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## SUPPORT



## Course Catalog

Welcome! On pages 2-7, you'll find all of the courses currently available to EIA members through TargetSafety's PreventionLink™ platform. Pages 9-14 feature additional courses that can be purchased by EIA members at a special, discounted rate. Should you have any questions, or wish to add courses to your current catalog, please contact TargetSafety directly at the number listed above.

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**Updated April 27, 2011**

## Employment Practices for Supervisors

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This program provides an overview of **employment practices** encountered in the workplace for individuals tasked with making employment decisions, including issues of harassment, hiring and termination, discrimination, evaluation, and documentation. These courses will help to ensure that you stay ahead of current issues and practices that may affect your organization and employees.

### Courses

Anger, Conflict, and Violence in the Workplace  
 Dealing with Issues of Alcohol and Substance Abuse  
 Discipline and Termination  
 Employment Practices Overview  
 Interviewing and Hiring  
 Performance Management  
 Preventing Discrimination in the Workplace  
 Reasonable Suspicion of Alcohol for Supervisors  
 Reasonable Suspicion of Drugs for Supervisors  
 Sexual Harassment for Supervisors  
 Understanding Employee Leave




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## California AB 1825 Sexual Harassment for Supervisors

Designed specifically to comply with the stringent requirements of **California's AB 1825 Sexual Harassment Training** law, this course is an ideal solution for any organization looking to develop and encourage a set of values in supervisory employees that will assist them in preventing and effectively responding to incidents of sexual harassment. Specifically, this program addresses federal laws regarding harassment, the consequences of harassment, practical tips for preventing sexual harassment, how to handle sexual harassment claims, and how to maintain a respectful workplace.

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## California AB 1234 Board of Directors and Trustees

Public servants have a responsibility to act in the best interest of the public they represent. **CA Local Agency Ethics (1234)** introduces public servants to their ethical responsibilities when dealing with issues related to conflict of interest situations, personal financial gain, government transparency, and fair government processes. This program is designed specifically to address **California's AB 1234 ethics training** requirement for local agency officials.

## School Districts

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PreventionLink™ offers a comprehensive catalog of online courses for school district employees.

### Emergency Operations Management

Building Evacuation & Emergencies

### Environmental

Aerosol Transmissible Diseases  
 Asbestos Awareness  
 Avoiding Slips, Trips & Falls (multimedia)  
 Back Injury Prevention  
 Electrical Safety  
 Fall Protection  
 Fire Extinguisher Safety  
 Fire Prevention Safety  
 General Office Ergonomics  
 Hazmat Spill Prevention & Control  
 Hearing Conservation  
 Ladder & Scaffolding Safety  
 Lead Awareness  
 Lock-Out / Tag-Out  
 Personal Protective Equipment  
 Proper Lifting  
 Respiratory Protection  
 Right to Know (Hazard Communication)  
 Working in Extreme Temperatures

### Health

Aerosol Transmissible Diseases  
 Bloodborne Pathogens Safety  
 CPR Academic  
 General First Aid (Part 1 & 2)  
 HIV/AIDS Awareness  
 Student Concussions

### Human Resources

Breaking Up Student Fights (multimedia)  
 CA Local Agency Ethics (AB 1234)  
 CA Local Agency Ethics Awareness  
 Employee Discipline & Termination  
 Employment Practices Overview  
 Ethics in the Workplace  
 Incident Investigation  
 Playground Supervision (multimedia)  
 Preventing Discrimination in the Workplace  
 Reasonable Suspicion of Alcohol for Supervisors  
 Reasonable Suspicion of Drugs for Supervisors  
 Recognition of Hazards for Principals (multimedia)  
 Sexual Harassment Awareness  
 Sexual Harassment for Supervisors (CA AB 1825)



### Human Resources Continued

Understanding Employee Leave  
 Workplace Diversity  
 Workplace Violence

### Library Services

Proper Lifting in Library Operations (multimedia)

### Nutrition Service

Food Safety, Foodborne Illness & Kitchen Sanitation  
 Food Service General Safety  
 Food Services Proper Lifting  
 School Meal Compliance

