *Conducting Job Interviews* course provides supervisory staff members with techniques on conducting an effective interview, with a focus on avoiding discrimination. This course provides guidance for interviewing. It is not legal advice. Always partner with your HR director throughout the hiring process. Common themes include: What constitutes discrimination, how to prepare for the interview process, and how to conduct an interview and avoid discriminating against any job candidate.

Discrimination: Avoiding Discriminatory Practices (31 minutes)

As a supervisor, it's essential that you help to establish and maintain a respectful and positive environment for learning. You set the example for students and the community at large, which makes consistent displays of civility – respect and politeness – toward others important. The goal of this course is to provide supervisors with an overview of some best practices that will help them manage a diverse workplace, avoid discriminatory behaviors and create a culture that embraces acceptance and respect for all.

Diversity, Equity and Inclusion Considerations in the Hiring Process (64 mins)

Most organizations and institutions want to hire an increasingly diverse workforce, but finding, hiring and retaining candidates while abiding by state laws can be a challenge. This course provides college districts and institutions with an overview of lawful pre-hiring, hiring, and post-hiring strategies that can help with recruiting, selecting and retaining a diverse group of highly qualified applicants. Topics include legal mandates pertaining to correcting statistical underrepresentation in the workplace, best practices for hiring committees, recruitment strategies that will broaden the pool of available candidates, and opportunities for creating a workplace culture where all employees feel valued and welcomed.

Managing Difficult Behaviors (20 minutes)

Keenan SafeColleges' *Managing Difficult Behaviors* course provides supervisory staff members with several ways to manage difficult behavior among staff members. Common themes include: Avoiding taking difficult behavior personally, maintaining self-control, focusing on problem-solving, confronting the employee, and using performance management.

Performance Evaluations (26 minutes)

Keenan SafeColleges' *Performance Evaluations* course provides supervisory staff members with an overview of performance management and annual performance evaluations. Common themes include: Ongoing performance management process, best practices and performance evaluations/ review conversation.

Performance Management (33 minutes)

Keenan SafeColleges' *Performance Management* course provides administrators and supervisors with an overview of employee performance management through effective performance evaluations. This course discusses the importance of evaluating performance as well as how to prepare for and conduct effective evaluations. Common themes include why performance evaluations are important, how to prepare yourself for evaluating employees and how to conduct effective evaluations.

Reasonable Suspicion for Drug and Alcohol Use (29 minutes)

The objective of this course is to train administrators and supervisors on the risks of drug and alcohol use by employees, the skills to recognize use of drugs and alcohol, the skills to confront an employee who may be using drugs or alcohol, and the procedures for documenting reasonable suspicion cases.

Retaliation Liability (29 mins)

The goal of Keenan SafeColleges' *Retaliation* course is to train administrators and supervisors on retaliation liability. This course provides managers and supervisors with an overview of personal and organizational liability due to claims of retaliation.

Sensitivity Awareness (34 minutes)

Schools and school staff members face consequences when school employees say or do something- whether intentionally or unintentionally- that causes offense to co-workers, a student, a student's family or community groups. Insensitive actions or words by anyone may result in legal action against the school, and disciplinary action against the school employee. The goal of this course is to provide school supervisors and other staff members with an increased awareness about the unique opportunities and challenges involved in working with different people.

Sexual Harassment: Policy and Prevention - AB 1825 (2 hours)

The goal of Keenan SafeColleges' *Sexual Harassment: Policy and Prevention* course is to train administrators and supervisors on how to handle sexual harassment concerns. This course follows the mandatory requirements for training under AB 1825.

Supervisor's Role in Safety (30 minutes)

The goal of this course is to describe the supervisor's role in safety as well as how to effectively apply best practices to ensure everyone's safety. We'll achieve this goal by examining methods to build a culture of safety and manage common workplace hazards.

Termination: Practice and Procedure (24 minutes)

The goal of this course is to provide supervisors and managers with a basic understanding of best practices regarding termination of employees. We will explore termination laws and policies; identify ways to avoid key mistakes during a termination; and review best practices for termination.

ENVIRONMENTAL**Accident Investigation (Supervisor) (30 minutes)**

As a supervisor, one of your responsibilities may be to follow up on accidents once they've happened. The goal of Keenan SafeColleges' *Accident Investigation for Supervisors* course is to provide supervisors with an understanding of the accident investigation procedures.

Aerial Lift Safety Awareness (28 minutes)

The *Aerial Lift Safety for School Employees* provides school staff members with an overview of important safety procedures to be used when operating any aerial lift. In particular, the course will review the different types of aerial lifts; inspection, maintenance, and safe operation procedures for lifts; and aerial lift safety policies for school employee. This course is not intended to replace hands-on training for the specific aerial lift used at your school.

Asbestos Awareness (55 minute full course, 35 min refresher course)

The *Asbestos Awareness* course trains staff about how to identify situations that are suspicious for asbestos exposures and the proper procedures needed to ensure student and staff safety. In addition, the course helps staff understand the dangers of asbestos and asbestos-related diseases.

Back Injury and Lifting: Support Staff – Custodial & Maintenance (16 minutes)

Custodial, maintenance and nutrition services staff members are often relied upon to lift and carry heavy objects, putting their backs at risk for injury. At school, back injuries are suffered by staff members in all job functions – including custodial, maintenance and nutrition staff. Keenan SafeColleges' *Back Injury Prevention and Lifting: Support staff*, discusses the nature of back injuries as well as proper lifting techniques that help school staff avoid back injuries.

Back Injury and Lifting: Teachers & Adm/Support/Nutrition/Transportation (21 minutes)

At school, back injuries are suffered by staff members in all job functions – including teachers and administrators. The good news is that back injuries can be easily prevented with a few precautions. Keenan SafeColleges' *Back Injury Prevention and Lifting: Teachers & Administration* course, discusses the nature of back injuries as well as proper lifting techniques that help teachers and school administrators avoid back injuries.

