## **GLOSSARY**

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| **TERM** | **DEFINITION** |
| **AED** | Automated External Defibrillator. |
| **All-Hazards Plan** | A comprehensive disaster response and emergency preparedness plan that is required by [35 Pa. C.S.A. §7701](https://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&ttl=35&div=0&chpt=77&sctn=1&subsctn=0). This plan might also be known as a School Emergency Plan, School Safety Plan, a School Emergency Operations Plan (EOP), or a Multi-Hazards Plan. The All-Hazards Plan must address the four phases of emergency management (Prevention/Mitigation, Preparedness, Response, and Recovery).  |
| **Assessor (or Registered Assessor)** | An individual or vendor with knowledge and experience in matters of school safety and security that qualifies the person to conduct school safety and security assessments based upon the criteria established by the Committee. The term also includes members of the Pennsylvania State Police (PSP) Risk and Vulnerability Assessment Team (RVAT). |
| **ATOD** | Alcohol, Tobacco and Other Drugs. |
| **Behavioral Health (BH)** | A term encompassing mental health and wellness, as well as substance abuse treatment and recovery.  |
| **Bollard** | A sturdy, short, vertical post meant to stop vehicular traffic from entering a specific area. |
| **Character Education** | A course of instruction designed to educate and assist students in developing basic civic values and character traits, a service ethic and community outreach and thus to improve the school environment and student achievement and learning[[1]](#footnote-1). It includes and complements a broad range of educational approaches that share a commitment to helping students become responsible, caring, and contributing citizens. |
| **Climate Survey** | Tool to measure the quality and character of school life, often with a particular focus on the quality of relationships within the school community between and among students and adults. |
| **Committee** | The School Safety and Security Committee (SSSC) established by [Act 44 of 2018](https://www.nasro.org/training/training-courses/?txtType=HTM&yr=2018&sessInd=0&smthLwInd=0&act=44). |
| **Common Area** | Any area in a school that accommodates large groups of students in open space such as student commons, cafeterias, gyms, etc. |
| **Computer System** | Includes any computer-based, electronic system (i.e. intelligent HVAC system, camera system, door locking system, etc.). |
| **Crisis Response Team** | A team of individuals, including mental health professionals, that responds to a traumatic event and provides information, support, and referrals for services to individuals who suffered trauma. |
| **Critical Building Systems** | The critical systems of a facility, such as the electrical, HVAC, security, life safety, lighting, utilities, telecom, and energy management systems.  |
| **DDAP** | [Pennsylvania Department of Drug and Alcohol Programs](https://www.schoolclimate.org/). |
| **DHS** | [Pennsylvania Department of Human Services](https://www.paschoolclimatesurvey.org/Beta.aspx). |
| **Family Educational Rights and Privacy Act (FERPA)** | A [federal law](https://www.legis.state.pa.us/cfdocs/legis/LI/consCheck.cfm) that protects the privacy of student education records. |
| **Firewall** | A part of a computer system or network that is designed to block unauthorized access while permitting outward communication. |
| **Flag-mounted** | Signage mounted perpendicular to and extending from a wall.  |
| **Health Insurance Portability and Accountability Act (HIPAA)** | A federal law commonly known as [HIPAA](https://www.hhs.gov/hipaa/index.html) that protects the privacy of an individual's health records and restricts who can access them. |
| **Impact Resistant Film** | Special film that is applied to glass and glazing after manufacture or installation to hold the glass together if it is shattered. |
| **Intrusion Protection System (IPS)** | A system that monitors a computer network for malicious activities such as security threats or policy violations and works to identify suspicious activity, log the information, attempt to block the activity, and report it. |
| **Joint Quarterly Reporting System (JQRS)** | The system used by SAP liaisons to jointly report SAP efforts to address mental health and drug and alcohol issues to PDE, DHS and DDAP.  |
| **Law Enforcement Agency** | A police department of a city, borough, incorporated town or township, the Pennsylvania State Police, district attorneys' offices and the office.[[2]](#footnote-2) |
