


	Admin	Clerical	Custodial	Food	Maint	Nurse	Teachers	Subs	Trans	Other	Length of Course	Recommend Training Frequency
<b>Emergency Management</b>												
Active Shooter Campus (Admin)	X										45 min	Initial
Active Shooter Campus (Staff)		X	X	X	X	X	X	X	X	X	44 min	Initial
Crisis Response & Recovery	X	X					X	X			20 min	Initial
EOP: Building the Plan	X	X					X				17 min	Initial
EOP: Implementing the Plan	X	X					X				19 min	Initial
Family Reunification	X	X					X	X	X		19 min	Initial
Incident Command Systems	X	X	X	X	X	X	X	X	X	X	30 min	Initial
Managing Aftermath of Tragedy: Staff		X	X	X	X	X	X	X	X	X	25 min	Initial
Managing Aftermath of Tragedy:Admin	X										25 min	Initial
NIMS IS-100.SCa: Intro to ICS for Schools	X	X	X	X	X	X	X	X	X	X	3 hour	Initial
NIMS IS-200.B: ICS Single Res/Initial Acts	X	X	X	X	X	X	X	X	X	X	3 hour	Initial
NIMS IS-700.A: NIMS: An Introduction	X										3 hour	Initial
NIMS IS-800.B: Nat Resp Framework Intro	X										3 hour	Initial
Tactical Site Surveys	X	X	X		X		X		X		20 min	Initial
Terrorism: Awareness/Response (Admin)	X									X	34 min	Initial
Terrorism: Aware/Resp (Staff) *NEW*		X	X	X	X	X	X	X	X	X	34 min	Initial
Threat Assessment *NEW*	X										22 min	Initial
<b>Employment Practices/Supervisory</b>												
Conducting Job Interviews	X										24 min	Annual
Discrimination: Avoiding Discrimin Practices	X										29 min	Annual
Managing Difficult Behaviors	X										18 min	Annual
Performance Evaluations	X										24 min	Annual
Reasonable Susp: Drugs/Alcohol	X					X				X	27 min	Annual
Retaliation Liability	X										27 min	Annual
Sensitivity Awareness	X										32 min	Annual
CA AB 1825: Sex Harassment -Policy/Prev	X										2 hour	MGR: Every 2 yrs
Supervisor Role in Safety	X										25 min	Initial
Termination: Practice/Procedure	X										22 min	Annual
<b>Environmental</b>												
Accident Investigation (Supervisors)	X										28 min	Initial
Aerial Lift Safety Awareness			X		X						25 min	As Needed-req hands-on
Asbestos Awareness - 2 hour course	X		X		X						2 hour	Initial + Annual
Asbestos Awareness 60 minute	X	X	X	X	X	X	X	X	X	X	1 hour	Initial + Annual
Asbestos Awareness Refresher	X	X	X	X	X	X	X	X	X	X	25 min	Initial + Annual
Asbestos Awareness (Spanish)	X	X	X	X	X	X	X	X	X	X	30 min	Initial + Annual
<b>Back Injury &amp; Lifting (E/S) Updated</b>	X	X	X	X	X	X	X	X	X	X	18 min	Initial
Back Inj/Lift: Custodial/Maint (Eng/Span)			X		X						14 min	Initial
Back Inj/Lift: Nutrition Services				X							20 min	Initial
Back Inj/Lift: Teachers/Administrator	X	X				X	X	X			20 min	Initial
Back Inj/Lift: Transportation									X		20 min	Initial
Chemical Spills Overview	X	X	X	X	X	X	X		X		22 min	Initial
Classroom Safety							X	X		X	16 min	Initial
Compressed Gas Safety			X		X				X	X	13 min	Initial
Confined Space Awareness (Eng/Spanish)					X					X	20 min	Initial+updates
Electrical Safety-Full (Eng/Span)			X	X	X						27 min	Initial+every 3 yr
Electrical Safety Primer				X			X	X	X		15 min	Initial+Annual