Chemical Spills Overview (24 minutes)

The goal of the *Chemical Spills Overview* course is to familiarize staff members with science laboratory chemical spills and the safe and appropriate methods of containing and cleaning them up. Your district must have a Spill Response Plan in place to ensure that any spill can be contained and cleaned up safely. Common themes include identifying the chemical hazards that are present in your science labs, knowing the components of a Spill Response Kit, the difference between a minor and major chemical spill and what to do if a chemical spill happens.

Commercial Mower Safety (26 minutes)

This course is designed to provide employees with a general overview of commercial mower rules of operation and safety policies. The course reviews the basics of commercial mowing, general rules of safe operation and mowing safety procedures to accomplish this goal.

Compressed Gas Safety (15 minutes)

The goal of the *Compressed Gas Safety* course is to familiarize staff with compressed gas and the safe and appropriate methods of using, carrying and storing compressed gas.

Confined Space Awareness (20 minutes)

The goal of Keenan SafeColleges' *Confined Space Awareness* course is to familiarize facilities, maintenance, and custodial staff members with the hazards of confined spaces. **This course is intended as a helpful supplement to the mandatory, site-specific confined spaces training required by your district.** Topics include definition of confined space, potential hazards in a confined space, the difference between a Permit and Non-Permit required confined space, and understanding permit procedures for safety protocols, safe working conditions, and emergency procedures.

Electrical Safety (Full course -29 minutes; Primer 19 minutes)

While nearly all aspects of environmental safety are designed to prevent injury, some job functions have a greater risk of serious injury and even death. Unsafe practices involving electricity can result in electrocution, burns, falls, and fire. The consequences and costs are high, especially in the school environment where electricity abounds. This course, which is designed for support staff working with electricity, addresses a wide variety of electrical safety issues in the school district environment.

Energy Conservation: All Staff (20 minutes)

School energy conservation lowers the costs of unnecessary energy consumption and those dollars can be used instead for other budget needs. Keenan SafeColleges' *Energy Conservation: All Staff* course will familiarize all school staff, not just maintenance, with school energy consumption and costs, along with ways to make their school's energy use less expensive.

Eye and Face Protection (14 minutes)

To help prevent employee injuries, the Occupational Safety and Health Administration (OSHA) has developed specific standards to ensure proper eye and face protection. The goal of this course is to provide employees with a basic understanding of eye and face protection. You will learn the importance of training and retraining, ways to recognize workplace hazards, the safe use of personal protective equipment (PPE), and procedures to protect you from eye and facial injuries.

Facility Emergencies (24 minutes)

Keenan SafeColleges' *Facility Emergencies* course gives facility and maintenance supervisors an overview of steps to take to minimize the adverse effects of predictable and unpredictable events on facilities. These response and recovery actions can minimize costly damage and facility down-time. Course will cover how to protect your resources and procedures so that you're prepared in the event of an emergency, as well as outline the response and recovery actions needed in an emergency.

Fall Protection (26 minutes)

School maintenance work is not without potential fall hazards. A basic foundation of fall protection is always required. Keenan SafeColleges' *Fall Protection* course is a comprehensive tutorial designed for all school workers. The specific rules of the OSHA Fall Protection for Construction, which includes maintenance activities, comes in to play when either there is a fall hazard in excess of 6 feet above the surface below and/or a fall hazard exists over a dangerous situation such as machinery.

Fire and Explosion Hazards (27 minutes)

The goal of the Keenan SafeColleges' *Fire and Explosion Hazards* course is to provide employees with basic knowledge of the dangers of fire and explosions, as well as appropriate planning and training for

these events. Common themes include fire basics, chemistry of combustion, explosions, common workplace hazards and what to do in case of a fire or explosion.

Fire Extinguisher Safety (14 minutes)

This course illustrates the causes of school fires and gives an overview of the fundamentals of proper fire extinguisher use.

Hand and Power Tool Safety Overview (23 minutes)

Under OSHA requirements, employers are responsible and liable for the safe condition of all tools and equipment used by workers. The goal of Keenan SafeColleges' *Hand & Power Tool Safety* course is to provide employees with an understanding of the best practices for safely operating hand and power tools on the job.

Hazard Communications: Right to Understand GHS (28 minutes)

The goal of Keenan SafeColleges' *Hazard Communications: Right to Understand* course is to provide school staff with an understanding of hazardous chemicals and their specific dangers as well as actions you can take to protect yourself and others in your school. Course themes: Understand and implement basic hazard communication practices, including using a hazard communication program and safety data sheets; Describe the Hazard Communication Standard and the Globally Harmonized System of Classification of Chemicals and Labeling (GHS); Identify and understand the label requirements for chemical products and the different types of product labels according to the Hazard Communication Standard.

Hearing Loss Prevention (13 minutes)

This course covers the basics of hearing loss prevention and effective strategies for reducing hearing loss.

Heat Illness Prevention - OUTDOOR (23 minutes)

Keenan SafeColleges' *Heat Illness Prevention* course is designed for any employee that works in an environment that subjects them to excessive heat exposure.

INDOOR Heat Illness Prevention (29 minutes)

California's indoor heat illness prevention standard applies to all indoor work areas where the temperature equals or exceeds 82 degrees Fahrenheit when employees are present. This course provides staff members in California with an overview of indoor heat illness and procedures for treatment and prevention. Topics include: signs and types of indoor heat illness, steps to prevent heat illness, symptoms and details of indoor heat illness, California's indoor heat illness prevention standard, and procedures for temperature measurement, training and indoor heat illness prevention plans.

Injury and Illness Prevention Program (IIPP) (17 minutes)

Workplace safety is everyone's concern. The *Injury and Illness Prevention Program* course has been designed for every California school district employee. All employees are required to understand their safety rights and responsibilities. The course will explore the common elements found in every district's IIPP Plan as well as tell you how to access your district's specific plan.

Integrated Pest Management (60 minutes) *DPR Approved Course

Integrated Pest Management (IPM) is a safer – and usually less costly – option for effective pest management for a school campus. In fact, the Environmental Protection Agency (EPA) has recommended that schools use Integrated Pest Management to reduce pesticide risk and exposure to children. The goal of the Keenan SafeColleges' *Integrated Pest Management* course is to familiarize school staff members with the principles of an effective IPM program as well as the steps they can take to implement an IPM program in their school. .

