

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 ACT 75 of 2025.

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.

Republication of this guide will occur annually, and not as additional position requirements are promulgated throughout the school year. Please check with your district leadership and solicitor to ensure fulfillment of required duties.

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

2022 Act 55 –
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

RESPONSIBILITIES OF THE SCHOOL SAFETY AND SECURITY COORDINATOR

Training

Reference:
2022 Act 55
- 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: Continuing education requirements become effective in the 2026-2027 school year, further guidance should be put forth by PCCD.
- 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.
- Coordinate Safety and Security Meetings with school and building leadership at least quarterly.
- Annual meetings with school employees for input on the school entity's Act 55 training.

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 Awareness and Prevention*
- Bullying and Cyberbullying Awareness*
- Substance Use Awareness

**These topics may be chosen between, based on the needs of the school entity.*

**Minimum standards for these topics will be developed by January 1, 2027.*

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
Fire	■ 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	■ Once a month while school is in session for seven or more days ■ Submit report to FRCPP by April 10 each year
School Safety Title 24 P.S. § 15-1517	■ A drill that provides for the practice of the school's procedures for a non-fire-related emergency. ■ Examples of School Security Drills: ● Lockdown/Active Assailant ● Reunification <i>*In months when a school security drill is conducted, a fire drill is not required.</i> <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> <i>*The chief school administrator must provide advance notice to parents/guardians that the school security drill will be held.</i>	■ Two times each school year ● The first within 90 days of the start of the school year
Severe Weather Title 35 Pa. C.S.A. § 7701(f)	■ All public and private schools across the Commonwealth are legally mandated to conduct at least one disaster response or emergency preparedness plan drill annually.	■ Once per year.

REQUIRED DRILLS

Bus Evacuation Drill

- A drill that provides familiarization of students with evacuation location on a school bus and practice evacuating out the rear door of the vehicle.
- *Note: A school bus is defined as a vehicle designed to carry 11 or more passengers, including the driver.*
- *Two times each school year:*
 - *The first week of school*
 - *The first week of March*
- *Submit report to FRCPP by April 10.*

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

REQUIRED DRILL TRACKING

	Bus Evac Drill	Fire Drill	Severe Weather	Security Drill	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



REQUIRED DRILL TRACKING

Meetings

School Safety and Security Coordinators are required to meet with school and building leadership annually for input on ACT 55 training and hold safety and security meetings at least quarterly, and include an attendance report of school and building personnel present at school safety and security meetings in June's board report.

Quarter	Held?	Date Held	Those in Attendance
Meeting for input on Act 55 training	☐		
To be included in June's Board Report Meeting:			
Q1 (Ex. January through March)	☐		
Q2 (Ex. April through June)	☐		
Q3 (Ex. July through September)	☐		
Q4 (Ex. October through December)	☐		
Q3 (Ex. July through September)	☐		

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 Awareness and Prevention		
Bullying and Cyberbullying 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 enforcement officer employed by a school district whose responsibilities, including work hours, are established by the school district. An independent contractor or an individual provided through a third-party vendor who has been appointed by a judge of the court of common pleas of the county within which the school entity or nonpublic school is situated, as designated by the school board or administration of the nonpublic school. NOTE: An independent contractor is an individual, including a retired Federal agent or retired State, municipal or military police officer or retired sheriff or deputy sheriff, whose responsibilities, including work hours are established in a written contract with a school entity or nonpublic school for the purpose of performing school security services.
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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