



**Administrative Instruction Manual
for S2SS School Lead**

December 2018

Purpose

1. Provide an overview of S2SS
2. Review S2SS Lead Roles & Responsibilities
3. Provide S2SS Lead Administration Instruction (will cover full platform in 2 hour session with your team members)
4. Next Steps
5. Provide references as to where to find help?

How We Will Maximize This Training Session ...

1. No phones – please take calls outside / Break at 60 Minutes
2. Ask questions ... need a volunteer to write/type/email questions asked by this group to allow us to publish an FAQ
3. Understand that the presentation doubles as a reference guide for use post-training, therefore it is heavy on copy
4. Trainers (me) do not have all the answers and nuances of the S2SS PA program – may have to write down and email answers post-training

How We Will Maximize This Training Session ...

5. This appears to be A LOT of information to intake and learn. Don't get overwhelmed ... please note that the best way to learn is PRACTICING
6. On average, a team member spends 30 minutes practicing in order to get a comfort level receiving and acting upon tips ... we guarantee if you invest the full 30 minutes you will be ready to receive tips
7. Recognize that this is a state mandated program launching January 14, 2019 ... therefore we MUST learn and ready for this despite minimal days to prepare

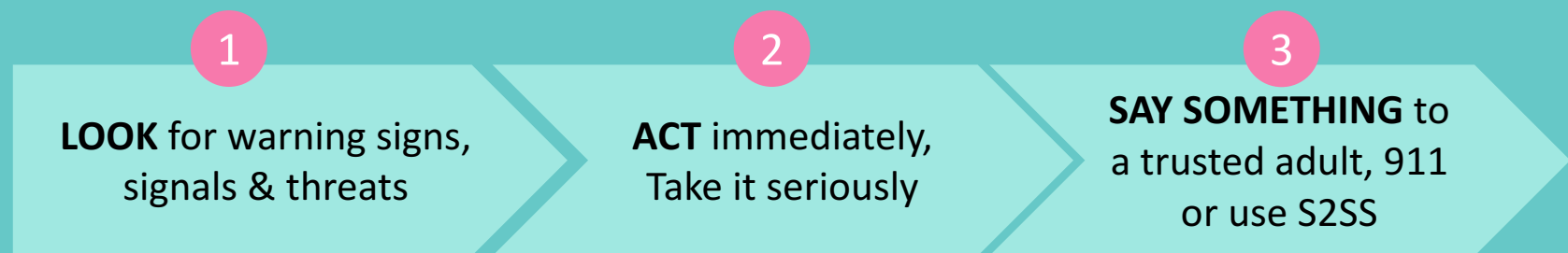
This Program WILL Save Lives

- Thousands of lives will be intervened upon ... from suicide, planned school attacks, self-harm, alcohol/drug abuse, dating violence, sexual assault, bullying / cyberbullying and other acts of violence and victimization that impact schools everyday
- Over time, you will begin to see a shift in your schools as more and more students feel connected and are looking out for one another
- Always remember that your local 911Dispatch and police/sheriff are contacted at the same time as you for ALL Life Safety tips ensuring safety nets for you and your students

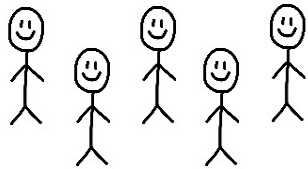
S2SS Overview



Teaches middle and high school youth (and the adults around them) how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and *Say Something* to a trusted adult, call 911 or use the S2SS [anonymous reporting system](#)



S2SS – HOW does it work?



Step 1: Submit
Youth or Adult Submit
a Tip using our App,
Website, and Hotline



OAG Crisis Center

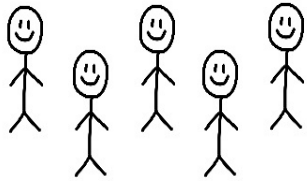
Step 2: Manage
Tips are Triageed,
Categorized, and
Delivered to the
District / Dispatch by
the OAG
Crisis Center



Step 3: Disposition
District and/or Law
Enforcement Assess
and Intervene as
Needed

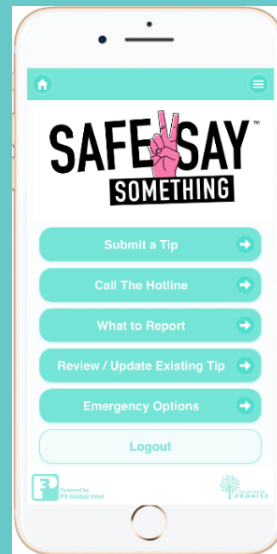
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Step 1: Tip Submission

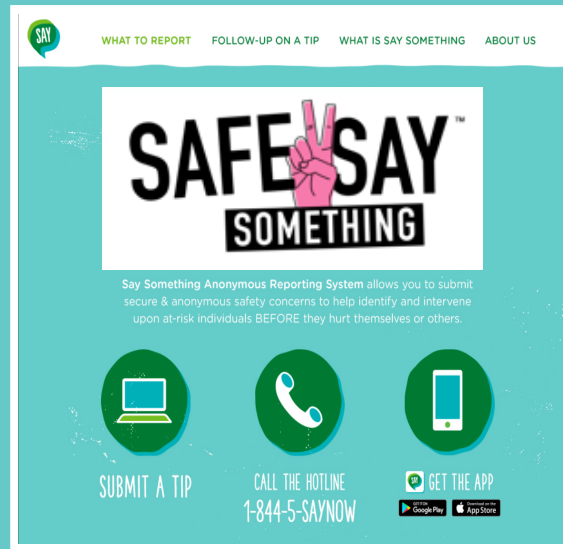


Step 1:
Youth or Adult
Submit a Tip
using our App,
Website, and
Hotline

App



Website



24/7 Hotline



Every user **MUST** associate themselves with a school within the district in order to submit a tip

Step 2: Tip Management at Crisis Center



Step 2:

**Tips are Triageed,
Categorized, and
Delivered to the
District / Dispatch
by the OAG
Crisis Center**

Action 1: Triage

S2SS Analyst gathers caller tip information and/or receives website and app submission(s). Conducts two-way anonymous dialog as needed with tipster to capture as much information as possible.

Step 2: Tip Management at Crisis Center



Step 2:

**Tips are Triageed,
Categorized, and
Delivered to the
District / Dispatch
by the OAG
Crisis Center**

Action 1: Triage

S2SS Analyst gathers caller tip information and/or receives website and app submission(s). Conducts two-way anonymous dialog as needed with tipster to capture as much information as possible using set SOPs.

Action 2: Categorize

S2SS Analyst categorizes tip as either “life safety” or “non-life safety” incident/concern/threat based on OAG approved definitions

Step 2: S2SS Statewide Defined Events



Safe2SaySomething Definitions

Life Safety - Imminent and In-Progress	Non-Life Safety - Crime or Violence	Non-Life Safety
Active Shooter or presence of explosive device	Alcohol possession or use	Anger issues/management (non-life threatening)
Bodily injury and/or emergency condition	Animal cruelty	Breaks school code of conduct
Child predator	Cannabis/Other drug paraphernalia	Bullying/cyber-bullying/general teasing
Dating violence	Distribution of inappropriate photos	Creating a hostile environment
Disorderly/dangerous conduct	Drunk and/or under influence of other substances	Depression/anxiety (non-life threatening)
Domestic violence/victimization	Forgery/falsifying documents	Discrimination
Drug use, distribution/sale, and/or substance abuse	Graffiti and/or other defacing of property	Drug use NOT in progress
Emergency building condition (fire, collapse, explosion)	Hate crime/speech	Eating Disorder/anorexia/bulimia
Gang violence/formation/threats	Sexting	General harassment of students/staff
Have attempted suicide and are requesting help	Theft	General school complaint
Human Trafficking	Threat/ideation of performing a false alarm	Inappropriate behavior, language, gestures
Individual is unconscious/unresponsive	Truancy/skipping school	Inappropriate bus behavior
Intend/threaten/ideate to commit suicide	Vandalism	Inappropriate intimidating physical contact
Intend/threaten/ideate to harm another person		Inappropriate use of technology/school equipment
Intend/threaten/ideate to harm building/property		Intention, discussion, and/or planning of any hazing
Missing/lost student, educator, and/or administrator		Mean/cruel towards others
Physical Abuse		Planned parties
Planned attack, shooting, fight/assault		Possession of lighter/matches
Presence of weapons (guns, knives, explosive)		Sexual harassment
Reckless driving on school property		Smoking tobacco, e-cigs, or vapes
Sexual Assault/Rape		Verbal abuse
Terrorism threat and/or ideation		

Step 2: Tip Management



Step 2:
**Tips are Triageed,
Categorized, and
Delivered to the
District / Dispatch
by the OAG
Crisis Center**

Action 1: Triage

S2SS Analyst gathers caller tip information and/or receives website and app submission(s). Conducts two-way anonymous dialog as needed with tipster as needed to capture as much information as possible.