IPM For Teachers and Office Staff (22 minutes) *DPR Approved Course

Integrated Pest Management (IPM) for Teachers and Office Staff is a course for anyone (non-

custodial/maintenance/operations) who is using an antimicrobial wipe to clean classrooms, desks, office environments, etc. The goal of the Keenan SafeColleges' *Integrated Pest Management* course is to familiarize teachers and other staff members with the principles of an effective IPM program as well as the steps they can take to clean/wipe classrooms down in their school.

Ladder Safety (26 minutes)

The Keenan SafeColleges' *Ladder Safety* course reviews one of the top work-loss issues in school districts: falls from a height due to inappropriate use of equipment (tables or chairs in place of a ladder). The course demonstrates the importance of using the proper equipment to work safely above the floor and provides specific references to OSHA's CFR 1910.25, .26, .27, .118 and 1926.1053.

Lead Safety Awareness (17 minutes)

Keenan Safe Schools *Lead Safety Awareness* course provides school support staff members with basic knowledge about the dangers of lead, as well as proven strategies to safeguard students and staff. Course covers understanding the hazards of lead, locating lead hazards in schools and managing and eliminating lead hazards.

Lockout/Tagout: Energy Release (15 minutes)

Examples of safety related work practices based on the principles and procedures of lockout/tagout as presented in OSHA regulation 29 CFR 1920.147. This course contains interactive scenarios, reference materials, case studies and lockout/tagout forms.

Maintaining Forklift Safety Awareness (46 minutes)

The Occupational Safety & Health Administration (OSHA) estimates that forklifts cause approximately 85 fatal accidents and 34,900 serious accidents per year. Many of these accidents could have been avoided if safe forklift driving and operating practices would have been used. *Keenan SafeColleges' Maintaining Forklift Safety* course provides school staff members with an overview of important safety procedures to be used when operating a forklift. This course can be coupled with 'hands on' training provided by your Keenan & Associates Loss Control Consultant.

Managing Hazardous Waste in California (15 minutes)

Hazardous waste was once allowed to run off into soil and water sources or buried in landfills, resulting in contaminated groundwater, polluted habitats for fish and wildlife, and health issues for humans. Fortunately, regulations have been put into place to prevent further environmental contamination. This course is designed to familiarize California employees with regulations tied to the identification, classification, storage and disposal of hazardous waste.

Mercury Spills (16 minutes)

Mercury can be found in many places in a typical school building including thermostats, wall switches, fluorescent lights, and batteries. The goal of this course is to increase the awareness of school staff members regarding mercury dangers in schools as well as to familiarize staff with appropriate procedures in case of a mercury spill.

Office Ergonomics (15 minutes)

The Keenan SafeColleges' *Office Ergonomics* course reviews techniques to improve posture, stretching exercises, and provides instruction on proper workspace arrangement including chair, table, and computer terminal configurations.

Personal Protective Equipment (PPE) (17 minutes)

This course covers the basics of hazard assessments to determine required PPE as well as various types of PPE.

Playground Maintenance & Inspection (21 minutes)

The Keenan SafeColleges' *Playground Maintenance & Inspection* course illustrates the most common playground hazards, as well as nationally recognized standards for playground equipment.

Respirable Crystalline Silica Awareness (18 minutes)

This course is designed to help those who work with crystalline silica on the job or in the classroom understand the hazards associated with the mineral and how to implement specific dust controls as provided in the industry standard that sets permissible exposure limits.

Respiratory Protection (19 minutes)

The goal of this course is to familiarize school support staff members with the basics of protecting respiratory health through the use and maintenance of respirators. The Keenan SafeColleges' *Respiratory Protection Awareness* course reviews how to identify respiratory hazards in schools and regulations concerning respiratory protection.

Safety Committee Operations (Best Practices) (19 minutes)

The goal of Keenan SafeColleges' *Safety Committee* course is to provide those on a safety committee with an understanding of the purpose of safety committees and best practices for creating a successful committee and safe work environment. Course includes guidelines for forming and running a safety committee, steps for conducting a safety committee meeting, how to identify workplace hazards and how to conduct an incident/accident investigation.

Safety Data Sheets (19 minutes)

The Keenan SafeColleges' *Safety Data Sheets* course provides school staff with an understanding of Safety Data Sheets (SDSs) as they relate to hazardous chemicals and the knowledge to use the information found in SDSs to protect themselves and others in the school. Course covers: understanding how SDSs are organized and why they're necessary for hazardous chemicals, identification of the different sections of an SDS and the information found in each, and familiarization with the GHS requirements and how they will affect SDSs.

Scaffolding Safety Awareness (24 minutes)

The *Scaffolding Safety Awareness* course provides an overview of safe scaffolding construction and safety procedures while using scaffolding. Scaffolding can be very dangerous if the work platform is not constructed and used properly. The goal of this course is to supply school staff members with a basic understanding of the best practices involving the safe use of scaffolding. This includes both scaffolding assembly as well as safe procedures while in use.

Science Lab Safety (27 minutes)

The goal of the *Science Lab Safety* course is to provide science teachers and other school staff members with an overview of basic procedures and policies necessary to ensure the safe operation of their school science laboratory. The course also outlines general laboratory safety practices, which can be passed on to students.

Science Laboratory Chemical Spills (30 minutes)

Despite every school's best efforts to have and maintain a safe science laboratory, chemical spills do happen. As a result, your school must have a Spill Response Plan in place to ensure that any spill can be contained and cleaned up safely. The goal of the Science Laboratory Chemical Spills course is to familiarize staff members with science laboratory chemical spills and the safe and appropriate methods of containing and cleaning them up.

Scissor Lift Safety Awareness (23 minutes)

This course provides school staff members with an overview of important safety procedures to be used when operating a scissor lift. **This course is not intended to replace hands-on training for the specific scissor lift that you will be using on your job.** In this course, you will learn how a scissor lift works; training requirements for scissor lifts; inspection and maintenance of scissor lifts; safe operation procedures for scissor lifts; and scissor lift safety policies for school employees.