### School Safety & Behavioral

Computer Security Awareness  
 Crossing Guard Safety  
 Playground Safety  
 Reporting Abuse, Neglect, and Exploitation of Children (multimedia)  
 School Bullying  
 School Violence & Weapons

### Transportation

Adjusting to Changing Driving Conditions  
 Defensive Driving Strategies  
 Distracted Driving  
 Driver Safety Orientation  
 Driving Accidents & Emergencies  
 Large Vehicle Characteristics  
 Passenger Van Safety  
 School Bus Behavior & Discipline

## OSHA & Compliance

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PreventionLink's online courses can be used to help comply with OSHA, DOT, and other federal and state regulatory agency training mandates. Complete all of your required compliance training courses online, eliminating the logistics issues inherent in traditional training methods.

### General Safety

Advanced Construction Safety (Modules 1-4)  
 Aerosol Transmissible Diseases  
 Back Injury Prevention  
 Bloodborne Pathogens Safety  
 Building Evacuation and Emergencies  
 Cal/OSHA 300 Log  
 Computer Security Awareness  
 CPR Academic  
 Diet & Nutrition  
 Driving Safety  
 Electrical Safety  
 Eye Safety  
 Fall Protection  
 Fire Extinguisher Safety  
 Fire Prevention Safety  
 Forklift Safety  
 General Construction Safety  
 General First Aid (Part 1 & 2)  
 General Office Ergonomics  
 Hand & Power Tool Safety  
 Health & Wellness  
 Hearing Conservation  
 HIV/AIDS Awareness  
 Incident Investigation  
 Indoor Air Quality  
 Industrial Ergonomics  
 Laboratory Safety  
 Ladder & Scaffolding Safety  
 Laser Safety  
 Lock-Out / Tag-Out  
 Machine Guarding  
 Office Safety  
 Personal Protective Equipment  
 Red Flag Rules (Identity Theft Protection)  
 Respiratory Protection  
 Radiation Safety  
 Risk Assessment Analysis  
 Slips, Trips, & Falls Prevention  
 Trenching & Shoring  
 Welding Safety  
 Working in Extreme Temperatures

### Environmental Awareness

Advanced HAZWOPER Awareness (8 hours)  
 Asbestos Awareness  
 Combustible & Flammable Liquids  
 Compressed Gas Safety  
 Confined-Space Entry  
 Disaster Preparedness  
 Hazmat Spill Prevention & Control  
 Hazmat Transportation  
 Lead Awareness  
 Materials Handling, Storage, Use & Disposal  
 Radiation Safety  
 Right to Know (Hazard Communication)

### Human Resources

The Human Resources bundle has been designed to supplement our core course catalog and provide training that is relevant and essential to all employees.

Alcohol-Free Workplace  
 Customer Service  
 Drug-Free Workplace  
 Ethics in the Workplace  
 General HIPAA Awareness  
 Sexual Harassment Awareness  
 Workplace Diversity  
 Workplace Stress  
 Workplace Violence



## Fire Industry and EMS Continuing Education

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### NFPA 1500 Series

This series of courses is designed specifically for the fire industry and meets the NFPA 1500 code requirements. These courses were developed in conjunction with the NFPA, and specific content experts at the NFPA participated in their creation.

Right to Know (Hazard Communication)  
Confined Space Entry

### NFPA 1001 Series / Firefighter I & II

PreventionLink has a complete library of Firefighter I & II awareness and refresher level courses based on NFPA codes and standards.

Firefighter Orientation and Safety



### NFPA 1021 / Company Officer

PreventionLink has developed a complete line of company officer awareness and refresher level courses based on NFPA codes and standards.

Assuming the Role of a Company Officer

### EMS

PreventionLink's EMS continuing education courses allow First Responders, EMT-Basics, EMT-Intermediates, and EMT-Paramedics to complete their continuing education requirements.