| **Life Safety Code® (also known as NFPA 101®)** | Developed by the [National Fire Protection Association](https://www.legis.state.pa.us/cfdocs/Legis/LI/uconsCheck.cfm), this code “is the most widely used source for strategies to protect people based on building construction, protection, and occupancy features that minimize the effects of fire and related hazards. Unique in the field, it is the only document that covers life safety in both new and existing structures.”[[3]](#footnote-3) |
| **Lock Box (e.g. Knox Box)** | A small, wall-mounted safe that holds building keys for first responders (fire departments, EMS and police) to retrieve in emergency situations. |
| **Lockdown** | An emergency procedure in which all exterior and interior doors are locked and everyone in the building is required to remain in a locked room/classroom and cover the windows.  |
| **Malware** | Malicious software intended to damage or disable computers and/or computer systems. |
| **Mandated Reporter Training** | The [Act 126 of 2012](https://www.legis.state.pa.us/cfdocs/Legis/LI/uconsCheck.cfm?txtType=HTM&yr=2012&sessInd=0&smthLwInd=0&act=126) requirement that all school entity employees having direct contact with children have a minimum of 3 hours of training every 5 years on child abuse and sexual misconduct recognition and reporting[[4]](#footnote-4). |
| **Mental Health** | Refers to emotional, psychological, and social well-being, affecting how people think, feel, and act, and helps determine how we handle stress, relate to others, and make choices.[[5]](#footnote-5) |
| **Multi-Tiered Systems of Support (MTSS)** | A standards-aligned, comprehensive school improvement framework for enhancing academic, behavioral and social-emotional outcomes for all students, commonly referenced as [MTSS](https://www.pattan.net/Multi-Tiered-System-of-Support/MULTI-TIERED-SYSTEM-OF-SUPPORTS).  |
| **PA Quality Indicators of Emotional Support Services and Programs** | A process enabling Local Educational Agencies (LEAs) to examine the programs and services offered to students with emotional support needs.[[6]](#footnote-6) |
| **Parent Organization (also known as a PTA or PTO)** | A formal organization typically composed of parents, teachers and staff that is intended to facilitate parental participation in a school, often called a Parent-Teacher Association (PTA) or Organization (PTO). |
| **Parent/Student Reunification** | The process for reuniting students with their parent(s) or guardian(s) following a school emergency. |
| **PCCD** | [Pennsylvania Commission on Crime and Delinquency](https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html). |
| **Pennsylvania Youth Survey (PAYS)** | A biannual survey of Pennsylvania school students in the 6th, 8th, 10th, and 12th grades that is sponsored and conducted by PCCD, PDE and DDAP to learn about youth behavior, attitudes and knowledge concerning alcohol, tobacco, other drugs and violence. [PAYS](https://www.pccd.pa.gov/Juvenile-Justice/Pages/Pennsylvania-Youth-Survey-%28PAYS%29.aspx) also provides information on the risk factors faced by youth that can lead them to engage in problem behaviors, and the protective factors that can protect them from that risk. |
| **PDE** | [Pennsylvania Department of Education](https://www.ddap.pa.gov/). |
| **PDE 4092** | Form used by SAP liaisons to report referral reasons and results to PDE. |
| **PEMA** | [Pennsylvania Emergency Management Agency](https://www.stopthebleed.org/). |
| **Phishing** | The fraudulent attempt to obtain sensitive information or data, such as usernames, passwords and credit card details, by disguising oneself as a trustworthy entity in an electronic communication such as an email. |
| **PNSAS** | [Pennsylvania Network for Student Assistance Services](http://pnsas.org/), the interagency committee and staff representing PDE, DDAP and DHS to provide collaborative oversight of SAP. |
| **Positive Behavioral Interventions and Supports (PBIS)** | Commonly referenced as [PBIS](https://www.nfpa.org/), a proactive, data-informed approach to managing discipline that promotes appropriate student behavior and increased learning and is based upon a three-tiered framework.  |
| **PSP** | [Pennsylvania State Police](https://www.legis.state.pa.us/cfdocs/Legis/LI/uconsCheck.cfm).  |
| **Ransomware** | A type of malicious software designed to block access to a computer system until a sum of money is paid. |
| **Resource Mapping** | A process used to identify what services, supports and interventions are available in the community, determine what may be needed to address specific issues, and develop strategies for mobilizing those resources. |