Slips, Trips and Falls (17 minutes)

This course provides specific guidelines to help prevent slip, trip and fall injuries, best practices for walking on slippery surfaces, precautions to avoid trip hazards and safety policies that keep employees from taking fall risks.

Trenching and Excavation Safety (21 minutes)

Excavation and trench work can be very dangerous. The goal of this course is to provide support staff members with an overview of safety procedures when trenching and excavating. Topics covered include soil types, excavation requirements and protection systems.

Utility Cart Safety (19 minutes)

The goal of this course is to provide school staff members and coaches with a general overview of utility cart operational rules and safety policies. Before you operate a utility cart, you are also required to know your district's policies regarding utility cart usage and safety.

Water Damage Prevention and Mitigation (37 minutes)

The goal of *Keenan SafeColleges' Water Damage Prevention and Mitigation* course is to familiarize employees in California with an overview of water damage risk and methods of prevention and mitigation. Topics include risks associated with weather-related and non-weather-related water damage, how to develop a risk mitigation plan for your organization and measures you can take to protect your organization's assets.

Welding, Cutting and Brazing Safety Awareness (24 minutes)

The goal of *Keenan SafeColleges' Welding, Cutting & Brazing Safety Awareness* course is to provide maintenance and facilities staff members with a basic understanding of the safety requirements for welding, cutting and brazing, as well as policies that help ensure safety for both you and others on a school campus. **This course is designed only as a supplement to your employer's hands-on, product-specific safety training on proper tool use.**

Wildfire Prevention and Response (29 minutes)

While wildfires are a natural part of California's climate. This course provides staff members in California with practical steps individuals and organizations can take to reduce the risk and impact of wildfires and to support recovery when a fire does occur. Topics include: wildfire causes, strategies for wildfire prevention, and procedures for managing evacuation and recovery.

Wildfire Smoke Protection (25 minutes)

This course provides an overview of the risks that accompany wildfire smoke exposure, as well as employer responsibilities and best practices for avoiding illness and injury when wildfire smoke is present. Topics include: risks associated with exposure to wildfire smoke, obligations of employers to protect employees, and best practices for wildfire smoke protection.

Workplace Injury Prevention (27 minutes)

This course provides an overview of simple strategies to avoid common workplace injury hazards. Primary themes include: back injury prevention; slip, trip and fall prevention; ergonomic injury avoidance; and safety during incidents of workplace violence.

HEALTH**AED (Automated External Defibrillators) – (17 minutes)**

This course is a concise tutorial designed for all staff, focusing on the use of automated external defibrillators. The course content addresses how lifesaving AEDs are used in health emergencies.

Note: This course is designed to be a complement to hands-on AED training.

Bloodborne Pathogens: Complete (21 minutes full course)

Bloodborne Pathogens: Exposure Prevention course introduces the type, statistics and scope of the disease; guidelines for the clean-up and handling of potentially infectious wastes or contaminated materials; the risks associated with workers exposed to BBPs (including vaccination and reporting information); and delivers training designed to emphasize the practices of proper exposure control. The course contains specific references to OSHA regulation 29 CFR 1910.1030 with Internet links to the OSHA and CDC web sites.

Cardiopulmonary Resuscitation (CPR) (17 minutes)

This *CPR* awareness course is a tutorial designed for all school staff that focuses on key CPR techniques, considerations, and precautions for all staff. The course content addresses how lifesaving CPR technique can be applied during health emergencies in schools and the district workplace. **Note: This course is designed to be a complement to hands-on CPR training.**

Common Illness Prevention (15 minutes)

The goal of Keenan SafeColleges' *Common Illness Prevention* course is to provide school staff with information on common communicable diseases in schools and how to prevent and manage them. This course covers facts about communicable diseases, how illnesses spread, public health laws, and how to prevent the spreading of common illnesses.

First Aid Awareness Training (34 minutes)

The awareness course emphasizes “scene safety” and being keenly aware of environmental hazards that contribute to health risks in the school environment.

Health Emergencies: Asthma (16 minutes)

This course is a concise tutorial designed for all school staff. Asthma affects approximately 17 million people in the U.S., and also accounts for roughly 10 million lost school days. The disease can even be fatal. All school employees must know the basics of asthma and be ready to respond to ensure the safety of students.

Health Emergencies: Diabetes Awareness (17 minutes)

This course is a concise tutorial designed for all school staff. Diabetes affects approximately 151,000 young people, or about 1 in every 400-500 students. The disease must be managed 24 hours a day. All school employees must know the basics of diabetes and be ready to respond to ensure the safety of students.

Health Emergencies: Hemophilia (11 minutes)

All school employees must know the basics of hemophilia to be ready to respond to ensure the safety of students with hemophilia.

Health Emergencies: Life-Threatening Allergies (17 minutes)

Health Emergencies: Life-Threatening Allergies is a concise tutorial designed for all school staff. Life-threatening allergies in the U.S. are steadily increasing, and all school employees must know the basics and be ready to respond to ensure the safety of students and staff.

Health Emergencies: Overview (22 minutes)

The *Health Emergencies: Overview* focuses on the four major chronic conditions prevalent among students. The course provides a brief overview of asthma, diabetes, life-threatening allergies, and seizures.

Health Emergencies: Seizures (29 minutes)

All school employees must know the basics of epilepsy and seizures to be ready to respond to ensure the safety of students.

HIV/AIDS Awareness (10 minutes)

HIV/AIDS Awareness is a tutorial designed for all school staff that focuses on the Human Immunodeficiency Virus (HIV) and the disease of Acquired Immunodeficiency Syndrome (AIDS). Both the virus and the disease are examined from the perspectives of impact to students and impact to the school workplace.