Infectious Disease Control

### General

Driver Intersection Safety

**Additional Fire and EMS courses are available. Please see pages 9-13 or contact TargetSafety at 800.840.8048 for more information.**

## Water and Wastewater Continuing Education

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PreventionLink's water and wastewater continuing education courses have been designed to fulfill both the safety and technical recertification requirements for all levels of water industry professionals. Please contact TargetSafety for more details regarding how PreventionLink water industry courses meet continuing education requirements for each state.

### Technical

Mathematics Basics  
Backflow Prevention Overview  
Filtration Basics  
Hydraulics  
Maintenance on Pumps, Motors & Circuits

### Occupational Health

Infectious Disease Control



**Additional Water and Wastewater courses are available. Please see page 14  
or contact TargetSafety at 800.840.8048 for more information.**

# Motor Vehicle Safety

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## Online Driver Training & Compliance Program

Our Motor Vehicle Safety courses offer organizations a convenient, easy-to-use, and time-saving solution to reduce motor vehicle losses, one of the costliest but least addressed losses in the workplace.

### Driver Training Curriculum

Online training courses designed to change unsafe driving behavior and reinforce key safe driving concepts. Courses have been tailored to meet the varied needs of drivers of automobiles, large trucks, and passenger vans.

### Supervisor Training Curriculum

Designed to provide supervisors with the training necessary to maintain a staff of safe and capable drivers.

### Manager's Guide to Implementing a Motor Vehicle Safety Program

Outlines the elements of an effective fleet and driver safety program.

## Driver Training Courses

- Accidents and Emergencies
- Adjusting to Changing Conditions
- Aggressive Driving
- The Dangers of Speeding
- Defensive Driving Strategies
- Distracted Driving
- Driver Safety Orientation
- Expressway and Highway Driving
- Impaired Driving
- Intersection Safety
- Large Vehicle Characteristics
- Passenger Van Safety
- Safe Backing
- Seat Belt & Airbag Safety
- Securing Materials for Transportation
- Sharing the Road
- Vehicle Safety and Security
- Vehicle Inspection and Maintenance

## Supervisor Curriculum

- Motor Vehicle Safety Overview for Supervisors
- Personnel Selection for Supervisors
- Incident Investigation for Supervisors
- Reasonable Suspicion of Drugs for Supervisors
- Reasonable Suspicion of Alcohol for Supervisors



**Additional Motor Vehicle Safety courses for emergency vehicle operators are available. Please see page 13 or contact TargetSafety at 800.840.8048 for more information.**

## Contact Information

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SUPPORT



## Add-On Courses

The following pages feature additional courses that are available to EIA members at an exclusive, and discounted, rate. For more information about these courses, or to add them to your course catalog, please contact TargetSafety at 800.840.8048.

## Fire Industry

### NFPA 1500 Series

Advanced HAZWOPER Awareness (Modules 1-4)\*  
 Bloodborne Pathogens Safety  
 Combustible & Flammable Liquids  
 Compressed Gas Safety  
 Confined Space Entry  
 CPR Academic  
 Driving Safety  
 Hazmat Spill Prevention & Control  
 Hazmat Transportation  
 Laboratory Safety  
 Materials Handling, Storage, Use & Disposal  
 Personal Protective Equipment  
 Respiratory Protection  
 Right to Know (Hazard Communication)  
 Welding Safety

### NFPA 1001 Series / Firefighter I&II

Building Construction  
 Fire Behavior  
 Fire Control  
 Fire Department Communications  
 Fire Detection, Alarm & Suppression Systems  
 Fire Hose  
 Fire Prevention and Public Education  
 Fire Streams  
 Firefighter Orientation and Safety  
 Firefighter Personal Protective Equipment  
 Firefighting Foams  
 Forcible Entry Into a Structure  
 Ground Ladders  
 Loss Control  
 Portable Extinguishers  
 Protection of Evidence of Fire Origin & Cause  
 Rescue and Extrication  
 Self-Contained Breathing Apparatus  
 Vehicle Extrication  
 Ventilation  
 Water Supply