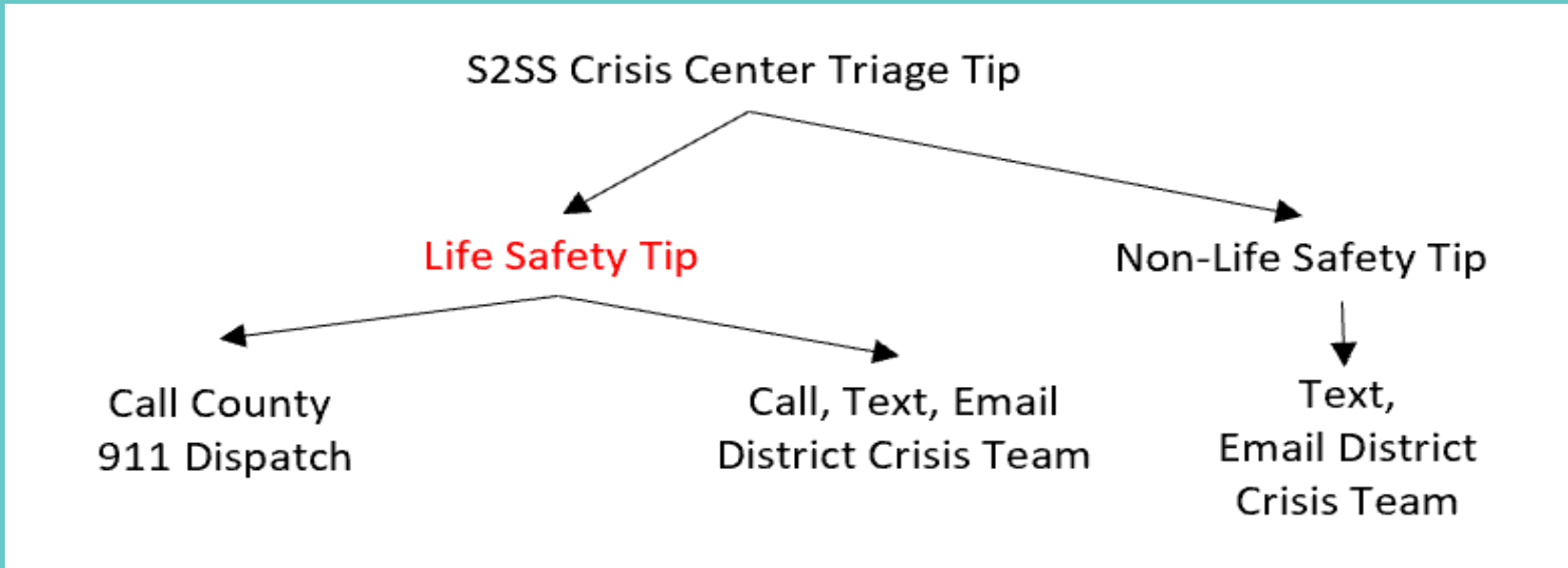
Action 2: Categorize

S2SS Analyst categorizes tip as either “life safety” or “non-life safety” incident/concern/threat based on district approved definitions

Action 3: Deliver

S2SS Analyst forwards tip via text, email and/or phone call to assigned school district crisis team (YOU) and local county 911dispatch (as needed) based on OAG approved process and protocols

Step 2: S2SS Statewide Process & Protocol



- Life Safety Tips are delivered 24/7 via phone call, email and text to
 - Gather a student's address for immediate intervention
 - Inform you as to what is walking in your school the next day
- Non-life safety tips are sent to the districts between 6AM-6PM daily

Step 3: Tip Disposition



Step 3:
District and/or
Law Enforcement
Assess and
Intervene as
Needed

- 1) School Officials and local law enforcement (as needed) assess, intervene, and take protective action per their respective policy, laws and procedures
- 2) School Crisis Team ONLY closes out tip within the S2SS platform documenting / dispositioning what actions were taken

S2SS 3-Step Summary

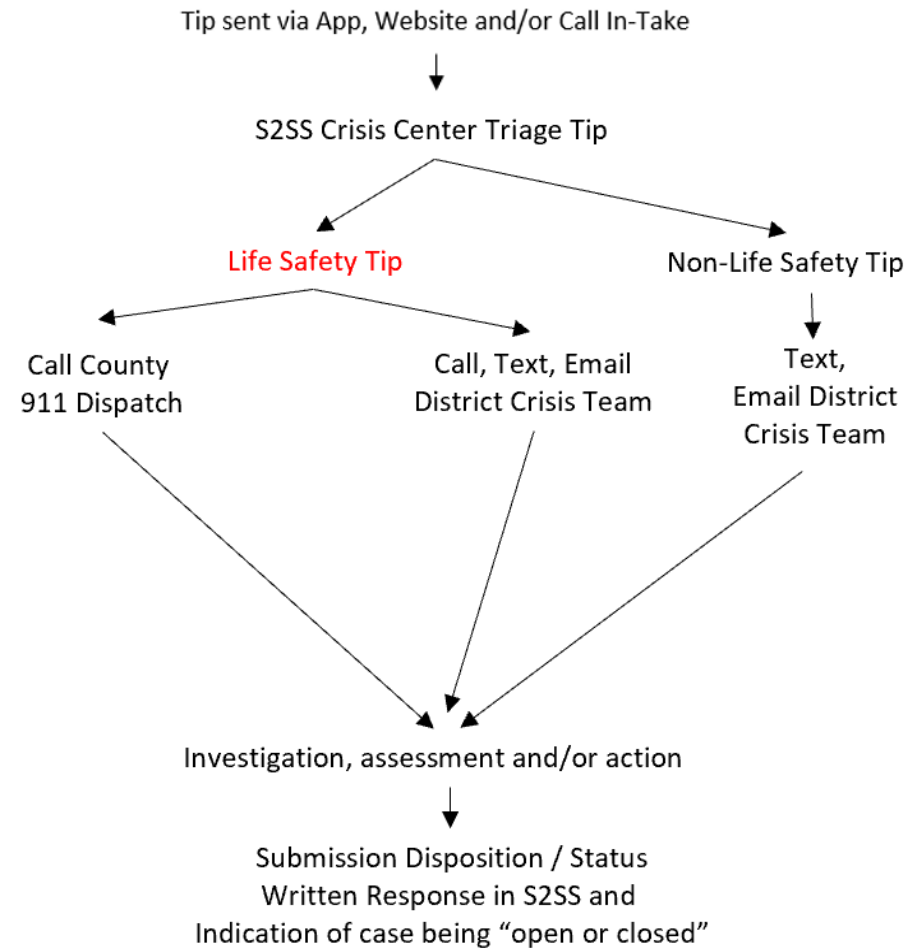
STEP 1:

STEP 2 – Action 1:

STEP 2 – Action 2:

STEP 2 – Action 3:

STEP 3:



S2SS Lead Roles & Responsibilities

S2SS Lead Roles and Responsibilities

- Be the key contact and champion of the program – any and all communication and actions needed will flow through you on S2SS issues.
- Lead and coordinate your 3-5 member S2SS team who will have the responsibility to receive and act upon tips
 -
- Team Admin: Review, edit, add/delete the name, address and contact information for your 3-5 member S2SS team and all schools in your district/school system
- Help and encourage S2SS Team practice with the S2SS program / On-board and train new team members (as needed) to S2SS platform

S2SS Lead Roles and Responsibilities

- Lead and facilitate discussion with your local County 911Dispatch/Police to outline and fully understand how you will work together when a “life safety” tip is received
- Communicate and coordinate the final “test” of the system for your 3-5 member team prior to launch.
- Select date student training and type of tool to train students including: interactive training video, download and self lead powerpoint/resource guide, or SHP direct trainers (if available)

S2SS Lead Roles and Responsibilities

- Coordinate the training across the school / district for all middle and high school students and report back on date / number trained
- Order/re-order in-school awareness materials (posters, window clings, stickers, etc) AND establish student clubs in each school to support on-going activities to promote S2SS
- Help maintain and sustain the program post-launch through partnership with Sandy Hook Promise local/virtual coordinators
- includes technical support, helping with in-school awareness, (re)training of new administrators, and training of the incoming class of students.