Medication Administration: Epinephrine Auto-Injectors (16 minutes)

Life-threatening allergic reactions are uncommon, but not entirely a rare occurrence. Still, staff must be prepared to intervene in these instances of life or death. The goal of this course is to provide staff with a basic understanding of the procedures required to safely administer an epinephrine auto-injector (EAI). Topics covered include common allergens, signs and symptoms of anaphylaxis, general administration instructions for all epinephrine auto-injectors, and simple first aid steps **Note: Our Epinephrine Auto-Injectors course is an awareness level training. The information provided in this course is great supplemental material to the training provided by the school nurse or other qualified person designated by an authorizing physician and surgeon.**

MRSA Awareness (15 minutes)

Methicillin-Resistant Staphylococcus Aureus, or MRSA, is a type of staph infection you should keep on high alert. This drug-resistant infection spreads from person to person, especially in environments that have many people interacting in close quarters. The Centers for Disease Control and Prevention (CDC) report that 40 percent of adult cases of MRSA occur outside hospital settings. Keenan SafeColleges' MRSA Awareness course provides basic information about MRSA infections, along with prevention and management strategies.

Opioid Overdose Response Awareness (20 minutes)

This course gives staff members an overview of opioid overdose response procedures and the usage, storage and maintenance of opioid reversal agents, such as naloxone. Topics include types of opioids, signs and symptoms of an overdose, sample naloxone administration procedures, and after-incident resource identification.

NOTE: 12/12/22 ~ *The Los Angeles County Department of Public Health's Division of Substance Abuse Prevention and Control Program (DPH-SAPC) has reviewed the Keenan SafeColleges' Opioid Overdose Response Awareness course. We received a certification letter that from DPH-SAPC that verifies that the Keenan SafeColleges' course meets the minimum educational requirements outlined by the California Civil Code § 1714.22 and that our program is now registered with DPH-SAPC. Therefore, you only need to take the KSS Opioid Awareness course to meet the requirements when applying for the Standing Order and provide and administer emergency naloxone hydrochloride or another opioid antagonist.*

Pandemic Flu (23 minutes)

This course includes an explanation of the various phases of pandemic as recognized by the World Health Organization (WHO) and explores the Swine Flu and the H1N1 strain in detail. Along the way, some myths surrounding swine flu are dispelled and the facts are reinforced. The course concludes with numerous practical considerations for school workers to help reduce the threat of pandemic flu.

Severe Bleeding Response: Wound Packing and Tourniquet Use (12 minutes)

This course is designed to promote awareness of severe bleeding first response procedures. Topics include responding to emergencies, the importance of state laws and employer policies, first aid procedures and how to use bleeding control kits. This version is designed for all employees.

Stress Management (31 minutes)

The goal of Keenan SafeColleges' *Stress Management* course is to provide information you can use to manage and to reduce stress in your life.

Student Mental Health: Awareness, Intervention and Referral (22 minutes)

The goal of Keenan SafeColleges' *Student Mental Health* course is to provide an overview of student behavior and mental health. **This course is not meant as a diagnostic tool.** Diagnoses must always come from a certified professional who specializes in mental health. However, this course may give you information that should be helpful in referring a student to a qualified professional.

HUMAN RESOURCES

Camps on Campus: Keeping Minors Safe (14 minutes)

Minors are on our campuses more often than we may think. Minors participate in a number of camps on campus and need to be safe during this time. Therefore, it is important that those who work with minors as part of camp activities on college or university campuses receive child abuse prevention training. The material in this course provides strategies for recognizing, preventing, and reporting child abuse.

Clery Act Overview (40 minutes)

Keenan SafeColleges' *Clery Act Overview* course provides college and university staff members with an overview of the Clery Act. This course is designed to provide historical information about this federal legislation and educate college staff about the legal requirements mandated by the Clery Act. Topics covered: Importance of the Clery Act, Identification of different categories and reporting requirements, Elements of the Annual Security Report, and information on timely warnings and emergency notifications.

Conflict Management: Staff-to-Staff (16 minutes)

The *Conflict Management: Staff to Staff* course provides basic conflict management skills training for all school or school district employees. This course describes the most common reasons for conflicts among co-workers in school; teaches the most effective techniques to resolve common disagreements; and helps staff members use problem-solving strategies to keep a conflict from escalating.

Customer Service Overview – Administration/Support Services/Teachers (12 minutes)

The goal of the Keenan SafeColleges' *Customer Service: Administration* course is to provide school staff members with an overview of customer service skills, while recognizing both the importance of high standards of service and the need to avoid dissatisfied customers. This course defines customer service, makes distinctions between external and internal customers and provides suggestions and strategies for establishing standards of customer service.

Discrimination Awareness in the Workplace (22 minutes)

School staff members and school districts face consequences when someone says or does something, even if unintentional, that causes offense to a co-worker, student, the student's family, or community groups. The goal of Keenan SafeColleges' *Discrimination Awareness in the Workplace* course is to provide school staff members with a basic awareness and understanding of discrimination. This awareness can help you avoid discriminatory behaviors as well as build a school culture that reflects acceptance and respect for all.

Diversity and Inclusion: Faculty and Staff (13 minutes)

This course provides college and university faculty and staff members with a basic understanding of diversity and inclusion, as well as strategies to help maintain a discrimination-free environment. Topics include: terminology and regulations, identifying problematic behaviors and proactive strategies to increase diversity awareness.

Diversity, Equity and Inclusion (DEI) Considerations in Hiring Process (66 minutes)

Most organizations and institutions want to hire an increasingly diverse workforce, but finding, hiring and retaining candidates while abiding by state laws can be a challenge. This course provides college districts and institutions with an overview of lawful pre-hiring, hiring, and post-hiring strategies that can

help with recruiting, selecting and retaining a diverse group of highly qualified applicants. Topics include: legal mandates pertaining to correcting statistical underrepresentation in the workplace, best practices for hiring committees, recruitment strategies that will broaden the pool of available candidates, and opportunities for creating a workplace culture where all employees feel valued and welcomed.

Diversity, Equity and Inclusion (DEI) Practices: Staff to Staff (26 minutes)

A lack of diversity awareness and acceptance in a school community, however, can create problems including harassment or discrimination claims. Keenan SafeColleges' *Diversity, Equity, Inclusion Practices: Staff-to-Staff* course provides school staff members with an awareness of how a diverse workforce strengthens a school or district.