### NFPA 1021 / Company Officer

Action Plan Implementation  
 Assuming the Role of the Company Officer  
 Budgeting  
 Community Awareness  
 Company-Level Training  
 Elements of Supervision and Management  
 Fire Department Communications  
 Fire Department Structure  
 Fire Investigation  
 Fire and Life Safety Inspections  
 Firefighter Safety and Health  
 Government Structure  
 Incident Response Safety  
 Incident Scene Communications  
 Incident Scene Management  
 Information Management  
 Labor Relations  
 Leadership as a Group Influence  
 Legal Responsibilities and Liabilities  
 Pre-Incident Planning  
 Professional Ethics  
 Public Education Programs

### General

Fire & EMS Grant Writing  
 Fire Industry Driver Intersection Safety  
 Fire Industry Driver Operator  
 Fire Industry Introduction to Wildland Fire Behavior  
 S-190 Introduction to Wildland Fire Behavior\*

\* Denotes courses that are longer than an hour.

**These courses are available at an additional, discounted EIA member rate.  
 Please contact TargetSafety at 800.840.8048 for more information.**

## Fire Industry

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### Emergency Response to Terrorism

This course is intended to be a general introduction to the basic concepts for first responder awareness of a potential terrorist incident. This course consists of four 1-hour modules.

**Module I: Terrorism in Perspective**

**Module II: Incidents and Indicators**

**Module III: Self-Protection**

**Module IV: Scene Control, Notification and Coordination**



### First Responder Operations Level Refresher

This 4-module, 8-hour course is designed to be a refresher for the Operations Level Responder to Hazardous Materials Incidents. The course fulfills the requirements of NFPA 472 and 29 CFR 1910.120 (q).

**Module I: Analyzing the Incident**

**Module II: Planning the Response**

**Module III: Implementing the Planned Response**

**Module IV: Incident Management Systems and Terrorism Awareness**

### S-190 Introduction to Wildland Fire

This 4-module, 8-hour course is based on the National Wildfire Coordinating Group training CD-ROM. It features extensive audio, video, and flash interactions.

**Module I: Basic Concepts of Wildland Fire**

**Module II: Topography and Fuels**

**Module III: Weather**

**Module IV: Wildland Fire Behavior**

**These courses are available at an additional, discounted EIA member rate.  
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## EMS Continuing Education

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### Preparatory

Back Injury Prevention  
 Clinical Decision-Making  
 Common Infectious Pathogens  
 Cultural Diversity for EMS Providers\*  
 Diet & Nutrition  
 Health & Wellness  
 HIPAA Awareness  
 HIV/AIDS Awareness\*  
 Infectious Disease Control  
 Medical, Ethical, and Legal Issues  
 Protecting Yourself From Influenza  
 Workplace Stress

### Airway

Advanced Airways: Intubation and Beyond\*  
 Airway Management Advanced\*  
 Airway Management Basic  
 Blind Nasotracheal Intubation  
 Capnography  
 The Mechanics of Breathing  
 Orotracheal Intubation  
 Respiratory System: A&P Review  
 Suctioning the Patient Airway  
 Supplemental Oxygen  
 Tracheostomies Advanced\*

### Patient Assessment

Assessing the Patient with Major Trauma\*  
 Communication and Documentation  
 Patient Assessment Advanced  
 Patient Assessment Basic  
 Pediatric Assessment  
 Rapid Trauma Assessment  
 Special Challenges in Patient Assessment\*