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Energy Conservation: All Staff	X	X	X	X	X	X	X	X	X		18 min	Initial
<b>Environmental (Cont.)</b>												
Eye & Face Protection (Eng/Spanish)			X		X					X	12 min	Initial for PPE user
Facility Emergencies	X		X		X						22 min	Initial
Fall Protection			X		X						23 min	Initial
Fire and Explosion Hazards	X		X		X						25 min	Initial + Annual
Fire Extinguisher Safety (English/Spanish)	X	X	X	X	X	X	X	X	X	X	10 min	Initial+Annual
Forklift Safety Awareness			X		X					X	17 min	As Needed-req hands-on
Hand & Power Tool Safety (Eng/Spain)			X		X					X	18 min	Initial
Hazard Communications: (Eng/Spain)	X	X	X	X	X	X	X	X	X	X	26 min	Initial+prod chg
Hearing Loss Prev (Eng/Spain)			X		X		X		X		11 min	Initial+Annual
Heat Illness Prevention (Eng/Spain)			X	X	X	X	X		X	X	17 min	Initial
IIPP- Injury/Illness Prev Plan - Employee	X	X	X	X	X	X	X	X	X	X	15 min	Initial+updates
IIPP- Injury/Illness Prev Plan- Supervisor	X										20 min	Initial+updates
Integrated Pest Management (Eng/Spain)	X		X	X	X						60 min	Initial, annual for user
Ladder Safety (English/Spanish)			X		X			X	X		21 min	Initial
Lead Safety Awareness	X		X		X	X				X	15 min	Initial
Lockout/Tagout:Energy Release (E/S)			X		X						13 min	Initial+updates
Mercury Spills (English/Spanish)	X	X	X		X	X	X			X	14 min	Annual
Office Ergonomics	X	X				X	X	X			13 min	Initial + if triggered
Personal Protective Equip(PPE) (Eng/Sp)		X	X	X	X					X	15 min	Initial for PPE user
Playground Maintenance & Inspection			X		X						19 min	Initial
Respiratory Protection Awareness			X		X						18 min	Initial,annual for user
Safety Committee Operation Best Practice	X				X					X	17 min	Initial
Safety Data Sheets (Eng/Spain)	X	X	X	X	X	X	X	X	X	X	19 min	Initial+new haz
Scaffolding Safety Awareness			X		X						22 min	As Needed-req hands-on
Science Lab Chemical Spills	X		X			X	X				28 min	Initial+new haz
Science Lab Safety	X		X		X	X	X	X			25 min	Initial+new haz
Scissor Lift Safety Aware *Updated			X		X						25 min	As needed
Slips, Trips & Falls-Full (E/S) *Updated			X	X	X		X	X	X		27 min	Initial
Slips, Trips & Falls Refresher			X		X					X	17 min	Initial
Slips, Trips & Falls (Custodial Services)			X		X						20 min	Initial
Slips, Trips & Falls (Nutrition Services)			X	X	X						20 min	Initial
Slips, Trips & Falls (Teachers & Admin)	X	X				X	X	X		X	18 min	Initial
Trenching and Excavation Safety			X		X						19 min	Initial+Annual
Utility Cart Safety (Eng/Spanish)			X		X					X	17 min	Initial
Water Damage Prevention	X		X		X					X	28 min	Initial
Welding, Cutting and Brazing Safety			X		X						22 min	Initial
<b>Health</b>												
Bedbugs in Schools (Eng/Spain)	X	X	X			X	X				12 min	Initial
Bloodborne Pathogen Exposure				X		X	X	X	X	X	24 min	Initial, annual w exp
Bloodborne Pathogen Spanish Refresher	X	X	X	X	X	X	X	X	X	X	18 min	Initial, annual w exp
(CPR) Awareness Training	X		X	X		X	X	X	X		15 min	Annual - req hands-on
Common Illness Prevention	X	X	X	X	X	X	X	X	X	X	13 min	Initial
Concussion Awareness: Athletics	X					X	X			X	20 min	Initial
First Aid Awareness (Eng/Spain)	X			X		X	X	X	X		33 min	Annual - req hands-on
Head Lice (Eng/Spanish)	X	X				X	X				8 min	Initial

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	Health Emergencies: Asthma (Eng/Span)						X	X				14 min

