



## **EMERGENCY MANAGEMENT**

### **NIMS IS-100: Incident Command Systems (3 hours)**

ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

### **NIMS IS-200.b: Incident Command Systems (3 hours)**

ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.

### **NIMS IS-700: Incident Command Systems (3 hours)**

This course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

### **NIMS 800: National Response Framework (3 hours)**

#### **Author - FEMA**

This course is intended for government executives, private-sector and nongovernmental organization (NGO) leaders, and emergency management practitioners. This includes senior elected and appointed leaders, such as Federal department or agency heads, State Governors, mayors, tribal leaders, and city or county officials – those who have a responsibility to provide for effective response.

## **EMPLOYMENT PRACTICES/SUPERVISORY**

### **Discrimination: Avoiding Discriminatory Practice (30 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.

### **Reasonable Suspicion for Drug and Alcohol Use (30 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.

### **Sexual Harassment: Policy and Prevention (AB1825) – 2 hours**

The goals of the course are to train administrators and supervisors how to handle sexual harassment concerns. Updated 12/2013.



### **Supervisor's Role in Safety – (35 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 specific methods to build a culture of safety and responsibilities to minimize common workplace hazards. (Updated 6/6/15)

### **Termination: Practice & Procedure (30 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) (25 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 accident investigation procedures.

### **Asbestos Awareness (28 minutes)**

The *Keenan SafeColleges' 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 (10 minutes)**

Keenan SafeColleges' *Back Injury and Lifting* course tackles an important area for all campus personnel: back injury. The course reviews techniques to improve lifting and carrying.

### **Back Injury and Lifting: Custodial & Maintenance (14 minutes)**

Keenan SafeColleges' *Back Injury and Lifting: Custodial & Maintenance* course tackles an important area for custodial and maintenance employees: back injury. The course reviews techniques to improve lifting and carrying, based on job tasks performed by M&O staff.

### **Chemical Spills Overview (22 mins)**

The goal of the *Chemical Spills Overview* course is to familiarize faculty and staff members with science laboratory chemical spills and the safe and appropriate methods of containing and cleaning them up. Common themes include identifying the chemical hazards that are present in 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.

### **Confined Space Awareness (20 minutes)**

The goal of Keenan SafeColleges' *Confined Space Awareness* course is to familiarize facilities, maintenance, and grounds crews 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 25 minutes – Primer course 15 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 campus 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 campus environment.

**Eye & Face Protection (12 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 the KSC *Eye & Face Protection* 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.

**Energy Conservation: All Staff (25 minutes)**

Energy is both limited and expensive. The U.S. DOE estimates that campus nationwide could save \$1.5 billion per year by improving their use of energy. Campus 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 campus staff, not just maintenance, with the District's energy consumption and costs, along with ways to make their campus' energy use less expensive.

**Facility Emergencies (21 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 (25 minutes)**

Campus 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 campus 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 Extinguisher Safety (15 minutes)**

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

**Forklift Safety Awareness (20 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' Forklift Safety Awareness* course provides staff members with an overview of important safety procedures to be used when operating a



forklift. This course should be coupled with 'hands on' training provided by your Keenan & Associates Loss Control Consultant.

**Hand & Power Tool Safety Awareness (20 minutes)**

The goal of Keenan SafeColleges' *Hand & Power Tool Safety Awareness* 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 Know (20 minutes) – No longer offered**

Keenan SafeColleges' *Hazard Communications: Right to Know* course reviews procedures and labeling practices designed to avoid potentially dangerous hazardous chemical incidents. The course details the NFPA labeling processes, explains the purpose of a MSDS, and provides information on the OSHA CFR 1910.1200 standard.

**Hazard Communications: Right to Understand (26 minutes)**

The Hazard Communication Standard describes what employers must do to handle hazardous chemicals safely. Chemical exposure may cause or contribute to many serious health effects. Some chemicals may also be safety hazards and have the potential to cause fire, explosions, or other serious accidents. The goal of **Keenan SafeColleges Hazard Communications: Right to Understand** course is to provide 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 facility. 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. This course is offered in Spanish.

**Hearing Loss Prevention (15 minutes)**

Keenan SafeColleges' *Hearing Loss Prevention* course is a concise tutorial designed for all campus staff. Noise induced hearing loss is entirely preventable and comes from a variety of environmental factors which we often fail to consider. The course covers the basics of hearing loss prevention and effective strategies for reducing hearing loss.