| **Response to Instruction and Intervention (RTII)** | A standards-aligned, comprehensive school improvement framework to improve student achievement using research-based curriculum, instructional practices, and tiered interventions matched to the assessed needs of students. |
| **Restorative Practices** | The science of building social capital and achieving social discipline through participatory learning and decision-making[[7]](#footnote-7). This philosophy replaces the use of harsh discipline with an approach to improve and restore relationships between students and repair any harm that was done. |
| **Reverse Evacuation Procedures** | Planned steps taken when conditions inside the school building are safer than those outside, such as in the event of a tornado or armed aggressor, to bring anyone in an outdoor school space (e.g. playground, sports field, etc.) to a safe space within the building. |
| **RVAT** | The [Risk and Vulnerability Assessment Team](https://www.dhs.pa.gov/) program administered by the PSP in which a team of specially qualified officers provide in-depth security vulnerability assessments and recommendations to improve the security posture of any PA public or private facility.  |
| **Run, Hide, Fight** | The [federally suggested](https://www.pccd.pa.gov/) actions for students and school personnel to take during an active shooter situation. |
| **Safety and Security Committee**  | The comprehensive school entity-level steering committee responsible for all aspects of school safety, emergency planning, and emergency management, distinct from a safety committee concerned only with workers’ compensation and injury reduction. It may also be known as the Crisis Management Team, Emergency Management Planning Committee, Safety Committee, School Safety Coordinating Team, etc. |
| **Safe2Say Something Program** | Established by Act 44 of 2018, the Safe2Say Something Program teaches students, educators, and administrators how (1) to recognize the signs and signals of individuals who may be at risk of hurting themselves or others, and (2) to anonymously report this information through the Safe2Say Something app, [website](https://www.safe2saypa.org/), or 24/7 Crisis Center Hotline. The program is managed by the Pennsylvania Office of the Attorney General, in partnership with the nonprofit organization Sandy Hook Promise.[[8]](#footnote-8) |
| **SAP** | [Student Assistance Program](https://www.pattan.net/https/wwwpattannet/Multi-Tiered-System-of-Support/MULTI-TIERED-SYSTEM-OF-SUPPORTS/Behavior/Postive-Behavior-Interventions-and-Supports), a systematic team process designed to assist in identifying issues, including alcohol, tobacco, other drugs, and mental health, which pose a barrier to a student’s success with the primary goal of providing supports and identifying resources to help students overcome these barriers so that they may achieve, advance, and remain in school. |
| **Scareware** | A malware tactic that manipulates users into believing they need to download or buy malicious, sometimes useless, and potentially dangerous software by taking advantage of a user's fear, coaxing them into installing fake anti-virus software protection. |
| **School Climate** | The quality and character of school life, based on patterns of student, parent, and staff experiences and perceptions of school life. It also reflects norms, goals, values, interpersonal relationships, teaching and learning practices, and organizational structures, according to the [National School Climate Center](https://www.psp.pa.gov/).[[9]](#footnote-9) |
| **School Climate Survey** | A [free online assessment](https://www.pema.pa.gov/) offered by PDE that school entities can use to measure the perception of students, teachers, parents/guardians and community partners regarding the quality and character of school life, including the quality and dynamics of relationships within the school community between and among students and adults. |
| **School Entity** | A school district, intermediate unit, area career and technical school, charter school, cyber charter school, regional charter school, approved private school, chartered school for the education of the deaf or the blind or private residential rehabilitative institution.[[10]](#footnote-10) |
| **School Police Officer** | A law enforcement officer employed by a school entity or nonpublic school whose responsibilities, including work hours, are established by the school entity or nonpublic school; an independent contractor or an individual provided through a third-party vendor who has been appointed under [Section 1302-C](http://www.pnsas.org?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=13C&sctn=2&subsctn=0?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=13C&sctn=2&subsctn=0).[[11]](#footnote-11) |
