



**STEPS Course List** – all courses in the STEPS program are available to LAUSD through [MyPLN](#). Courses are categorized by intended audience but open to all LAUSD employees. Check <http://achieve.lausd.net/steps> for more information and other emergency training resources.

### **100-Level Courses (All Employees)**

- 101- Employee Duties during an Emergency
- 102- Basic Emergency Preparedness for Home

### **200-Level Courses (Teachers and Classroom Staff)**

- 201 – What to Do if There is a Fire at School
- 202 – What to Do if There is an Earthquake at School
- 203 – What to do if There is a Lockdown at School
- 204 – What to Do if There is a Shelter-in-Place at School
- 205 – What to Do if There is a Radiological Incident at School
- 206 – Classroom Hazard Mitigation – Making Classrooms Safer Before the Emergency
- 207 – Mediating Student Conflicts
- 208 – Responding to Threats on Campus
- 210 – Assisting Students with Special Needs during an Emergency
- 211 – Common Pediatric Medical Emergency Considerations
- 212 – What to Do When a Student is in Crisis
- 213 – Duties of the School Emergency First Aid Team
- 214 – Duties of the School Search and Rescue Team
- 215 – How to Conduct a Random Metal Detector Search

### **300-Level Courses (School Police Officers)**

- 301 – Responding to Student and Adult Threats for Los Angeles School Police  
Department Personnel
- 302 – School Police Response to a Lockdown

#### **400-Level Courses (School Site Administrators/Coordinators)**

- 400 - Basics of School Site Emergency Management
- 401 –Planning for and Responding to a Fire at School
- 402 –Planning for and Responding to an Earthquake at School
- 403 –Planning for and Responding to a Lockdown at School
- 404 –Planning for and Responding to a Shelter in Place at School
- 405 –Planning for and Responding to a Radiological Emergency at School
- 406 – Conducting a Vulnerability Assessment
- 407 – Communication Methods during an Emergency
- 408 – Threat/Risk Assessment and Management
- 409 – Crisis Preparedness, Response, and Recovery
- 410 – Emergency Management for Students with Special Needs
- 411 –Using the School Intrusion Alarm System
- 412 – Preparing for a Routine Safe School Inspection
- 417 – What to Know about Food Safety at School – the LAUSD Food Defense Plan
- 418 – Operating the School Fire Alarm System
- 419 – Student Release and Parent Reunification Procedures Following an Emergency
- 420 – Incident Command System – Structuring your Emergency Response Plan
- 421 – Principles of Unified Command – Working with First Responders and Outside Agencies
- 423 – Updating and Submitting the Integrated Safe School Plan