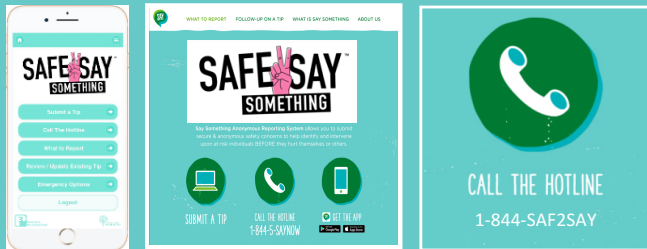
S2SS Lead Administrator Instruction Manual

S2SS Platform



- S2SS Platform runs on a backroom system called P3 which ...

1) Gathers and shares tip submissions with the OAG Crisis Center via the app, website, and 24/7 hotline

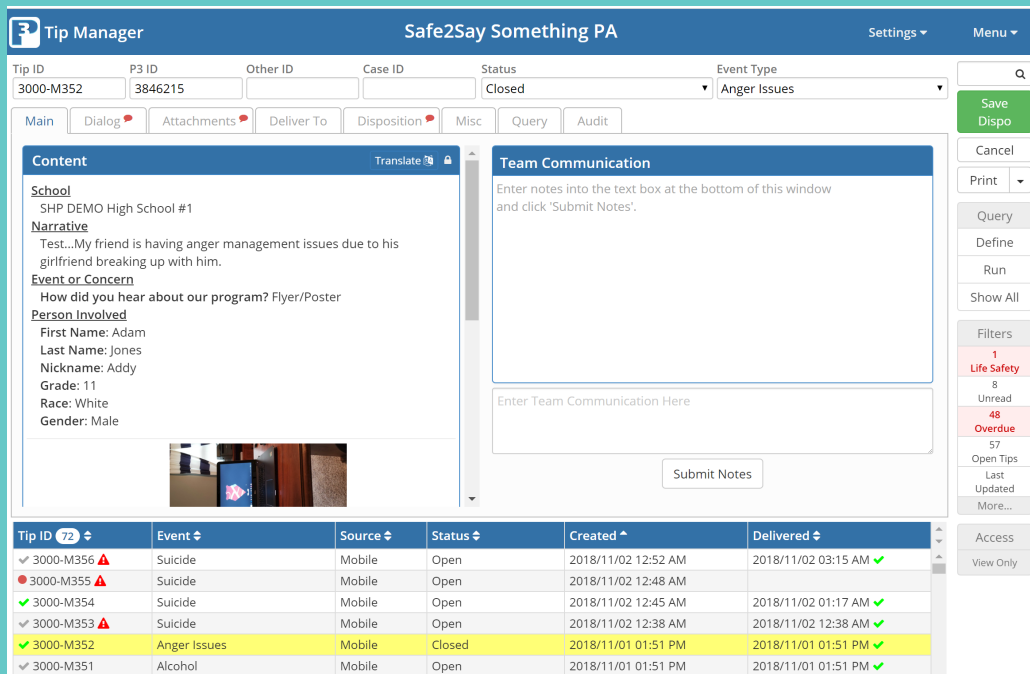


2) Alerts, reports and allows tip recipients (School Teams/911Dispatch) to receive and act upon submissions via the Tip Manager Mobile and Full Website

What is Tip Manager?



- Tip Manager is the web-based platform to access, review, and action against a tip. Tip Manager is available in two versions:
 1. Mobile version: access on any mobile device
 2. Full website: access on PC, laptop and mobile device

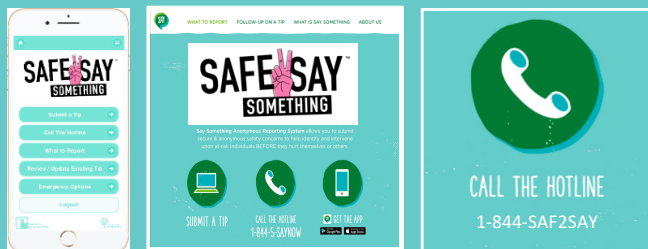


S2SS Platform

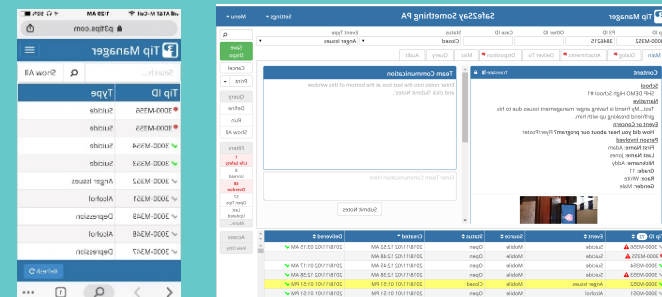


- In order for the S2SS Platform to work properly

ALL school names and contact information must be loaded/maintained in P3 to allow users to associate themselves with their school when using the app, website, and 24/7 hotline tip submission system



ALL S2SS Team Members names and contact information must be loaded/maintained in P3 to allow those members to receive and act upon tips using the Tip Manager Mobile and Full Website



Your Responsibility



As S2SS Lead for your school / school district, you **MUST** manage and administer the P3 system to:

1. Ensure all school information is loaded and maintained in the P3 System (school openings / closings)
2. Ensure team members are loaded and maintained in the P3 System (email and cell changes, add/delete team members) ... re-send password when forgotten or lost

IF YOU ARE NO LONGER THE S2SS LEAD FOR YOUR SCHOOL OR DISTRICT, YOU MUST MAKE AND ASSIGN A NEW S2SS LEAD AND INFORM THE OAG OFFICE AT INFO@SAFE2SAYPA.ORG

How to Administer Schools and Team Members

1. Log-in to the S2SS P3 Tip Manager
2. Select Settings and choose recipients
3. Review and edit your assigned schools and team members within each school (which are the same for every school – they are your 3-5 team members). Add/modify/delete.
4. Save and, for new team members only, send them log-in information
5. Re-send log-in information for existing team members (when requested)
6. Contact info@safe2saypa.org to add/delete a school

1. Log into the S2SS P3 Tip Manager

Step 1:

Go to

www.P3tips.com

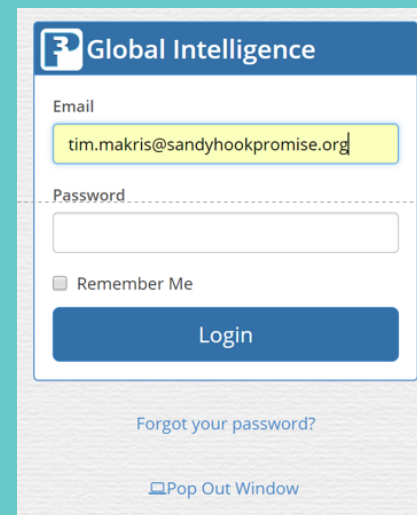
and

select



Step 2:

Sign-in to P3

A screenshot of a login form titled "Global Intelligence". It has a blue header bar with a logo and the title. Below the header, there are two input fields: "Email" with the value "tim.makris@sandyhookpromise.org" and "Password" which is empty. Below the password field is a checkbox labeled "Remember Me". At the bottom of the form is a blue "Login" button. Below the button, there is a link "Forgot your password?" and a link "Pop Out Window" with a small icon.

A user name (your email) and temporary password has/will be sent to you to log-in to the P3 System. Post this training session, contact info@safe2saypa.org if you have any issues with signing in. Expect sign-ins within the next 5-7 days!!