**Heat Illness Prevention (17 minutes)**

*Heat Illness Prevention* is designed for any employee that works in an environment that subjects them to excessive heat exposure. (Updated 6/6/15)

**Injury & Illness Prevention Program (IIPP) 20 minutes, Employee & Supervisor ver.**

Workplace safety is everyone's concern. The *Injury and Illness Prevention Program* course has been designed for every California community college 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 (20 minutes)**

*Integrated Pest Management* (IPM) is a safer – and usually less costly – option for effective pest management for a campus. In fact, the Environmental Protection Agency (EPA) has recommended that education facilities use Integrated Pest Management to reduce pesticide risk and exposure to students. The goal of the Keenan SafeColleges' *Integrated Pest Management*



course is to familiarize employees with the principles of an effective IPM program as well as the steps they can take to implement an IPM program in their community college.

**Ladder Safety (21 minutes)**

Keenan SafeColleges' *Ladder Safety* course reviews one of the top work-loss issues on a college or university campus: 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. Available in Spanish.

**Lead Safety Awareness (20 minutes)**

Lead is a hazard when inhaled or swallowed, and can be a hazard at a community college campus in many ways – most often, it's inhaled through contaminated paint, but is also ingested in tainted water, by hand-to-mouth contamination, or in contaminated soil or food. Keenan SafeColleges' *Lead Safety Awareness* course provides your 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 on campus and managing and eliminating these hazards.

**Lockout/Tagout: Energy Release (45 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.

**Office Ergonomics (20 minutes)**

The *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) – 20 minutes**

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

**Respiratory Protection Awareness (20 minutes)**

Fumes, mists, gases, dust, and fibers are all types of respiratory hazards that can exist in college campus environments. The goal of this course is to familiarize campus 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 on campus and regulations concerning respiratory protection.

**Safety Committee (Best Practices) (17 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 (28 minutes)**

The Keenan SafeColleges *Safety Data Sheets* course provides 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 on the campus. 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. Also available in Spanish.

#### **Science Lab Chemical Spills (28 minutes)**

Despite every community college's best efforts to have and maintain a safe science laboratory, chemical spills do happen. As a result, your campus 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.

#### **Slips, Trips and Falls (20 minutes)**

This course concentrates on safety hazards related to flat fluid covered surfaces, the organization of work areas, and blunt trauma resulting from a fall. The course reviews techniques to apply proper safe guards when working in slippery areas and develop effective organizational habits to reduce the potential for trips, as well as provides recommended practices to reduce the possibility of a fall.

#### **Trenching and Excavation Safety (19 minutes).**

Excavation and trench work can be very dangerous. The goal of this course is to provide 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 (20 minutes)**

The goal of this course is to provide campus 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.

#### **Welding, Cutting and Brazing Safety Awareness (22 minutes)**

The goal of this course is to reduce risks of injury for staff members who weld on campus. Some of these hazards include flying fragments of hot metal, harmful dust, smoke or fume inhalation, burns from intense heat, eye damage from ultraviolet light, and the risk of fire to yourself and others. 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 campus. **This course is designed only as a supplement to your employer's hands-on, product-specific safety training on proper tool use.**

### **HEALTH**

#### **AED Awareness (Automated External Defibrillators) – 18 minutes**

This course is a concise tutorial designed for all staff that focuses 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 & Refresher (30 minutes-full course, 15 refresher)**

Keenan SafeColleges' *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.

**CPR (Cardiopulmonary Resuscitation) Awareness Training (10 minutes)**

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

**First Aid Awareness Training (31 minutes) \*UPDATED 9/9/14**

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

**Health Emergencies: Asthma (10 minutes)**

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

**Health Emergencies: Diabetes (10 minutes)**

This course is a concise tutorial designed for all campus 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 campus employees must know the basics of diabetes and be ready to respond to ensure the safety of students and other staff members.

**Health Emergencies: Hemophilia (10 minutes)**

All campus employees must know the basics of hemophilia to be ready to respond to ensure the safety of students and other staff members with hemophilia.

**Health Emergencies: Life-Threatening Allergies (8 minutes)**

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

**Health Emergencies: Overview (20 minutes)**

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

**Health Emergencies: Seizures (10 minutes)**

All campus 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 campus 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 college or university workplace.



### **MRSA Awareness (12 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/management strategies.

### **Pandemic Flu (20 minutes)**

*Pandemic Flu* is designed to educate all campus workers on the threat of Pandemic Flu. The course explores both the evolution and history of pandemics. It includes an explanation of the various phases of pandemic as recognized by the World Health Organization (WHO). Another section explores in more detail Swine Flu and the H1N1 strain. The course concludes with numerous practical considerations for campus workers to help reduce the threat of pandemic flu.

