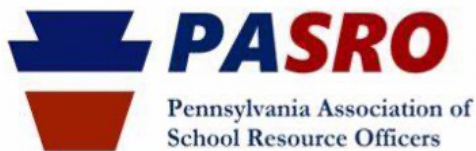


# Guide for Pennsylvania School Safety and Security Coordinators



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## INTRODUCTION

The School Safety and Security Coordinator (SSSC) is tasked with a wide array of responsibilities. Created by the PA State Legislature through Act 44 of 2018 the SSC is responsible for all aspects of school safety and security ranging from compliance with mandates, threat assessment, and relationships with local first responders. Additional requirements were added through Act 55 of 2022, Act 33 of 2023 and Act 55 of 2024.

The following guide is intended to assist the SSSC to ensure that they are meeting the requirements of their position and to provide resources for additional guidance.

This guide is arranged into three sections: Compliance, Training, and Leadership. Following these sections are a series of checklists to assist SSSCs track their work and progress towards compliance with many responsibilities assigned to them.

We hope that you find the guide useful.

## RESPONSIBILITIES OF THE SCHOOL SAFETY AND SECURITY COORDINATOR

Act 44 of 2018 mandates that each school entity in Pennsylvania appoint a School Safety and Security Coordinator. The following table outlines the responsibilities of the coordinator by categorizing each item as compliance, training or leadership.

### Compliance

Reference:  
**2018 Act 44**  
**- PA General**  
**Assembly**

- Provide a report to the school board by June 30 of each year outlining the school safety and security accomplishments of the past year. The report must include a summary of Safe2Say Something calls, Threat assessments and oversight of security personnel.
  - *Note: There is no approved "template" for the annual report. SSSCs can format their report the board in any manner of their choosing so long as the requisite elements are present.*
  - *The report is submitted online to PCCD. SSSCs will be asked via survey to note the number of threat assessments completed and the number of Safe 2 Say Something calls received during the past school year.*
- Provide an updated Emergency Operations Plan to the county emergency management agency each year.
  - *Note: While there is no hard deadline, by September 30 of each year is the recommended date. Coordinate this with your local Emergency Management Agency.*
- Ensure that school staff, students and parents are aware of Safe2Say Something and how S2SS is accessed.
- Ensure that school staff, students and parents are aware of the existence of a Behavioral Threat Assessment Team and how to report behaviors of concern to the team.
- Ensure that all required drills are conducted each school year
- Ensure that all staff receive the annual required school safety and security training

### Training

Reference:  
**2018 Act 44**  
**- PA General**  
**Assembly**

- Coordinate three hours of school safety and security training to all school staff each school year.
  - Training must include one hour of instruction on Emergency Procedures and Behaviors of Concern
    - Emergency Procedures must be in person
    - Required drills (fire, security, etc.) do not count toward the one-hour requirement
    - Behaviors of concern may be delivered in-person or virtually
  - The remaining two hours of training may be completed in-person or virtually and may include any of the following topics:
    - Situational Awareness
    - Trauma-informed Approaches
    - Behavioral Health
    - Suicide and Bullying Awareness
    - Substance Use Awareness
- All School Safety and Security Coordinators must complete seven hours of mandated training within one year of their appointment
  - *Note: There is no continuing education requirement for SSSCs beyond the seven hours required at this time.*
- Ensure that the Behavioral Threat Assessment team is properly composed and trained. Provide an hour of update training to the team each year.
- Train school staff, students and parents on the existence of the Behavioral Threat Assessment Team, its purpose and the how to report behaviors of concern to the team.
  - Train school staff, students and parents on the existence and purpose of Safe2Say Something and the means by which S2SS is accessed.

## RESPONSIBILITIES OF THE SCHOOL SAFETY AND SECURITY COORDINATOR

### Leadership

- Serve as the school liaison to the PCCD Safety and Security Committee
- Foster a relationship with local fire, police, EMS and emergency management officials
- Coordinate walkthroughs of school buildings for local first responders on an annual basis, at a minimum.
- Lead the school's Safe2Say something Team
- Lead the school's Behavioral Threat Assessment Team. If not designated as team lead the SSC must be a member of the team.
- Oversee all school safety personnel, including School Resource Offices, School Police Officers and School Security Officers and report directly to the chief school administrator
- Coordinate with the PIMS coordinator to submit relevant data to the Future Read Comprehensive Planning Portal (FRCPP) by prescribed dates.

## SCHOOL SAFETY AND SECURITY COORDINATOR TRAINING RESPONSIBILITIES

School Safety and Security Coordinators are required to facilitate three hours of training for all school employees each school year (July 1- June 30).

Listed below are the topics from which safety leaders may choose. Free resources for these topics can be found through PCCD at [Training – PCCD SSSTP providers](#)

Minimum two-hours yearly  
on one or more of the  
following topics

- Situational Awareness
- Trauma-informed Approaches
- Behavioral Health
- Suicide and Bullying Awareness
- Substance Use Awareness

Minimum of one hour  
combined training, required  
annually

- Emergency training drills and identification of student behaviors indicating potential threats.