IMPORTANT Log-in Rules

- You must ALWAYS use of your user name (email) and password to access tip manager to view and action against any tip.
- Multiple users CANNOT access the Tip Manager using the same user name and password to allow for auditing of each user.
- Do NOT use the “remember me” or internet browser memory function to store your username and password.
- If you lose or don't remember your password, contact safe2saypa.org and request a new sign-in

“Tip Manager” Landing Page (Main Tab)

Tip Manager

Safe2Say Something PA

Settings ▾

Menu ▾

Tip ID

P3 ID

Other ID

Case ID

Status

Event Type

3000-M352

3846215

Closed ▾

Anger Issues ▾

Main

Dialog

Attachments

Deliver To

Disposition

Misc

Query

Audit

Content

Translate

School

SHP DEMO High School #1

Narrative

Test...My friend is having anger management issues due to his girlfriend breaking up with him.

Event or Concern

How did you hear about our program? Flyer/Poster

Person Involved

First Name: Adam

Last Name: Jones

Nickname: Addy

Grade: 11

Race: White

Gender: Male

Team Communication

Enter notes into the text box at the bottom of this window and click 'Submit Notes'.

Enter Team Communication Here

Submit Notes

Tip ID 72 ▾	Event ▾	Source ▾	Status ▾	Created ▴	Delivered ▾
✓ 3000-M356 ⚠	Suicide	Mobile	Open	2018/11/02 12:52 AM	2018/11/02 03:15 AM ✓
● 3000-M355 ⚠	Suicide	Mobile	Open	2018/11/02 12:48 AM	
✓ 3000-M354	Suicide	Mobile	Open	2018/11/02 12:45 AM	2018/11/02 01:17 AM ✓
✓ 3000-M353 ⚠	Suicide	Mobile	Open	2018/11/02 12:38 AM	2018/11/02 12:38 AM ✓
✓ 3000-M352	Anger Issues	Mobile	Closed	2018/11/01 01:51 PM	2018/11/01 01:51 PM ✓
✓ 3000-M351	Alcohol	Mobile	Open	2018/11/01 01:51 PM	2018/11/01 01:51 PM ✓

Save Dispo

Cancel

Print ▾

Query

Define

Run

Show All

Filters

1 Life Safety

8 Unread

48 Overdue

57 Open Tips

Last Updated

More...

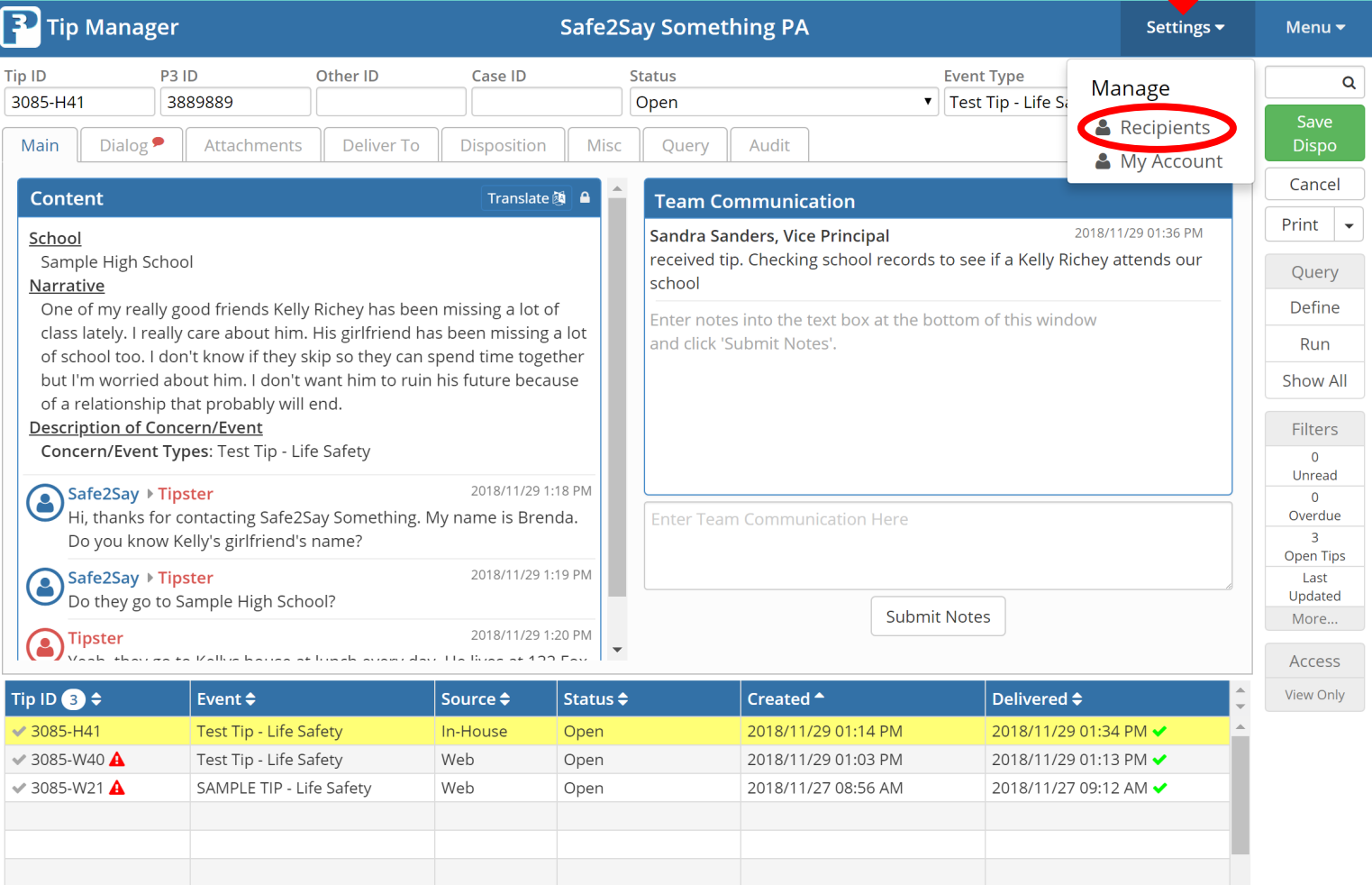
Access

View Only

S2SS Administrator Add Team Member

To ADD a New Team Member to a School

1. Select Settings and Choose Recipients



The screenshot shows the 'Tip Manager' interface for 'Safe2Say Something PA'. A red arrow points to the 'Settings' dropdown menu in the top right corner. The 'Manage' dropdown menu is open, showing 'Recipients' and 'My Account' options. The 'Recipients' option is circled in red. The main content area displays a tip for 'Sample High School' with a narrative and a description of concern. The bottom section shows a table of tips.

Tip ID	Event	Source	Status	Created	Delivered
✓ 3085-H41	Test Tip - Life Safety	In-House	Open	2018/11/29 01:14 PM	2018/11/29 01:34 PM ✓
✓ 3085-W40 ⚠	Test Tip - Life Safety	Web	Open	2018/11/29 01:03 PM	2018/11/29 01:13 PM ✓
✓ 3085-W21 ⚠	SAMPLE TIP - Life Safety	Web	Open	2018/11/27 08:56 AM	2018/11/27 09:12 AM ✓

To ADD a New Team Member to a School

2.
Select the
School
from the
Recipient
List

Recipient Manager Safe2Say Something PA Settings Menu

Recipient 5 City T

Recipient	City	T
OAG High School	Harrisburg	✓
Sample Dispatch	Harrisburg	
Sample District Team	Harrisburg	
Sample High School	Harrisburg	✓
Sample Middle School	Harrisburg	✓

Recipient Information ID: 49071

School Name or Agency Name % Last Updated
Sample High School 2018/11/30 01:38:36 AM

Address Group/District +

City State/Province Zip/Postal Code
Harrisburg Pennsylvania 17102

Country County or Province County ID
United States

☒ This is a School Recipient ☒ Include on Tip Form

Phone Fax

Law Enforcement Agency Name LEA Phone LEA Fax

Communications Center Name Comm Cntr Phone Comm Cntr Fax

Contact #1

First Name Last Name Sort Order
Timothy Makris 1

Title Entity
Principal Sample HS

Office Phone Cell Number Fax
203-516-1018

Email/Username Password Attachments

New Cancel Save Delete Query Define Run Show All

To ADD a New Team Member to a School

3.
Select the
Scroll Bar
and slide all
the way to
the bottom

Recipient Manager Safe2Say Something PA Settings Menu

Recipient Notes District/School Extras Audit

Recipient Information ID: 49071

School Name or Agency Name % Last Updated
Sample High School 2018/11/30 01:38:36 AM

Address Group/District +

City State/Province Zip/Postal Code
Harrisburg Pennsylvania 17102

Country County or Province County ID
United States

☒ This is a School Recipient ☒ Include on Tip Form

Phone Fax

Law Enforcement Agency Name LEA Phone LEA Fax

Communications Center Name Comm Cntr Phone Comm Cntr Fax

Contact #1

First Name Last Name Sort Order
Timothy Makris 1


Title Entity
Principal Sample HS

Office Phone Cell Number Fax
203-516-1018

Email/Username Password Attachments

New Cancel Save Delete Query Define Run Show All

4. Click the +Add Another Contact



A red oval highlights the '+ Add Another Contact' button in the 'My Contacts' section.



