
MEMO FROM... Dorn J. Beddow

Fire/Safety Coordinator

Safety and Security



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To: All Administrators

From: Safety and Security

Date: July 3rd, 2017

Subject: Scenario Learning (Safe Schools) Mandatory Trainings

Important Information:

These are the mandatory trainings for the 2017/2018 school year:

Asbestos Awareness

Bullying Recognition & Response

Safety Data Sheets (GHS)

Active Shooter

Fire Extinguisher Safety

Hazard Communications (Right to Understand)

Blood borne Pathogens Exposure Prevention

- Training is to be completed every year between July 1st and October 31st, **OR** within 60 days of hire date.
- If you are new to the district or returning from an employment break, **it can take up to 3 weeks to be programmed into the Scenario Learning LLC (Safe Schools) data base from our systems, so please be patient.**
- All training **must be completed online** using the Scenario Learning, LLC (Safe Schools) website. It can be accessed from your home computer but works more efficiently if it is a desktop unit. Some ipads or laptops do not have the space required to effectively run the videos. Please access online at: <http://lee.fl.safeschools.com/login>
- You will need your Employee DID number. (You can find your DID# on your paystub). Please don't forget to add LC- before your DID number when logging into the system.
- All administrators must print out an updated log of their employees on October 30th 2017. This copy should be reviewed to make sure all employees have completed the trainings. A copy of this list is required to be placed in your Safety Binders.

Principal/Director Directions for Accessing the Safety Training Report

Log into PeopleSoft>Enterprise Learning

- Click **Reporting Tools**.
- Click **Query Viewer**.
- Click **Search**.
- Select **Schools/Departments** under **Folder View**.
- Next to the Query Name **LC_CSDC_SAFETY_FY18**, select either the **HTML** link to view the query online in PeopleSoft, or the **Excel** link to create an Excel spreadsheet which you can save to your computer.
- At the prompt for **Location**, enter four-digit location number.
- Click the **OK** button.