Drug Free Workplace (24 minutes)

The goal of the *Drug Free Workplace* course is to provide employees with an understanding of drug and alcohol abuse in the workplace and its detrimental effect on workplace safety and health.

FACTA: Identity Theft and Consumer Protection (15 minutes)

FACTA is the Fair and Accurate Credit Transactions Act of 2003 and is designed to protect consumers from identity theft relating to financial transactions and records. This course provides staff with guidance for compliance with FACTA's Red Flags Rule, which requires applicable organizations to implement an identity-theft prevention program to detect warning signs.

FERPA: Confidentiality of Records (20 minutes)

The Keenan SafeColleges' *FERPA: Confidentiality of Records* course is designed for school professionals to address training needs relating to student education records. FERPA is the Family Education Rights and Privacy Act of 1974 that governs how school districts limit access to student records by third parties. Districts or schools that fail to comply, risk losing federal education dollars. The course also trains staff on how parental notification and requests for information from parents should be properly administered. Also covered is "directory information" that allows school districts to make certain types of student information available without consent.

General Ethics in the Workplace (20 minutes)

Ethics are the moral standards by which we agree to conduct ourselves. Every day you use ethical principles and rules to govern your decision-making. The goal of Keenan SafeColleges' *Ethics in the Workplace* course is to provide your staff members with an overview of ethical standards at work. Topics will cover: description of ethical behavior with monetary practices, ethical behavior with colleagues and students, and several guidelines for appropriate ethical behavior.

HIPAA Overview (16 minutes)

The goal of the Keenan SafeColleges' *HIPAA Overview* is to provide school staff members with a basic understanding of current HIPAA regulations and how and when they apply to K-12 schools and school districts. In school districts that find their school health records subject to HIPAA regulations, school employees are required to comply with HIPAA regulations. If your school district is subject to HIPAA regulations, every employee who has access to student health records must adhere to HIPAA laws and regulations and follow all HIPAA policies and procedures.

New Hire Orientation (26 minutes)

This course introduces new employees to a variety of workplace safety concepts and practices, including injury and illness prevention, electrical safety, bloodborne pathogens, fall and back injury, housekeeping and classroom safety, office ergonomics and more. It's an excellent way to lay a foundation of safety appreciation and awareness by making sure that your new hires are well grounded in key safety concepts.

Sexual Harassment Prevention for NON-Managers (SB 1343) (60 minutes)

The goal of the Keenan SafeColleges' *Sexual Harassment Prevention for Non-Managers* course is designed

to provide California employees with a basic understanding of sexual harassment and strategies to maintain a harassment-free environment. Course topics include definitions of sexual harassment, what employers must provide in their anti-harassment policies, abusive language and sexual harassment in the workplace and actions victims can take.

Sexual Harassment: Staff-to-Staff (Complete - 37 minutes; Refresher - 17 minutes)

The Keenan SafeColleges' *Sexual Harassment Prevention: Staff to Staff* course provides background information on sexual harassment; offers several scenarios for sexual harassment; identifies indicators of inappropriate behaviors; and states the legal rights, responsibilities, and liabilities of employees.

Student Worker Orientation (27 minutes)

The safety and health of your student worker is a primary concern of the Community College. The District has developed and implemented numerous safety programs designed specifically to promote a safe and healthful work environment. This course covers these safety programs as well as general safe work practice procedures for all workers.

Title IX and Sexual Harassment (33 minutes)

Keenan SafeColleges' *Title IX and Sexual Harassment* course provides information about Title IX and sexual harassment in post-secondary education. While this course serves as an overview on the topic, it is important to follow federal and state laws and your educational institution's policies and procedures. Topics covered: Definition of sexual misconduct, Understanding Title IX regulations, knowing your obligations under Title IX, and Developing effective policies. **Note: There are many actions required of the Title IX coordinator. This is only an overview course.**

Title IX: Regulations and Roles Overview (51 minutes)

The Title IX Coordinator is charged with overseeing compliance and ensuring all employees, students and guests are aware of their obligations and protections under Title IX. This course provides administrators with an **overview** of Title IX requirements and the role of the Title IX Coordinator. Topics include sexual misconduct and sex-based discrimination, methods of awareness and prevention, ways to address sex discrimination and procedures for investigation and adjudication. **Note: There are many actions required of the Title IX coordinator. This is only an overview course.**

Title IX: Roles of Employees (27 minutes)

Title IX is key to ensuring all students are free from discrimination and exclusion in their access to education. But making sure all students are protected isn't completely on the shoulders of Title IX Coordinators. They often rely on members of the campus community to help. This course gives college and university faculty and staff members an overview of Title IX and their role in connecting students to Title IX services. Topics include: the responsible employee role, key terms and definitions and reporting procedures. **Note: There are many actions required of the Title IX coordinator. This is only an overview course.**

Understanding Boundaries (39 minutes)

This course is designed to identify opportunities for staff-to-student abuse prevention through policies and practices that protect both staff and students, and to review the responsibilities of staff members as mandatory reporters of child abuse.

Workplace Bullying: Awareness and Prevention (18 minutes)

Keenan SafeColleges' *Workplace Bullying: Awareness and Prevention* course is designed to help school employees gain a greater understanding of the nature of workplace bullying so that it can be prevented. This course will review the impact and dangers of workplace bullying, the identification of bullying behavior and effective and efficient ways to deal with workplace bullying.

Workplace Violence: Awareness and Prevention (23 minutes)

As a staff member, it is critical that you become familiar with your district's workplace violence

prevention program and related policies. The goal of Keenan SafeColleges' *Workplace Violence* course is to provide school staff members and supervisors with basic information regarding awareness and prevention of violence in the workplace.

INFORMATION TECHNOLOGY

Browser Security Basics (17 minutes)

A large number of cyber-attacks target browser activity. This course provides all staff members with an overview of browser security and ways to browse the web safely. Topics include: the types of browser threats, the basics of browser security and safe browsing practices.