To ADD a New Team Member to a School

5. Scroll down until entire new contact area (contact #6) is visible

The screenshot shows the 'Recipient Manager' interface for 'Safe2Say Something PA'. On the left, a table lists recipients with columns for 'Recipient', 'City', and a status icon. 'Sample High School' is highlighted in yellow. A red arrow points from this row to the 'Contact #6' form on the right. The form contains fields for Title, Entity, Office Phone, Cell Number, Fax, Email/Username, Password, and Attachments. It also has checkboxes for 'Enable Login', 'Email Notifications', 'Include PDF', 'Text Notifications', 'Life Safety Notifications', 'Can Two Way Dialog', 'Can Deliver To', 'Can Add Tips', and 'Recipient Contact Administrator'. A red circle highlights the bottom of the form, and a '+ Add Another Contact' button is visible at the bottom right.

Recipient	City	T
OAG High School	Harrisburg	✓
Sample Dispatch	Harrisburg	
Sample District Team	Harrisburg	
Sample High School	Harrisburg	✓
Sample Middle School	Harrisburg	✓

Contact #6

Title: SRO Entity: Sample High School

Office Phone: Cell Number: Fax:

Email/Username: sro@sample.tip Password: Attachments: View Some

☒ Enable Login [Send Login Info](#) ☒ Can Two Way Dialog ☐ Email Notifications ☒ Can Deliver To ☐ Include PDF ☒ Can Add Tips ☐ Text Notifications ☐ Recipient Contact Administrator ☐ Life Safety Notifications

+ Add Another Contact

To ADD a New Team Member to a School

6. Complete Recipient Contact Information (highlighted)

The screenshot shows the 'Recipient Manager' interface for 'Safe2Say Something PA'. On the left, a table lists recipients with columns for 'Recipient', 'City', and a status icon. 'Sample High School' is highlighted in yellow. The main area displays a form for 'Sample High School' with fields for Title, Entity, Office Phone, Cell Number, Fax, Email/Username, Password, and Attachments. Below this is a 'Contact #6' section with fields for First Name, Last Name, Sort Order, Title, Entity, Office Phone, Cell Number, Fax, Email/Username, Password, and Attachments. The 'Sort Order' field is highlighted in yellow. On the right, there are buttons for 'New', 'Cancel', 'Save', 'Delete', 'Query', 'Define', 'Run', and 'Show All'.

Recipient	City	Status
OAG High School	Harrisburg	✓
Sample Dispatch	Harrisburg	
Sample District Team	Harrisburg	
Sample High School	Harrisburg	✓
Sample Middle School	Harrisburg	✓

Recipient Form:

Title: SRO, Entity: Sample High School

Office Phone: , Cell Number: , Fax:

Email/Username: sro@sample.tip, Password: , Attachments: View Some

☒ Enable Login (Send Login Info) ☐ Email Notifications ☐ Include PDF ☐ Text Notifications ☐ Life Safety Notifications

☒ Can Two Way Dialog ☒ Can Deliver To ☒ Can Add Tips ☐ Recipient Contact Administrator

Contact #6:

First Name: , Last Name: , Sort Order: 25

Title: , Entity:

Office Phone: , Cell Number: , Fax:

Email/Username: , Password: , Attachments:

- Name/Title/Office Phone/Cell Phone and Email: All is MANDATORY / Fax is optional
- Entity: Name of school
- Password: DO NOT COMPLETE – will be assigned automatically
- Sort Order: Assign priority of importance to an individual associated with that school

To ADD a New Team Member to a School

7. Complete Contact Attachment Permission Level (highlighted)

Recipient Manager Safe2Say Something PA Settings Menu

Recipient 5	City	T
OAG High School	Harrisburg	✓
Sample Dispatch	Harrisburg	
Sample District Team	Harrisburg	
Sample High School	Harrisburg	✓
Sample Middle School	Harrisburg	✓

Recipient Notes District/School Extras Audit

Title: SRO Entity: Sample High School

Office Phone: Cell Number: Fax:

Email/Username: sro@sample.tip Password: **** Attachments: View Some

☒ Enable Login ☐ Email Notifications ☐ Include PDF ☐ Text Notifications ☐ Life Safety Notifications

☒ Can Two Way Dialog ☒ Can Deliver To ☒ Can Add Tips ☐ Recipient Contact Administrator

Contact #6

First Name: Last Name: Sort Order: 25

Title: Entity:

Office Phone: Cell Number: Fax:

Email/Username: Password: Attachments: **No Access** View Some View All

Attachments: Gives permission to access, view some or all attachments sent by tipster and/or posted by a admin or tip recipient

- **No Access** – No access to any attachments (including PDF files) OR
- **View Some** view all attachments except for those that are marked as inappropriate by the tipster, crisis center and/or admin / recipient
- **Do Not Choose View All** – 100% access to all attachments ... including sexually explicit photos

To ADD a New Team Member to a School

7. Complete Contact Permission Levels

The screenshot shows the 'Recipient Manager' interface for 'Safe2Say Something PA'. On the left, a table lists recipients with columns for 'Recipient', 'City', and a checkmark. 'Sample High School' is highlighted. The main area shows the details for 'Sample High School', including 'Title' (SRO), 'Entity' (Sample High School), 'Office Phone', 'Cell Number', 'Fax', 'Email/Username' (sro@sample.tip), and 'Password'. Below these are two columns of checkboxes for permissions. A red circle highlights the 'Enable Login' checkbox (checked) and the 'Can Add Tips' checkbox (checked). Other permissions include 'Email Notifications', 'Include PDF', 'Text Notifications', 'Life Safety Notifications', 'Can Two Way Dialog', 'Can Deliver To', 'Two Way Dialog', and 'Recipient Contact Administrator'.

Recipient	City	T
OAG High School	Harrisburg	✓
Sample Dispatch	Harrisburg	
Sample District Team	Harrisburg	
Sample High School	Harrisburg	✓
Sample Middle School	Harrisburg	✓

Recipient Details:

Title: SRO, Entity: Sample High School

Office Phone: , Cell Number: , Fax:

Email/Username: sro@sample.tip, Password: ****, Attachments: View Some

☒ Enable Login (Send Login Info), ☒ Can Two Way Dialog

☐ Email Notifications, ☒ Can Deliver To

☐ Include PDF, ☒ Can Add Tips

☐ Text Notifications, ☐ Recipient Contact Administrator

☐ Life Safety Notifications

☐ Can Add Tips

☐ Can Deliver To

☐ Two Way Dialog

☐ Recipient Contact Administrator

☒ Enable Login

☐ Email Notifications

☐ Include PDF

☐ Text Notifications

☐ Life Safety Notifications

☐ Can Two Way Dialog

☐ Can Deliver To

☐ Can Add Tips

☐ Recipient Contact Administrator

+ Add Another Contact

- Enable Login: When checked, allows the recipient to login into the P3 Tip Manager System
- Email Notifications: When checked allows the recipient to receive email notifications alerting them that a tip is ready to be viewed or has been updated
- Include PDF: When checked allows the recipient to receive a PDF outlining the specifics of the tip within the above “email notification”. A password can be set to open the PDF – see “settings” section
- Text Notifications: When checked allows the recipient to receive text notifications alerting them that a tip is ready to be viewed or has been updated