Health (Cont.)												
Health Emerg: Choking & Heimlich	X			X		X	X				5 min	Initial
Health Emergencies: Diabetes						X	X				11 min	Initial
Health Emergencies: Hemophilia						X	X				8 min	Initial
Health Em: Life-Threatening Allergies						X	X				13 min	Initial
Health Emergencies: Overview	X	X				X	X		X		20 min	Initial
Health Emergencies: Seizures						X	X				12 min	Initial
HIV/AIDS Awareness						X	X				6 min	Initial
Medication Administration Basics	X	X				X	X	X			25 min	Initial
Medication: Diastat		X		X		X	X	X		X	14 min	Initial
Medication:Epi- Auto Injectors		X		X		X	X	X		X	23 min	Initial
Medication: Glucagon		X		X		X	X	X		X	13 min	Initial
MRSA Awareness	X		X			X				X	13 min	Initial
Pandemic Flu	X	X	X	X	X	X	X	X	X		21 min	Initial
Steroids & PED in Athletics						X	X			X	24 min	Initial
Stress Management	X	X				X	X		X		29 min	Initial
Student Mental Health	X					X	X				23 min	Initial
Human Resources												
Athletic Liability	X					X				X	43 min	Initial
Boundary Invasion (Eng/Span)	X	X	X	X	X	X	X	X	X	X	23 min	Initial
Conflict Management: The Angry Parent	X	X					X				28 min	Initial
Conflict Management: Staff-to-Staff	X										20 min	Initial
Conflict Management: Student-to-Student	X		X				X		X	X	20 min	Initial
Customer Service: Administration	X										12 min	Initial
Customer Service: Support (Eng/Span)		X								X	10 min	Initial
Customer Service: Teacher							X	X			10 min	Initial
Discrimination Awareness in Workplace		X	X	X	X	X	X	X	X	X	15 min	Initial
Diversity Awareness: Staff to Staff	X	X	X	X	X	X	X	X	X	X	23 min	Initial
Diversity Awareness: Staff to Student	X	X	X	X	X	X	X	X	X	X	25 min	Initial
Drug Free Workplace	X	X	X	X	X	X	X	X	X	X	22 min	Initial
Employee New Hire Orientation Video	X	X	X	X	X	X	X	X	X	X	17 min	Initial
FERPA: Confidentiality of Records	X	X					X				14 min	Initial
General Ethics in the Workplace	X	X	X	X	X	X	X	X	X	X	24 min	Initial
HIPAA Overview	X	X				X	X				14 min	Annual
Sexual Harassment: Staff/Staff (Eng/Span)	X	X	X	X	X	X	X	X	X	X	17 min	Initial+Mgr Biennial
Sexual Har: Staff-Staff Refresher	X	X	X	X	X	X	X	X	X	X	15 min	Initial+Mgr Biennial
Sexual Har: Student Issues & Response	X	X	X	X	X	X	X	X	X	X	29 min	Initial+Mgr Biennial
Sex Misconduct:Staff/Student (E/S)	X	X	X	X	X	X	X	X	X	X	35 min	Initial
Title IX and Gender Equity in Athletics	X									X	43 min	Initial
Workplace Bullying: Awareness & Prev	X	X	X	X	X	X	X	X	X	X	16 min	Initial
Workplace Violence (Supervisor)	X										29 min	Initial + periodic
Workplace Violence (Employee)		X	X	X	X	X	X	X	X	X	20 min	Initial + periodic