| **School Resource Officer** | A law enforcement officer commissioned and employed by a law enforcement agency who has successfully complete the [Basic School Resource Officer Course of Instruction offered by NASRO](https://www.education.pa.gov) or an equivalent course of instruction approved by PCCD whose duty station is located in a school entity to provide security and crime prevention services to create a safer school environment. |
| **School Safety and Security Assessment**  |  A strategic evaluation of a school entity’s facilities and programs used to identify potential safety and security threats.  |
| **School Security Drill** | An exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill. |
| **School Security Guard** | An individual employed by a school entity, nonpublic school or a third-party vendor or an independent contractor who is assigned to a school for routine safety and security duties and has not been granted powers under [Section 1306-C](https://www.psp.pa.gov/public-safety/Pages/School-Safety-Resources.aspx?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=13C&sctn=6&subsctn=0)(a)(3) or (b).[[12]](#footnote-12) |
| **School Security Personnel** | School Police Officers, School Resource Officers and School Security Guards. |
| **Situational Awareness** | A mindset of being aware of one's surroundings and identifying potential threats and dangerous situations. It involves knowing what is going on all around by having the ability to identify, process, comprehend and respond to critical elements of information regarding the environment in which one is located.[[13]](#footnote-13) |
| **Social-Emotional Learning (SEL)** | The process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.[[14]](#footnote-14) |
| **Spear Phishing** | The fraudulent practice of sending emails ostensibly from a known or trusted sender to specifically targeted individuals in order to infect their devices with malware or induce revelation of confidential information. |
| **Spoofing**  | The act of disguising a communication from an unknown source as being from a known, trusted source. It can apply to emails, phone calls, and websites, or can be more technical, such as a computer spoofing an IP address, Address Resolution Protocol (ARP), or Domain Name System (DNS) server. |
| **Stop the Bleed** | A [national awareness campaign](https://www.ready.gov/active-shooter) and call-to-action intended to cultivate grassroots efforts that encourage bystanders to become trained, equipped, and empowered to help in a bleeding emergency before professional help arrives.[[15]](#footnote-15) |
| **Suicide Intervention** | Approaches or activities designed to identify those at risk of suicidal thoughts or behaviors through screening and/or assessment, and to effectively manage that risk through intervention, treatment, and/or other type of support. |
| **Suicide Postvention** | An organized response in the aftermath of a suicide to facilitate the healing of individuals from the grief and distress of suicide loss; mitigate other negative effects of exposure to suicide; and/or prevent suicide among people who are at high risk after exposure to suicide.[[16]](#footnote-16) May also be used in the aftermath of a sudden death to facilitate healthy coping and promote healing. |
| **Suicide Prevention** | A multifaceted approach to reducing the potential that suicidal thoughts, behaviors, and deaths will occur. Prevention efforts should consist of universal strategies designed for an entire population that include activities to reduce risk factors and increase protective factors, and awareness and education regarding intervention and postvention strategies. |
| **Tabletop Exercises** | Simulation activity in which an emergency scenario is presented, and participants discuss emergency policies and procedures and their roles and responsibilities before, during, and afterward to help prepare for and improve performance during an actual incident.[[17]](#footnote-17) |
| **Threat Assessment** | A fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student, other students, school employees, school facilities, the community, or others.[[18]](#footnote-18) See [Threat Assessment page](https://www.pccd.pa.gov/schoolsafety/Pages/Threat-Assessment.aspx) on the PCCD website for more detail and resources. |
| **Threat Assessment Team** | A multidisciplinary group of individuals identified by a chief school administrator or a designee, after consultation with the school entity’s safety and security coordinator, responsible for the assessment of and intervention with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community, or others.[[19]](#footnote-19) |