To ADD a New Team Member to a School

7. Complete Contact Permission Levels

Recipient Manager Safe2Say Something PA

Recipient 5 City Harrisburg

Recipient	City	T
OAG High School	Harrisburg	✓
Sample Dispatch	Harrisburg	
Sample District Team	Harrisburg	
Sample High School	Harrisburg	✓
Sample Middle School	Harrisburg	✓

Recipient Entity

Title SRO Entity Sample High School

Office Phone Cell Number Fax

Email/Username Password Attachments

sro@sample.tip ... View Some

☒ Enable Login ☐ Can Two Way Dialog

☐ Email Notifications ☒ Can Deliver To

☐ Include PDF ☒ Can Add Tips

☐ Text Notifications ☐ Recipient Contact Administrator

☐ Life Safety Notifications

☐ Can Add Tips

☐ Can Deliver To

☐ Two Way Dialog

☐ Recipient Contact Administrator

☐ Enable Login

☐ Email Notifications

☐ Include PDF

☐ Text Notifications

☐ Life Safety Notifications

☐ Can Two Way Dialog

☐ Can Deliver To

☐ Can Add Tips

☐ Recipient Contact Administrator

+ Add Another Contact

- Life Safety Notifications: When checked, allows the recipient to ONLY receive life safety tips
- Can Add Tip: When checked allows the recipient to in-take and add a tip into the S2SS from any individuals or for themselves
- Can Deliver To: When checked allows the recipient to email a tip to any individuals inside and/or outside the district
- Two-Way Dialog: When checked allows the recipient to have two-way anonymous dialog with the tipster
- Recipient Contact Administrator: When checked assigns THIS individual to be the administrator of all contacts in her/his S2SS Team or county 911dispatch – including changing permissions for team members

To ADD a New Team Member to a School

8.

Save
And Send
Log-in
Temporary
Password to
New Team
Member

Send Login Info

Recipient Manager Safe2Say Something PA Settings Menu

Recipient 5	City	T
OAG High School	Harrisburg	✓
Sample Dispatch	Harrisburg	
Sample District Team	Harrisburg	
Sample High School	Harrisburg	✓
Sample Middle School	Harrisburg	✓

Recipient | Notes | District/School | Extras | Audit

Title: Counselor Entity: Sample High School

Office Phone: Cell Number: Fax:

Email/Username: counselor@sample.tip Password: Attachments: View Some

☒ Enable Login [Send Login Info](#) ☒ Can Two Way Dialog ☒ Can Deliver To ☒ Can Add Tips ☐ Recipient Contact Administrator

☐ Email Notifications ☐ Include PDF ☐ Text Notifications ☐ Life Safety Notifications

Contact #6

First Name: Officer Last Name: Butler Sort Order: 25

Title: SRO Entity: Sample High School

Office Phone: Cell Number: 565-558-9941 Fax:

Email/Username: sro@sample.tip Password: Attachments: View Some

☒ Enable Login [Send Login Info](#) ☒ Can Two Way Dialog ☒ Can Deliver To ☒ Can Add Tips ☐ Recipient Contact Administrator

☒ Email Notifications ☐ Include PDF ☒ Text Notifications ☐ Life Safety Notifications

[+ Add Another Contact](#)

Note: PA S2SS has set ALL team members with the following permissions:

Contact #2

First Name

Last Name

Sort Order

Ron

Swanson

9

Title

Entity

Principal

PA Sample High School

Office Phone

Cell Number

Fax

610-996-2316

610-272-4070

Email/Username

Password

Attachments

principal@sample.tip

....

View Some

☒ Enable Login

Send Login Info

☒ Email Notifications

☐ Include PDF

☒ Text Notifications

☐ Life Safety Notifications

☒ Can Two Way Dialog

☒ Can Deliver To

☒ Can Add Tips

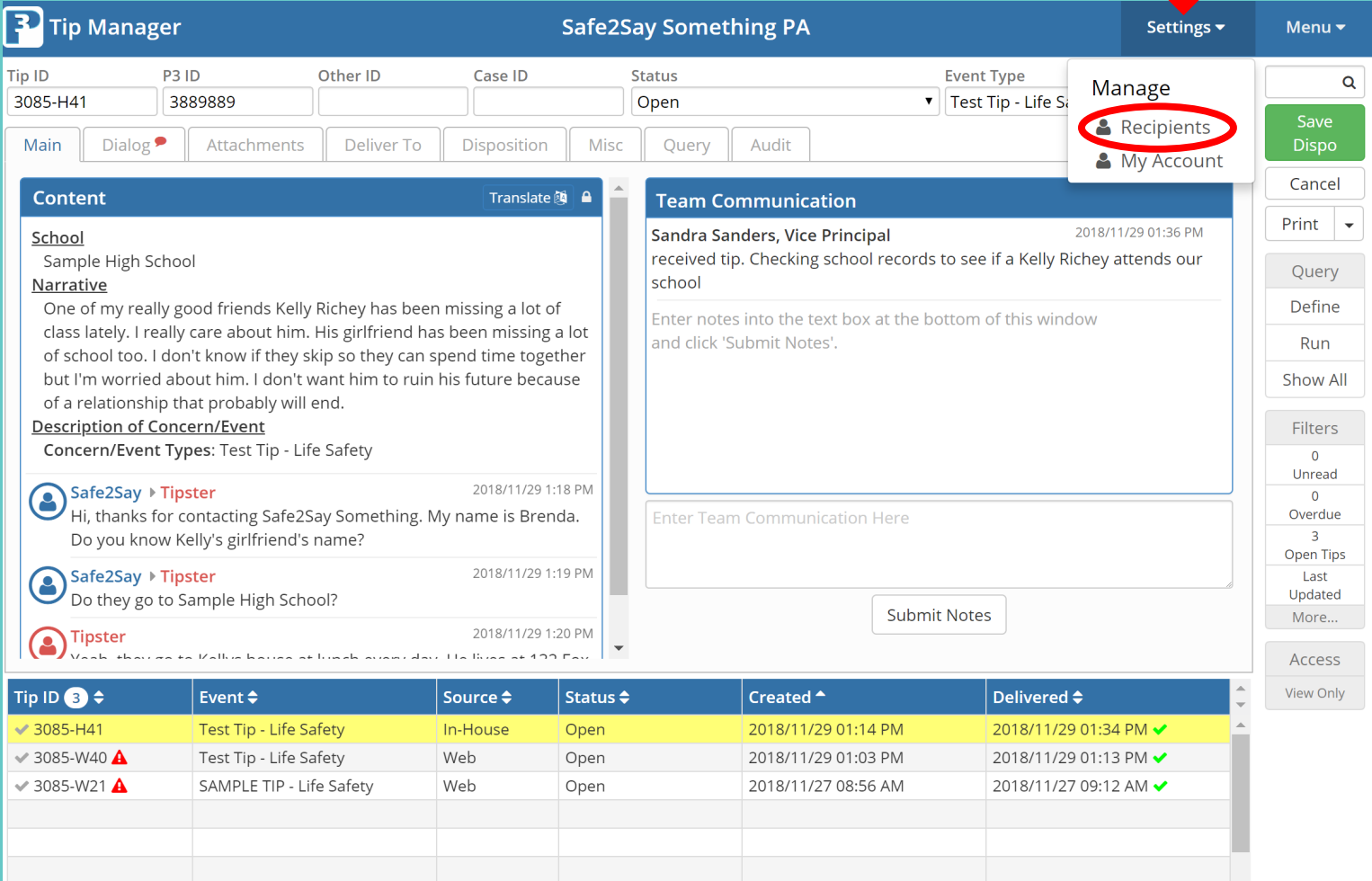
☐ Recipient Contact Administrator

As S2SS Lead Administrator, you have the authority to modify any of these permissions at anytime

S2SS Administrator Modify Team Member Information and Permissions

To Modify Team Member Information/Permissions

1. Select Settings and Choose Recipients



The screenshot shows the Tip Manager interface for 'Safe2Say Something PA'. A red arrow points to the 'Settings' dropdown menu in the top right corner. The 'Manage' dropdown menu is open, showing 'Recipients' and 'My Account' options, with 'Recipients' circled in red. The main content area displays a tip with ID 3085-H41, status 'Open', and event type 'Test Tip - Life Safety'. The tip details include a narrative about a missing student, a description of concern, and a list of messages from 'Safe2Say Tipster' and 'Tipster'. The bottom of the screen shows a table of tips.