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Information Technology												
Browser Security Basics	X	X	X	X	X	X	X	X	X	X	15 min	Annual
CIPA Compliance Child Internet Protect Act	X						X	X		X	20 min	Annual
Copyright Infringement	X	X					X				24 min	Initial
Cybersecurity Overview	X	X	X	X	X	X	X	X	X	X	13 min	Initial
Email & Messaging Safety	X	X	X	X	X	X	X	X	X	X	12 min	Initial
Online Safety: Cyberbullying	X						X			X	21 min	Initial
Online Safety: Predators	X						X			X	15 min	Initial
Online Safety: Threats of Violence	X						X			X	20 min	Initial
Online Safety: What Educ Need To Know	X						X			X	29 min	Initial
Password Security Basics	X	X	X	X	X	X	X	X	X	X	7 mins	Initial
Protection Against Malware	X	X	X	X	X	X	X	X	X	X	15 mins	Initial
Nutrition Services												
Civil Rights in Food Service: Admin	X			X							18 min	Annual
Civil Rts in Food Serv:Frontline-Eng/Span				X							16 min	Annual
Food Safety Kitchen Sanitation (Eng/Span)	X		X	X	X		X			X	14 min	Annual
Food Service Equip-Safe Use (Eng/Span)	X			X							20 min	Annual
Food Service Equip-Sanitation (Eng/Span)	X		X	X	X						20 min	Annual
Foodborne Illnesses (Eng/Span)	X			X		X					20 min	Annual
HACCP-Haz Anal Crit Cont Pnts Eng/Span	X			X							20 min	Annual
Nutrition Basics	X			X		X	X				21 min	Annual
School Meal Comp (Eng/Span)	X			X							19 min	Annual
Policy												
Sudden Cardiac Arrest Coaches (NFHS)							X	X		X	30 min	Annual
Security												
Arson Awareness & Prevention	X	X	X	X	X	X	X	X	X		30 min	Initial
Copper Theft Awareness	X	X	X	X	X	X	X	X	X	X	9 min	Initial
Crime Prevention through Physical Security	X		X								23 min	Initial
Safety Basics for Security Staff	X									X	22 min	Initial
School Intruders	X	X	X				X				11 min	Initial
School Violence: Identifying & Addressing	X	X					X				55 min	Initial
Visual Weapons Screening	X									X	20 min	Initial
Social and Behavioral												
Admin Supervision of Students *NEW	X	X					X	X			27 min	Initial
Bullying Recog/Response *Updated		X						X			50 min	Initial
Bullying Primer (Refresher)		X						X			25 min	Initial
Dating Violence:Identification/ Prevention	X					X	X				20 min	Initial
De-Escalation Strategies	X	X				X	X	X	X	X	21 min	Initial
Disruptive Student Behavior	X			X			X	X	X	X	33 min	Initial
Gang Awareness	X	X	X		X	X	X	X	X	X	30 min	Initial
Hazing	X									X	19 min	Initial
Homeless Student Awareness (Eng/Span)	X	X					X	X			22 min	Initial
Human Trafficking Awareness	X	X				X	X			X	21 min	Initial
Making School Safe for LGBT Students	X	X				X	X		X		20 min	Initial

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<b>Mandated Reporter: Abuse/Neglect (Eng/Span)</b>	X	X	X	X	X	X	X	X	X	X	39 min	<b>Annual- first 6wks</b>
Playground Supervision (English/Spanish)	X						X			X	16 min	Initial
Restraint and Seclusion	X						X	X		X	22 min	Initial
<b>Social and Behavioral (Cont.)</b>												
Self-Injury and Cutting	X	X				X	X	X			21 min	Initial
Sport Supervision and Safety	X						X			X	22 min	Initial
Student Drug & Alcohol Abuse	X	X					X				30 min	Initial
Youth Suicide: Awareness & Prevention	X					X	X		X		39 min	Initial
Youth Suicide: Aware/ Prev (Jason Flatt Act)	X					X	X		X		2 hr	Initial
<b>Special Education</b>												
Behavior Basic for Child w Autism							X	X	X		31 min	Annual
Spec Ed Trans: Child Safety Restraint Sys							X	X	X		25 min	Annual
Spec Ed Trans: Evacuation Planning							X	X	X		25 min	Annual
Spec Ed Trans: Wheelchair Securement							X	X	X		20 min	Annual
Spec Ed: Role/Resp of All Employees							X	X	X		14 min	Annual
Spec Ed: Lifting and Transferring							X	X	X		25 min	Annual
Spec Ed: Safety in Classroom							X	X			23 min	Annual
<b>Transportation</b>												
Bus Behavior & Discipline									X		22 min	Initial
City Driving					X				X		15 min	Initial
Crossing Guard Safety									X	X	16 min	Initial
Defensive Driving (Eng/Spanish)					X				X		20 min	Initial
Distracted Driving					X				X		12 min	Initial
Road Rage					X				X		15 min	Initial
Transportation Safety					X				X		27 min	Initial
Van Safety									X	X	21 min	Initial
Winter Driving					X				X		15 min	Initial

**A Note on Compliance-Driven Courses**

We have indicated the basic compliance-driven courses in RED. However, based on various regulations, different occupation groups will have different “mandatory” trainings, some of which are not identified on this training planner. If you have questions about which courses might be considered “mandatory” for a specific occupation, please contact your Keenan & Associates, Loss Control representative. **Some awareness courses require a HANDS-ON component for full Cal/OSHA compliance.**

**Initial** = at first hire or (refresher) when duties change, process change, near miss occurs.

**Impacted, user, exposed, affected, assigned employee** = training specific for targeted ee's based on hazard/task