Copyright Infringement (26 minutes)

Keenan SafeColleges' *Copyright Infringement* course is designed to help you – the educator - understand how copyright law applies to materials you want to copy or download for use in your classes. This course is not designed for student use. We'll accomplish this goal by first - learning the basics about copyright laws and schools. Next, we'll explore smart practices involving three common categories of copyrighted materials used in schools.

Cybersecurity Awareness for Employees at Educational Institutions: Security Awareness Essentials (22 minutes) (see in category: Cybersecurity)

One of the biggest threats to an organization's security today is not technology weaknesses. Rather, it is the action of employees who are unaware of the risks associated with internet and technology usage and, most importantly, their role in securing their environment. At the end of this course, employees at educational institutions will be able to identify the who, what, and why of hackers' choices regarding whom to target, list three main attacks that target employees, name the possible consequences associated with end-user hacks, anticipate the ramifications of a cyber-attack on an educational institution, and more.

Cybersecurity Overview (15 minutes)

This introductory course provides an overview of cybercrime and cybersecurity. Staff members will learn the basics of cybersecurity along with the effects of cybercrime, the types of cyber threats and how users are susceptible.

Email and Messaging Safety (14 minutes)

Email is the primary means of attack from cyber-perpetrators. This course provides staff members with an overview of cybercrime via email, and how to employ safe email and messaging practices to avoid and help prevent cyber threats, attempts at fraud and identity theft.

Password Security Basics (10 minutes)

This course provides an overview of password security and management. Staff members will learn the basic principles of password security, the elements of a strong password and strategies of how to create and maintain passwords.

Protection Against Malware (17 minutes)

This course provides staff members with an overview of basic protection against malware. Topics include: the types of malware, how malware works and protective strategies.

LEARNING STORIES

Back Injury in the Kitchen: A Food Service Worker's Story (2 mins)

Careless with Chemicals: A Custodian's Story (2 mins)

Collision on the Court: A Coach's Story (2 mins)

Injury in the Classroom: A Teacher's Story (2 mins)

Skinned Knee BBP Exposure: A Coach's Story (2 mins)

Water Damage Devastation: An Administrator Story (2 mins)

NUTRITION SERVICES

Food Safety and Kitchen Sanitation (16 minutes)

This course aims to instruct employees in proper cleaning techniques and personal hygiene practices relating to kitchen sanitation and food safety. The tutorial, which is broken up into segments permitting the learner to complete the course at his/her own pace, allows staff to gain a comprehensive understanding of some of the basic issues related to food safety and kitchen sanitation.

Food Service Equipment: Safe Use (32 minutes)

This course is designed to provide food service employees with information on use and care of standard commercial food service equipment. Careful use of equipment will keep you from getting hurt, along with protecting your students from foodborne illnesses. This course will help to promote a healthy long-lasting environment for both the kitchen equipment and the people operating them.

Food Service Equipment: Sanitation (24 minutes)

The proper cleaning and care of school kitchen equipment can make the difference between having a safe and healthy work area and food supply, and an unhealthy workplace with an unsafe food supply. Keenan SafeColleges' *Food Service Equipment: Sanitation* course is designed to provide food service employees with information about sanitation practices that will keep the equipment in your kitchen safe from contamination.

Foodborne Illnesses (20 minutes)

This is a tutorial designed to train school food service workers on how to prevent contamination from foodborne bacteria and parasites.

HACCP: Hazard Analysis and Critical Control Points (23 minutes)

The *HACCP: Hazard Analysis and Critical Control Points* course is designed to provide food service staff members with an introduction to HACCP in the school kitchen. The course begins with an explanation of HACCP, its purpose, principles and elements. It then gives a concise overview of hazard analysis and food preparation. Lastly, the course reviews steps to take to prevent or eliminate a food safety hazard.

POLICY COURSES

Company Nurse - Employee Training (6 minutes)

Overview of the Company Nurse program for employees.

Infectious Disease Prevention Training (22 minutes)

This module contains the Infectious Disease Prevention Training Guide to help control workplace hazards, including Covid-19, and the Injury and Illness Prevention Program (IIPP) course for employees to understand their safety rights and responsibilities.

Injury Prevention Through Physical Conditioning Series (5 minutes each)

Series produced by OneCall.

- **Ab Exercises**
- **Healthy Back**
- **Lower Body**
- **Upper Body**
- **Wellness**

Remote Work Series (3 to 5 minutes)

- **Chair Comfort**
- **Finding the Right Environment**
- **Home Office Electrical Safety**
- **Monitor Placement**
- **Time Management**
- **Work Surface Heights**
- **Keyboard and Mouse Placement**
- **Mobile Devices**

State Water Resources Stormwater Sampling Resources Guide (16 minutes)

This is a document produced by the state water resources board on how to gather stormwater samples.

Work from Home Comfort through Ergonomics (25 minutes)

This session provides you with comfort tips for working and teaching from home.

SECURITY

Arson Awareness and Prevention (32 minutes)

This course is designed to provide school employees with information that will help reduce the likelihood of arson at their school. Arson is extremely costly to society in general and is a difficult crime to detect and prosecute. This course will review the best practices to eliminate arson and provide a better understanding of the principles of fire itself.

Campus Security Authority: Roles and Responsibility (15 minutes)

The Keenan SafeCollege's *Campus Security Authority: Roles and Responsibility* course is designed for anyone on campus designated as a Campus Security Authority. This course will discuss roles and responsibilities of a Campus Security Authority and how CSAs help officials and administrators comply with the requirements of the Clery Act.

Copper Theft Awareness (11 minutes)

This course provides a brief overview of the topic for all administrators, maintenance/facilities supervisors, and staff. Topics covered: Why copper theft is common, the security conditions, or lack thereof, that attract criminals and everyday ways that you can help to reduce the risk of copper theft.