Tip ID	Event	Source	Status	Created	Delivered
✓ 3085-H41	Test Tip - Life Safety	In-House	Open	2018/11/29 01:14 PM	2018/11/29 01:34 PM ✓
✓ 3085-W40 ⚠	Test Tip - Life Safety	Web	Open	2018/11/29 01:03 PM	2018/11/29 01:13 PM ✓
✓ 3085-W21 ⚠	SAMPLE TIP - Life Safety	Web	Open	2018/11/27 08:56 AM	2018/11/27 09:12 AM ✓

To Modify Team Member Information/Permissions

2.
Select the
School
from the
Recipient
List

Recipient Manager Safe2Say Something PA Settings Menu

Recipient 5 City T

Recipient	City	T
OAG High School	Harrisburg	✓
Sample Dispatch	Harrisburg	
Sample District Team	Harrisburg	
Sample High School	Harrisburg	✓
Sample Middle School	Harrisburg	✓

Recipient Information ID: 49071

School Name or Agency Name % Last Updated
Sample High School 2018/11/30 01:38:36 AM

Address Group/District +

City State/Province Zip/Postal Code
Harrisburg Pennsylvania 17102

Country County or Province County ID
United States

☒ This is a School Recipient ☒ Include on Tip Form

Phone Fax

Law Enforcement Agency Name LEA Phone LEA Fax

Communications Center Name Comm Cntr Phone Comm Cntr Fax

Contact #1

First Name Last Name Sort Order
Timothy Makris 1

Title Entity
Principal Sample HS

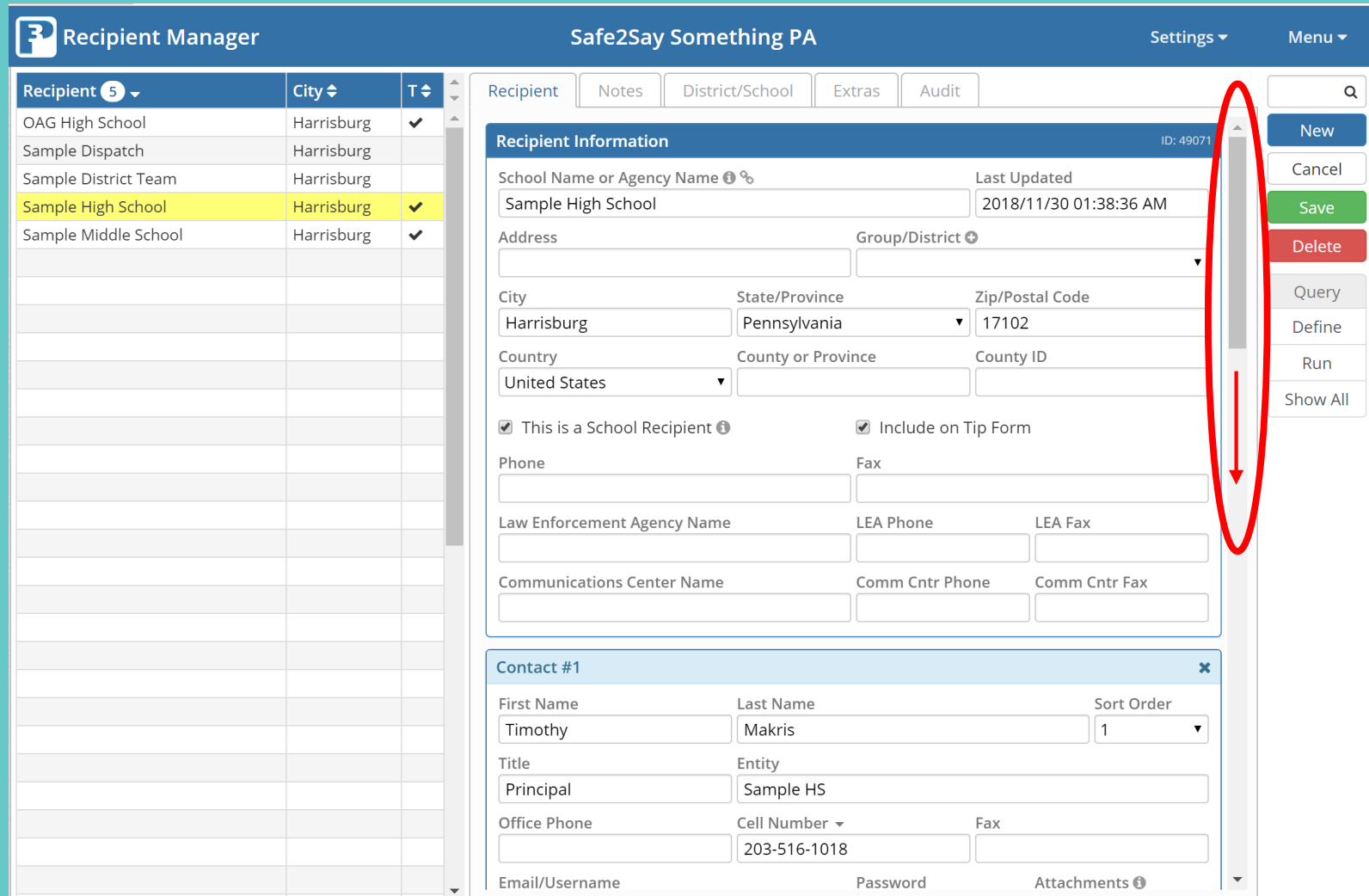
Office Phone Cell Number Fax
203-516-1018

Email/Username Password Attachments

New Cancel Save Delete Query Define Run Show All

To Modify Team Member Information/Permissions

3. Use the Scroll Bar and slide until you find and make the team member information visible



Recipient Manager Safe2Say Something PA Settings Menu

Recipient Notes District/School Extras Audit

Recipient Information ID: 49071

School Name or Agency Name % Last Updated
Sample High School 2018/11/30 01:38:36 AM

Address Group/District +

City State/Province Zip/Postal Code
Harrisburg Pennsylvania 17102

Country County or Province County ID
United States

☒ This is a School Recipient ☒ Include on Tip Form

Phone Fax

Law Enforcement Agency Name LEA Phone LEA Fax

Communications Center Name Comm Cntr Phone Comm Cntr Fax

Contact #1

First Name Last Name Sort Order
Timothy Makris 1

Title Entity
Principal Sample HS

Office Phone Cell Number Fax
203-516-1018

Email/Username Password Attachments

New Cancel Save Delete Query Define Run Show All

To Modify Team Member Information/Permissions

4.
Modify
Information
and/or
Permissions
then Save

Save

Recipient Manager Safe2Say Something PA Settings Menu

Recipient	City	T
OAG High School	Harrisburg	✓
Sample Dispatch	Harrisburg	
Sample District Team	Harrisburg	
Sample High School	Harrisburg	✓
Sample Middle School	Harrisburg	✓

Recipient principal@sample.tip

☒ Enable Login ☐ Email Notifications ☐ Include PDF ☐ Text Notifications ☐ Life Safety Notifications

☒ Can Two Way Dialog ☒ Can Deliver To ☒ Can Add Tips ☒ Recipient Contact Administrator

Send Login Info

Contact #4

First Name Sandra Last Name Sanders Sort Order 25

Title Vice Principal Entity Sample High School

Office Phone Cell Number Fax

Email/Username vp@sample.tip Password Attachments

☒ Enable Login ☐ Email Notifications ☐ Include PDF ☐ Text Notifications ☐ Life Safety Notifications

☒ Can Two Way Dialog ☒ Can Deliver To ☒ Can Add Tips ☐ Recipient Contact Administrator