### Medical

Acute Respiratory Distress Syndrome Advanced  
 Allergies and Anaphylaxis Advanced  
 Allergies and Anaphylaxis Basic  
 Altered Mental Status Advanced  
 Altitude Emergencies\*  
 Aquatic Emergencies\*  
 Behavioral Emergencies Advanced  
 Behavioral Emergencies Basic  
 Carbon Monoxide Poisoning  
 Cardiac Emergencies Advanced  
 Cardiac Emergencies Basic  
 Cardiovascular A&P Review  
 Date Rape Drugs\*  
 Diabetic Ketoacidosis Advanced  
 Endocrine System Emergencies Advanced\*  
 Environmental Emergencies Advanced  
 Environmental Emergencies Basic  
 Epilepsy  
 Fundamentals of 12 Lead ECG Operation and Interpretation  
 Heat Illness and Emergencies  
 Hematology  
 H1N1 (Swine Flu)  
 Intraosseous Infusion Advanced  
 Managing Cardiac Arrest: During and After Resuscitation\*  
 Methamphetamines\*  
 MRSA Infections  
 Non-Traumatic Abdominal Injuries  
 Non-Traumatic Chest Pain  
 Operating an AED  
 Pharmacology Advanced\*  
 Pharmacology Basic  
 Poisoning and Overdose  
 Prehospital Pulmonary Embolism Care  
 Renal Failure Advanced  
 Respiratory Emergencies Advanced  
 Respiratory Emergencies Basic  
 Toxicology and Substance Abuse Advanced\*  
 Understanding the Basics of ECGs

\* Denotes courses that are longer than an hour.

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## EMS Continuing Education

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### Trauma

Abdominal Trauma Advanced  
 Abdominal Trauma Basic  
 Bleeding and Shock Advanced  
 Bleeding and Shock Basic  
 Burn Management Advanced  
 Burn Management Basic  
 CNS Injuries Advanced  
 CNS Injuries Basic  
 Femur Fractures  
 Head and Facial Emergencies Advanced  
 Injuries and Infections of the Eye  
 Kinematics of Trauma  
 Musculoskeletal Injuries Advanced  
 Musculoskeletal Injuries Basic  
 Pediatric Trauma Advanced\*  
 Pelvic Fractures Advanced  
 Thoracic Emergencies Advanced  
 Thoracic Emergencies Basic  
 Traumatic Injuries During Pregnancy  
 Traumatic Injuries to the Head and Brain  
 Advanced\*

### Operations

Confined Space Entry  
 Crime Scene Awareness\*  
 Driving Safety  
 Emergency Response to Terrorism (Modules 1-4)  
 Introduction to Hazardous Materials\*  
 Managing Multiple Casualty Incidents (MCIs)  
 Medical Extrication & Rescue\*  
 Right to Know (Hazard Communication)

### Special Considerations

Bariatric Patients\*  
 Geriatric Behavioral Emergencies\*  
 Geriatric Emergencies Advanced  
 Geriatric Emergencies Basic  
 Geriatric Hip Injuries  
 Neonatology Advanced\*  
 Obstetrical Emergencies Advanced\*  
 Obstetrical Emergencies Basic  
 Patient Abuse and Assault\*  
 Patients with Special Challenges  
 Pediatric Airway Management Advanced\*  
 Pediatric Cardiac Arrest Advanced\*  
 Pediatric Emergencies Advanced\*  
 Pediatric Emergencies Basic\*  
 Pediatric Shock Advanced\*  
 Sudden Infant Death Syndrome (SIDS)

\* Denotes courses that are longer than an hour.

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# Emergency Vehicle Operator

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## Online Driver Training & Compliance Program

Our Emergency Vehicle Operator courses offer departments a convenient, easy-to-use, and time-saving solution to reduce motor vehicle losses, one of the costliest but least addressed losses in the workplace.

### Driver Training Curriculum

Online training courses designed to change unsafe driving behavior and reinforce key safe driving concepts. Courses have been tailored to meet the varied needs of emergency vehicle operators.



### Supervisor Training Curriculum

Designed to provide supervisors with the training necessary to maintain a staff of safe and capable drivers.

### Overview Guide to Implementing a Motor Vehicle Safety Program

Outlines the elements of an effective emergency vehicle safety program.