Safety Basics for Security Staff (24 minutes)

School security officers have the challenging job of keeping your district's buildings, facilities and grounds safe for students, staff and visitors. The job can include a lot of down time when nothing of interest happens. At other times, dangerous situations can arise and your team needs to be prepared and stay alert so that they can think clearly, act effectively and avoid injury. *Keenan SafeColleges' Safety Basics for Security Staff* course will provide tips to help make your security staff more aware of the students, surroundings and events at your district.

Visual Weapons Screening (25 minutes)

The Keenan SafeColleges' *Visual Weapons Screening* course has been designed to teach school staff members basic principles in visual weapon screening for the school environment. The course is based on training videos also used by the FBI, U.S. Secret Service, Bureau of Alcohol, Tobacco & Firearms, the U.S. Department of Homeland Security, the Transportation Security Administration (TSA), and law enforcement agencies in more than thirty countries.

SOCIAL & BEHAVIORAL

Child Care Mandated Reporter (AB 1207) (61 minutes)

The Keenan SafeColleges' *Child Care Mandatory Reporting* course provides Child Care staff with an overview of laws regarding mandatory reporting of child abuse and neglect. This course is compliant with AB 1207. This course is designed for all child care staff and administration.

Communication Styles & Skills (11 minutes)

This course provides basic information on the types and styles of communication, as well as a few ways to communicate more effectively with others. Topics included: types, characteristics and styles of Communication and ways to strengthen your communication.

Dating Violence: Identification and Prevention (22 minutes)

Keenan SafeColleges' *Dating Violence: Identification and Prevention* course aims to increase school staff member awareness of teen dating violence. This course will focus on understanding teen dating violence, how to recognize signs of abuse, examining strategies to prevent teen dating violence, and correct procedures to safeguard the students.

Hazing Awareness and Prevention (51 minutes)

The goals of Keenan SafeColleges' *Hazing* course are to help you understand what hazing is, explain why hazing occurs, and educate you on identifying and addressing hazing incidents at your campus.

Implicit Bias and Microaggression Awareness (23 minutes)

The goals of Keenan SafeColleges' *Implicit Bias and Microaggression Awareness* course are to help course takers gain an understanding of what implicit bias and microaggressions are, the science behind these concepts and how to prevent imposing them on others.

Making Campus Safe and Inclusive for LGBTQ+ Students (28 minutes)

The goal of Keenan SafeColleges' *Making Campus Safe for LGBTQ Students* course is to provide information about students who are LGBT and how school staff members can create a school environment that is safe for them. Common themes include challenges faced by students who are LGBT, helping LGBT students feel safe, tips for speaking with students and creating a positive school culture.

Mandated Reporter: Child Abuse and Neglect (AB 1432) (51 minutes)

This course provides staff with an overview of laws regarding the mandated reporting of child abuse, including who must report and reporting requirements. We also provide indicators and definitions of various forms of child abuse, the impact of abuse on children and child protection.

Playground Supervision (19 minutes)

This course gives an overview of the fundamentals of playground supervision. It will review a playground supervisor's responsibilities for active monitoring, the most common hazards on the playground and how to protect children from them, and procedures and policies.

Self-Harm Awareness and Prevention (Teachers, Faculty and Staff) (31 minutes)

Self-harm is a major concern that affects many teens and adolescents. It's a behavior often established in adolescence, but it may or may not be carried into adulthood. This course provides faculty and staff members with an overview of self-harm among students as well as strategies to respond to and mitigate the effects of self-harm. Topics include: the scope of self-harm, types of self-harm and risk factors, your role in mitigating self-harm, and self-care.

Sexual Violence Awareness for Employees (Campus SaVE Act) (45 minutes)

The goal of Keenan SafeColleges' *Sexual Violence Awareness for Employees (Campus SaVE Act)* course is to educate college and university staff members with an overview of intimate partner violence on campus and the protections of the SaVE Act. You should always refer to your college or university's policies and procedures when dealing with sexual violence on campus. This new course reflects the updated law and is designed specifically for new employees - as mandated specifically by SaVE.

Student Alcohol & Substance Misuse (formerly Student Drug & Alcohol Abuse) (52 minutes)

The goal of this course is to provide an overview of student substance abuse and the role of educators in substance abuse prevention. This course is also designed to help staff members identify and respond to general substance abuse issues involving students. This course will examine student substance abuse facts, trends, symptoms, and dangers, identify risk and protective factors that influence attitudes and behaviors in regard to substance use, discuss the role of educational institutions in substance abuse prevention, and examine different situations involving substance abuse during which a staff member may need to intervene to protect a student.

Youth Suicide: Awareness and Prevention and Postvention (29 minutes) Full Course

The goal of this course is to provide staff members with information that will help them reduce the likelihood of suicide among students. This course covers the scope of the problem of youth suicide, common risk factors related to youth suicide, successful strategies for youth suicide prevention, the immediate steps a staff member should take if they encounter a student who is threatening suicide, and best practices for intervention after a suicide ("postvention").

TRANSPORTATION**City Driving (17 minutes)**

City Driving is designed for any school employee who drives a district or school vehicle including both professional and nonprofessional drivers.

Defensive Driving (19 minutes)

The *Defensive Driving* course is a comprehensive tutorial designed for any school employee who drives a district or school vehicle including both professional and nonprofessional drivers. The course content includes strategic driving tips and real-world school-based driving scenarios to help improve your decision-making when you're behind the wheel of a school vehicle (or any vehicle).

Distracted Driving (14 minutes)

This course provides facts on the dangers of distracted driving, especially while driving on the job. Topics covered: Types of distractions, Distracted driving facts, Distracted driving on the job and smart practices.

Road Rage (9 minutes)

Keenan SafeColleges' *Road Rage* course is a comprehensive tutorial designed for any school employee who drives a district or school vehicle including both professional and nonprofessional drivers.

Van Safety (23 minutes)

This course is designed to refine awareness, knowledge, and understanding of how to safely operate a school passenger van. It is important for van drivers to become familiar with the safety and handling concerns that affect their performance in the driver's seat.

Winter Driving (17 minutes)

Winter Driving is designed for any school employee who drives a district or school vehicle including both professional and nonprofessional drivers. The course content outlines special considerations for district employees driving in inclement winter weather.