

How to review, sign and submit Emergency Plans

1. Navigate to the [Genesis Employee Portal](#).
2. Select the Document tab at the top of the screen, then select the Employee Forms subtab.
3. Ensure you have the Current Year selected from the drop down menu
4. Click Review Form and Sign...
5. Click View as PDF, after you have reviewed the plan click the back button in your browser.
6. Click Sign and Submit Form and enter your signature PIN and click Sign and Submit.

Genesis SchoolFi Employee Portal

Fort Lee School District

Flow Forms Evaluations Documents Reports Contacts Security

Documents Employee Forms

Ruggiero, Jason (5237) (Technician) (Not Applicable) 8/25/2021 10:32AM

2021-22 Employee Forms

School Year: << 2020-21 2021-22 2022-23 >>

Default folder for employee forms

#	Employee Form	Frequency	Location	Dept	Status	Submitted On	Actions
1.	S1 Emergency Plan	School Year			Completed	8/24/2021	View as PDF
2.	S2 Emergency Plan	School Year			Ready to Fill		Review Form and Sign... View as PDF
3.	S3 Emergency Plan	School Year			Ready to Fill		Review Form and Sign... View as PDF
4.	S4 Emergency Plan	School Year			Ready to Fill		Review Form and Sign... View as PDF
5.	LFCIS Emergency Plan	School Year			Ready to Fill		Review Form and Sign... View as PDF
6.	LFCMS Emergency Plan	School Year			Ready to Fill		Review Form and Sign... View as PDF
7.	FLHS Emergency Plan	School Year			Ready to Fill		Review Form and Sign... View as PDF

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The safety of our students, staff and stakeholders is one of the top priorities of the Fort Lee School District. The Fort Lee Public Schools maintain Emergency Plans for various types of situations we may encounter. These plans are outlined in a reference guide that is supplied to all staff. It is standardized across the district, with the exception of evacuation relocation sites. Please familiarize yourself with the plans for your school.