### Fire Department Driver Training

- Accidents & Emergencies
- Adjusting to Changing Conditions
- The Dangers of Speeding
- Defensive Driving Strategies
- Distracted Driving
- Driver Safety Orientation
- Emergency Vehicle Characteristics
- Emergency Vehicle Operations
- Impaired Driving
- Intersection Safety
- Legal Considerations
- Safe Backing
- Seatbelt & Airbag Safety
- Securing Materials for Transportation
- Vehicle Inspection and Maintenance
- Vehicle Safety and Security

### Law Enforcement Driver Training

- Accidents & Emergencies
- Adjusting to Changing Conditions
- Characteristics of Law Enforcement Vehicles
- The Dangers of Speeding
- Defensive Driving Strategies
- Distracted Driving
- Driver Safety Orientation
- Emergency Vehicle Operations
- Impaired Driving
- Intersection Safety
- Legal Considerations for Police Drivers
- Police Vehicle Technology
- Pursuit Driving
- Safe Backing
- Vehicle Inspection & Maintenance
- Vehicle Safety and Security

**These courses are available at an additional, discounted EIA member rate.  
Please contact TargetSafety at 800.840.8048 for more information.**

## Water and Wastewater Continuing Education\*

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### Environmental Awareness

Asbestos Awareness  
 Combustible & Flammable Liquids  
 Compressed Gas Safety  
 Confined-Space Entry  
 Disaster Preparedness  
 Emergency Response to Terrorism  
 (Modules 1-4)  
 Laser Safety  
 Lead Awareness  
 Hazmat Spill Prevention & Control  
 Hazmat Transportation  
 HAZWOPER 8-Hour Refresher (Modules 1-4)  
 Materials Handling, Storage, Use & Disposal  
 Radiation Safety  
 Right to Know (Hazard Communication)

### General Safety

Back Injury Prevention  
 Building Evacuation & Emergencies  
 CPR Academic  
 Driving Safety  
 Eye Safety  
 Fire Extinguisher Safety  
 Fire Prevention Safety  
 General First Aid (Part 1 & 2)  
 General Office Ergonomics  
 Infectious Disease Control  
 Low Voltage Electrical Safety  
 Office Safety  
 Slips, Trips, & Falls Prevention  
 Working in Extreme Temperatures

### Occupational Health

Fall Protection  
 Forklift Safety  
 General Construction Safety  
 Hand & Power Tool Safety  
 Hearing Conservation  
 Incident Investigation  
 Indoor Air Quality



### Occupational Health Continued

Industrial Ergonomics  
 Laboratory Safety  
 Ladder & Scaffolding Safety  
 Lock-Out / Tag-Out  
 Machine Guarding  
 Personal Protective Equipment  
 Respiratory Protection  
 Risk Assessment Analysis  
 Trenching & Shoring  
 Welding Safety

### Technical

Backflow Prevention Methods  
 Backflow Prevention Methods Overview  
 Coagulation, Flocculation & Sedimentation  
 Disinfection Basics  
 Distribution Service to Customers  
 Distribution System Materials & Equipment  
 Effective Meter Reading  
 Filtration Basics  
 Hydraulics  
 Maintenance on Pumps, Motors, and Circuits  
 Mathematics Applied  
 Mathematics Basic  
 Storm Water Pollution Prevention  
 Water Main Installation

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*EIA has partnered with TargetSafety to deliver a comprehensive enterprise risk management platform to all members. This web-based platform, known as PreventionLink, is an exceptional utility program that offers users efficient, time-saving, risk management tools. Used by more than 2,500 public entities nationwide, PreventionLink features:*

- An extensive library of online courses delivered as part of a comprehensive and user-friendly training management system
- Flexible tools to monitor key compliance tasks, distribute organizational policies and manage employee certifications and licenses
- Easy-to-use communication solutions for exchanging information and data across your organization
- Powerful risk identification and mitigation technologies to help analyze your level of risk
- An automated system to monitor employee driving records

#### **About TargetSafety**

TargetSafety is a pioneer and leader in the development of online solutions that simplify and standardize risk management. These solutions are used by more than 2,500 public entities nationwide, including school districts, risk pools, cities and municipalities, fire and emergency medical service departments, and water and wastewater districts. The Company's flagship product, PreventionLink, is the industry's most comprehensive suite of training, compliance, communication and risk management solutions.