### **Steroids & PED Awareness in Athletics (23 minutes)**

Student athletes are often under tremendous pressure to compete and may be tempted to take a short-cut to achieve peak performance. The goal of Keenan SafeColleges' *Steroid & PED Awareness in Athletics* course is to provide employees, coaches and volunteers with basic training on the topic of the misuse of steroids and performance-enhancing substances by students. Topics cover: definition of steroids, steroidal supplements and performance-enhancing drugs, the physical and mental dangers from using steroids, understanding the best methods for educating students about steroid usage and recognizing the warning signs of steroid use in your students.

### **Stress Management (29 minutes)**

It may not be possible to avoid stress in your life, but it is possible to manage and to reduce stress. Without stress management, you may remain on high alert which can affect your health, your relationships, and your ability to concentrate on the tasks at hand. 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 (11 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**

### **Athletic Liability (45 minutes)**

Keenan SafeColleges Training's *Athletic Liability* course provides an overview of liability in college athletics. While this course serves as an overview on the topic, it is important to follow state and federal law as well as your college or university's policies and procedures. Course will cover professional preparation and instructional competence, avoiding abuse





claims, facility and equipment safety, athletic events, camps, and clinics, and team transportation issues.

**Boundary Invasion (23 minutes)**

When incidents of sexual misconduct between staff and students are revealed, colleagues are often-times left in shock, thinking "How could this happen in my campus?" or "But that instructor is so respected and popular! Surely he/she isn't capable of something like that...." This course highlights the shocking prevalence of misconduct in the educational setting, while also reinforcing the importance of **establishing professional boundaries** in the workplace. Available in Spanish.

**Clery Act (24 minutes)**

Keenan SafeColleges Training's *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 (20 minutes)**

The *Conflict Management: Staff to Staff* course provides basic conflict management skills training for all college or university employees. This course describes the most common reasons for conflicts among co-workers on campus; 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: Administration (15 minutes)**

The goal of the *Keenan SafeColleges Training Customer Service: Administration* course is to provide 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.

**Customer Service: Faculty (15 minutes)**

The goal of the *Keenan SafeColleges Training Customer Service: Teachers* course is to provide 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.

**Customer Service: Support Staff (15 minutes) (Spanish version available)**

The goal of the *Keenan SafeColleges Training Customer Service: Support Staff* course is to provide 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 (15 minutes)**

The goal of Keenan SafeColleges *Discrimination Awareness in the Workplace* course is to provide all staff members with a basic awareness and understanding of discrimination. This awareness can help you avoid discriminatory behaviors as well as build a campus culture that reflects acceptance and respect for all.

### **Diversity Awareness & Appreciation (20 minutes)**

The goals of the course are to provide staff with an awareness of how a diverse workforce strengthens a college or university; equip staff to recognize and respond to incidents of harassment, bigotry, and prejudice; and to appreciate the rich benefits of a diverse, multicultural workforce in the campus environment.

### **Drug Free Workplace (22 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.

### **Employee New Hire Orientation Video (26 minutes)**

The safety and health of employees is the primary concern of the District. 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.

### **FERPA (18 minutes)**

*FERPA: Confidentiality of Records* is designed to familiarize college and university staff members with their responsibilities under FERPA. While the free flow of information is a hallmark of the college experience, there are several categories of information - such as confidentiality of student information - that should not be shared in order to safeguard student privacy as well as comply with the law. This information is protected by a federal law known as FERPA, the Family Education Rights and Privacy Act.

### **General Ethics in the Workplace (19 minutes)**

The goal of Keenan SafeColleges' *General Ethics in the Workplace* course is to provide 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.

### **Sensitivity Awareness – (28 minutes)**

Administrators, faculty and staff face consequences when employees say or do something- whether intentionally or unintentionally- that cause 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 district and disciplinary action against the employee. The goal of this course is to provide administrators, faculty and staff members with an increased awareness about the unique opportunities and challenges involved in working with different people.

### **Sexual Harassment: Staff-to-Staff (19 minutes) (Refresher Course 15 minutes)**

Keenan SafeColleges' *Sexual Harassment* course provides background information on sexual harassment; offers several scenarios for staff to staff sexual harassment; identifies indicators



of inappropriate behaviors; and states the legal rights, responsibilities, and liabilities of employees.

**Student Worker Orientation (26 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 Gender Equity in Athletics (50 minutes)**

Keenan SafeColleges Training's *Title IX and Gender Equity in Athletics* course provides an overview of Title IX and how it applies to college and university athletics. This course serves as an overview on the topic. It's important for your employees and programs to follow federal laws as well as your college's policies and procedures. Course will discuss History of Title IX, legal requirements and compliance in athletics, equality in treatment and benefits, and common questions and myths.

**Title IX and Sexual Misconduct (17 minutes)**

Keenan SafeColleges Training's *Title IX and Sexual Misconduct* course provides information about Title IX and sexual misconduct 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.