## REQUIRED DRILLS

School Safety and Security Coordinators are required to facilitate several drills each school year (July 1 through June 30).

Type	Description	Frequency
<b>Fire</b>	<ul style="list-style-type: none"> <li>■ The school must practice the response to a fire emergency including the school's adopted procedures for evacuating the building in case of a fire emergency</li> </ul>	<ul style="list-style-type: none"> <li>■ Once a month while school is in session for seven or more days</li> <li>■ Submit report to FRCPP by April 10 each year</li> </ul>
<b>School Safety</b>	<ul style="list-style-type: none"> <li>■ A drill that provides for the practice of the school's procedures for a non-fire-related emergency.</li> <li>■ Examples of School Security Drills: <ul style="list-style-type: none"> <li>• Lockdown/Active Assailant</li> <li>• Severe Weather</li> <li>• Reunification</li> </ul> </li> </ul> <p><i>*In months when a school security drill is conducted, a fire drill is not required.</i></p> <p><i>*The chief school administrator must notify and request assistance from the local law enforcement agency and emergency management agency before conducting the school security drill.</i></p> <p><i>*The chief school administrator must provide advance notice to parents/guardians that the school security drill will be held.</i></p>	<ul style="list-style-type: none"> <li>■ Two times each school year <ul style="list-style-type: none"> <li>• The first within 90 days of the start of the school year</li> </ul> </li> </ul>
<b>Bus Evacuation Drill</b>	<ul style="list-style-type: none"> <li>■ A drill that provides familiarization of students with evacuation locations on a school bus and practice evacuating out the rear door of the vehicle <ul style="list-style-type: none"> <li>• <i>Note: A school bus is defined as a vehicle designed to carry 11 or more passengers, including the driver.</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Two times each school year <ul style="list-style-type: none"> <li>• The first week of school</li> <li>• The first week of March</li> </ul> </li> <li>■ Submit report to FRCPP by April 10 each year</li> </ul>

For more information and reporting requirements: [Fire Drills School Security Drills and School Bus Evacuations | Department of Education | Commonwealth of Pennsylvania](#)



## TRACKER FOR REQUIRED ANNUAL DRILLS

	Bus Evacuation Drill	Fire Drill	Security Drill (Note Type)	Law Enforcement and Local EMA Notification (School Security Drill Only)
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				

Submit report to the Future Read Comprehensive Planning Portal (FRCPP) by April 10 every year.

**Report Completed**

**Date Submitted**

**Bus Evacuation Drill**

**Fire Drill**

## TRACKER FOR REQUIRED TRAINING FOR ALL STAFF

All staff must complete training on each of the topics listed below each school year.

*Note: Emergency Procedures and Behaviors of concern must equal a minimum of one hour combined each school year.*

Topics	Date	Method of Delivery (In-Person or Virtual)
In Person Emergency Procedures		
Behaviors of Concern		
Review of Safe2Say Something with Staff		
Review of Safe2Say Something with Students		
Review of Safe2Say Something with Parents		
Review of Threat Assessment Team with Staff		
Review of Threat Assessment Team with Students		
Review of Threat Assessment Team with Parents		
Update training for Threat Assessment Team		

## TRACKER FOR OPTIONAL TRAINING FOR ALL STAFF

All staff must complete two hours of training on any of the five topics listed below each school year.

Topic (Must Select Two)	Date	Method of Delivery (In-Person or Virtual)
Behavioral Health Awareness		
Suicide & Bullying Awareness		
Substance Abuse Awareness		
Situational Awareness		
Trauma Informed Approaches		

## COMPLIANCE CHECKLIST

	Yes	No	Date
Does the school have a current EOP?			
Has the EOP been updated within the last 12 months?			
Has the EOP been shared with the county Emergency Management Agency			
Has the School Safety and Security Coordinator taken the required seven-hour training?			
Has the school established a behavioral threat assessment team?			
Has the team been trained?			
Are new team members trained as they join the team?			
Does the school meet the requirement for having school safety personnel present during the school day?			
If not, was a waiver submitted to PCCD?			
Have all school safety personnel (SRO/ SPO/SSO) completed NASRO or equivalent training as per Act 67 of 2019?			
Has a physical security assessment been conducted by an outside provider within the last three years of all school buildings (options but recommended)			
Has a behavioral health assessment been conducted by an outside provider within the last three years? (optional but recommended)			

## STATUTORY DEFINITIONS OF SCHOOL BASED SECURITY

### School Police Officer

A law officer employed by a school district whose responsibilities, including work hours, are established by the school district.

### School Resource Officer

A law enforcement officer commissioned and employed by a law enforcement agency whose duty station is located in a school entity and whose stationing is established by an agreement between the law enforcement agency and the school entity.

### School Security Guard

An individual employed by a school entity or a third-party contractor who is assigned to a school for routine safety and security duties and is not engaged in programs with students at the school.

For more information on statutory definitions: [Act 67 Police and SROs | Department of Education | Commonwealth of Pennsylvania](#)

FOR ADDITIONAL INFORMATION OR ASSISTANCE, PLEASE CONTACT:

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