| **Transaction Window** | A window in a wall or door that allows for communication and interaction between the people on either side of the door or wall while preventing full access into a secure area. |
| **Trauma** | Includes results from an event, series of events or set of circumstances that is experienced by an individual as physically or emotionally harmful or threatening and that has lasting adverse effects on the individual’s cognitive functioning and physical, social, emotional, mental or spiritual well-being.[[20]](#footnote-20) |
| **Trauma-Informed Approach** | Includes a school-wide approach to education and a classroom-based approach to student learning that recognizes the signs and symptoms of trauma and responds by fully integrating knowledge about trauma into policies, professional learning, procedures and practices for the purposes of recognizing the presence and onset of trauma, resisting the reoccurrence of trauma and promoting resiliency tailored to a school entity’s culture, climate and demographics and the community as a whole.[[21]](#footnote-21) |
| **Vestibule** | An antechamber, hall, or lobby next to the outer door of a building. |

1. [Section 1501-E](https://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=15E&sctn=1&subsctn=0) of the Pennsylvania School Code of 1949 [↑](#footnote-ref-1)
2. [Section 1302-D](https://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=13D&sctn=2&subsctn=0) of the Public School Code of 1949 [↑](#footnote-ref-2)
3. <https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=101> [↑](#footnote-ref-3)
4. <https://www.pspc.education.pa.gov/Promoting-Ethical-Practices-Resources/Act-126-Training/Pages/default.aspx> [↑](#footnote-ref-4)
5. <https://www.mentalhealth.gov/basics/what-is-mental-health> [↑](#footnote-ref-5)
6. <https://www.pattan.net/Publications/Quality-Indicators-of-Emotional-Support-Services-a> [↑](#footnote-ref-6)
7. [Chapter 10 Guidelines for Students with Disabilities](https://www.google.com/url?client=internal-element-cse&cx=007572080359491747877:kkqmv_r6zw4&q=https://www.education.pa.gov/Documents/K-12/Special%2520Education/Funding%2520Sources/Chapter%252010%2520Guidelines%2520for%2520Students%2520with%2520Disabilities.pdf&sa=U&ved=2ahUKEwiK_aHPyJ3sAhU3gnIEHav4CyAQFjADegQICBAB&usg=AOvVaw37C4tYGqtFktnCE2W6yws-) [↑](#footnote-ref-7)
8. *Safe2Say Something Guidelines*, Pennsylvania Office of the Attorney General, October 2019. [↑](#footnote-ref-8)
9. <https://www.education.pa.gov/Schools/safeschools/SchoolClimate/Pages/default.aspx> [↑](#footnote-ref-9)
10. [Section 1301-B](https://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=13B&sctn=1&subsctn=0) of the Public School Code of 1949 [↑](#footnote-ref-10)
11. [Section 1301-C](https://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=13C&sctn=1&subsctn=0) of the Public School Code of 1949 [↑](#footnote-ref-11)
12. [Section 1301-C](https://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=13C&sctn=1&subsctn=0) of the Public School Code of 1949 [↑](#footnote-ref-12)
13. [OSHA PowerPoint presentation](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.google.com%2Furl%3Fsa%3Dt%26rct%3Dj%26q%3D%26esrc%3Ds%26source%3Dweb%26cd%3D%26cad%3Drja%26uact%3D8%26ved%3D2ahUKEwiiksnY5q_tAhVpEFkFHfUmDK0QFjAAegQIBRAC%26url%3Dhttps%253A%252F%252Fwww.osha.gov%252Fsites%252Fdefault%252Ffiles%252F2018-12%252Ffy15_sh-27666-sh5_SituationalAwareness.pptx%26usg%3DAOvVaw0qgb3i4_-U5BYWT2azPSCR&data=04%7C01%7Cpamebennet%40pa.gov%7Cec7fd40d33974f3f5f0408d896e68711%7C418e284101284dd59b6c47fc5a9a1bde%7C0%7C1%7C637425264742163902%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=5nBi2cCz9C8Yk2D5G5xQlEMEwN3nO1qMEPyKstOpOxE%3D&reserved=0) [↑](#footnote-ref-13)
14. [https://casel.org/what-is-sel](https://casel.org/what-is-sel/) [↑](#footnote-ref-14)
15. <https://www.dhs.gov/stopthebleed> [↑](#footnote-ref-15)
16. <https://www.sprc.org/comprehensive-approach/postvention> [↑](#footnote-ref-16)
17. <https://www.schoolsafety.gov/respond-and-recover/training-exercises-and-drills> [↑](#footnote-ref-17)
18. [Article XIII-E](https://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=014&chpt=13E) of the Public School Code of 1949 [↑](#footnote-ref-18)
19. [Model K-12 Threat Assessment Procedures and Guidelines](https://www.pccd.pa.gov/schoolsafety/Documents/Threat%20Assessment%20Model%20Procedures%20and%20Guidelines.pdf), p. 10 [↑](#footnote-ref-19)
20. [Section 102](https://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=1&sctn=2&subsctn=0) of the Public School Code of 1949 [↑](#footnote-ref-20)
21. [Section 102](https://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=14&chpt=1&sctn=2&subsctn=0) of the Public School Code of 1949 [↑](#footnote-ref-21)