**Workplace Bullying Awareness and Prevention (20 minutes)**

Keenan SafeColleges *Workplace Bullying: Awareness and Prevention* course is designed to help 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 Prevention - Supervisor (29 minutes)/Employee (20 minutes)**

It is critical that you become familiar with your workplace violence prevention program and related policies. The goal of Keenan SafeColleges *Workplace Violence* course is to provide all campus employees and supervisors with basic information regarding awareness and prevention of violence in the workplace.

**INFORMATION TECHNOLOGY**

**Copyright Infringement (30 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 college campuses. Next, we'll explore smart practices involving three common categories of copyrighted materials used in education.



## **NUTRITION SERVICES**

### **Foodborne Illnesses (20 minutes)**

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

### **Food Safety and Kitchen Sanitation (13 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. (Updated 6/6/15)

### **Food Service Equipment: Sanitation (20 minutes)**

The proper cleaning and care of campus 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's 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.

### **Food Service Equipment: Safe Use (20 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 and other staff members from foodborne illnesses. This course will help to promote a healthy long lasting environment for both the kitchen equipment and the people operating them.

### **HACCP: Hazard Analysis Critical Control Points (20 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 campus 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.

## **SECURITY**

### **Arson Awareness and Prevention (20 minutes)**

This course is designed to provide campus employees with information that will help reduce the likelihood of arson at their college or university. 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.

### **Copper Theft Awareness (9 minutes)**

The *Keenan SafeColleges* Copper Theft Awareness 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 (20 minutes)**

Campus 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 (20 minutes)**

The Keenan SafeColleges' *Visual Weapons Screening* course has been designed to teach college staff members basic principles in visual weapon screening for the campus 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**

### **Campus SaVE Act for Employees: Sexual Violence Awareness (37 minutes)**

The goal of *Keenan SafeColleges Campus SaVE Act for Employees: Sexual Violence Awareness* 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. (Updated 6/6/15)

### **Dating Violence: Identification and Prevention (20 minutes)**

Keenan SafeColleges' *Dating Violence: Identification and Prevention* course aims to increase staff member awareness of student 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 (17 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.

### **MANDATORY REPORTING (27 minutes)**

The *Mandatory Reporting* course provides staff with an overview of laws regarding mandatory reporting of child abuse. This course would be applicable for all staff involved with children under the age of 18 years. This includes coaches running sports camps and those involved in science, drama or summer school programs on campus.

### **Playground Supervision (18 minutes) – Child Development Centers**

The Keenan SafeColleges *Playground Supervision* course gives an overview of the fundamentals of playground supervision. This course is available in Spanish.



### **Self-Injury and Cutting (19 minutes)**

It's important to recognize a student's self-injuring problem. The goal of the *Keenan SafeColleges Training Self-Injury and Cutting* is to teach every staff member what they need to know about non-suicidal self-injury by young people and what they can do when it occurs. This course covers how to recognize the signs that a student may be self-injuring, understand the reasons for self-injury, and to know what to do if they suspect a student is self-injuring.

### **Student Drug & Alcohol Abuse (22 minutes)**

The goal of Keenan SafeColleges' *Student Drug & Alcohol Abuse* course is to provide an overview of youth substance abuse and the role of educators in substance abuse prevention. The course is also designed to help all staff members identify and respond to general substance abuse issues involving students.

### **Youth Suicide: Awareness and Prevention (30 minutes)**

The statistics on youth suicide are staggering: suicide has become the 3<sup>rd</sup> leading cause of death for adolescents, with rates that have increased over 300% since the 1950s. However, by learning the facts about youth suicide, knowing the warning signs, and being ready to take action to safeguard a student, any campus staff member can help prevent a tragedy. The goal of the *Suicide: Awareness and Prevention* course is to provide college professionals with information that will help them reduce the likelihood of suicide among students in their campus. This course will also explain the important role your personnel can have in suicide prevention.

## **TRANSPORTATION**

### **City Driving (15 minutes)**

City Driving is designed for any campus employee who drives a college or university vehicle including both professional and nonprofessional drivers.

### **Defensive Driving (20 minutes)**

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

### **Distracted Driving (12 minutes)**

According to the CDC, more than nine people are killed and more than 1,100 people are injured each day that involve a distracted driver. 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 (15 minutes)**

*Road Rage* is a comprehensive tutorial designed for any campus employee who drives a college or university vehicle including both professional and nonprofessional drivers.

### **Van Safety (20 minutes)**

This course is designed to refine awareness, knowledge, and understanding of how to safely operate a district passenger van. It is important for the districts' van drivers to become



familiar with the safety and handling concerns that affect their performance in the driver's seat.

**Winter Driving 20 minutes**

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