Send Login Info

Contact #5

First Name Reginald Last Name VanBuren Sort Order 25

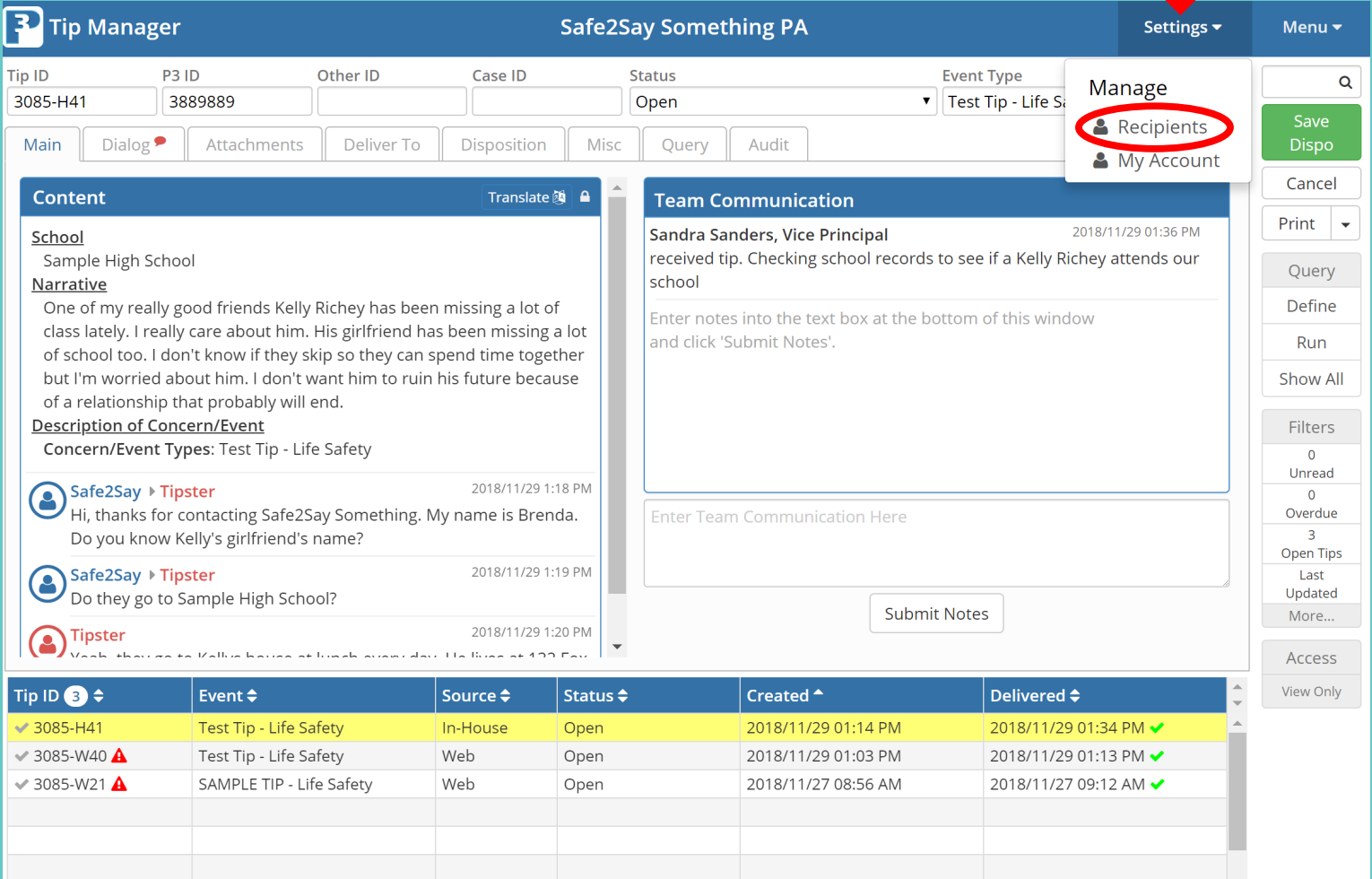
Title Counselor Entity Sample High School

New Cancel Save Delete Query Define Run Show All

S2SS Administrator Modify School Information and Permissions

To Modify School Information/Permissions

1. Select Settings and Choose Recipients



The screenshot shows the 'Tip Manager' interface for 'Safe2Say Something PA'. A red arrow points to the 'Settings' dropdown menu in the top right corner. The dropdown menu is open, showing 'Manage' and 'Recipients' (which is circled in red). Below 'Recipients' is 'My Account'. The main content area shows a tip with ID 3085-H41, status 'Open', and event type 'Test Tip - Life Safety'. The 'Content' section includes 'School' (Sample High School), 'Narrative' (One of my really good friends Kelly Richey has been missing a lot of class lately...), and 'Description of Concern/Event' (Concern/Event Types: Test Tip - Life Safety). The 'Team Communication' section shows a message from Sandra Sanders, Vice Principal, dated 2018/11/29 01:36 PM. The bottom of the screen displays a table of tips.

Tip ID	Event	Source	Status	Created	Delivered
✓ 3085-H41	Test Tip - Life Safety	In-House	Open	2018/11/29 01:14 PM	2018/11/29 01:34 PM ✓
✓ 3085-W40 ⚠	Test Tip - Life Safety	Web	Open	2018/11/29 01:03 PM	2018/11/29 01:13 PM ✓
✓ 3085-W21 ⚠	SAMPLE TIP - Life Safety	Web	Open	2018/11/27 08:56 AM	2018/11/27 09:12 AM ✓

To Modify School Information/Permissions

2.
Select the
School
from the
Recipient
List you
want to
Modify

The screenshot displays the 'Recipient Manager' interface for 'Safe2Say Something PA'. On the left, a table lists recipients with columns for 'Recipient', 'City', and a status icon. 'Sample High School' is highlighted in yellow and circled in red. The right panel shows the 'Recipient Information' form for 'Sample High School' (ID: 49071). The form includes fields for School Name, Address, City, State/Province, Zip/Postal Code, Country, County or Province, County ID, and checkboxes for 'This is a School Recipient' and 'Include on Tip Form'. Below these are fields for Phone, Fax, Law Enforcement Agency Name, LEA Phone, LEA Fax, Communications Center Name, Comm Cntr Phone, and Comm Cntr Fax. The 'Contact #1' section includes fields for First Name, Last Name, Sort Order, Title, Entity, Office Phone, Cell Number, and Fax. At the bottom, there are fields for Email/Username, Password, and Attachments. A sidebar on the right contains buttons for 'New', 'Cancel', 'Save', 'Delete', 'Query', 'Define', 'Run', and 'Show All'.

Recipient	City	Status
OAG High School	Harrisburg	✓
Sample Dispatch	Harrisburg	
Sample District Team	Harrisburg	
Sample High School	Harrisburg	✓
Sample Middle School	Harrisburg	✓

Recipient Information (ID: 49071)

School Name or Agency Name: Sample High School | Last Updated: 2018/11/30 01:38:36 AM

Address: | Group/District: |

City: Harrisburg | State/Province: Pennsylvania | Zip/Postal Code: 17102

Country: United States | County or Province: | County ID: |

☒ This is a School Recipient | ☒ Include on Tip Form

Phone: | Fax: |

Law Enforcement Agency Name: | LEA Phone: | LEA Fax: |

Communications Center Name: | Comm Cntr Phone: | Comm Cntr Fax: |

Contact #1

First Name: Timothy | Last Name: Makris | Sort Order: 1

Title: Principal | Entity: Sample HS

Office Phone: | Cell Number: 203-516-1018 | Fax: |

Email/Username: | Password: | Attachments: |

To Modify School Information/Permissions

3. Modify Information and/or Permissions then Save

Save

Recipient Manager Safe2Say Something PA Settings Menu

Recipient 5

Recipient	City	T
OAG High School	Harrisburg	✓
Sample Dispatch	Harrisburg	
Sample District Team	Harrisburg	
Sample High School	Harrisburg	✓
Sample Middle School	Harrisburg	✓

Recipient Information ID: 49071

School Name or Agency Name: Sample High School Last Updated: 2018/11/30 01:38:36 AM

Address: Group/District: Harrisburg

City: Harrisburg State/Province: Pennsylvania Zip/Postal Code: 17102

Country: United States County or Province: County ID:

☒ This is a School Recipient ☒ Include on Tip Form

Phone: Fax:

Law Enforcement Agency Name: LEA Phone: LEA Fax:

Communications Center Name: Comm Cntr Phone: Comm Cntr Fax:

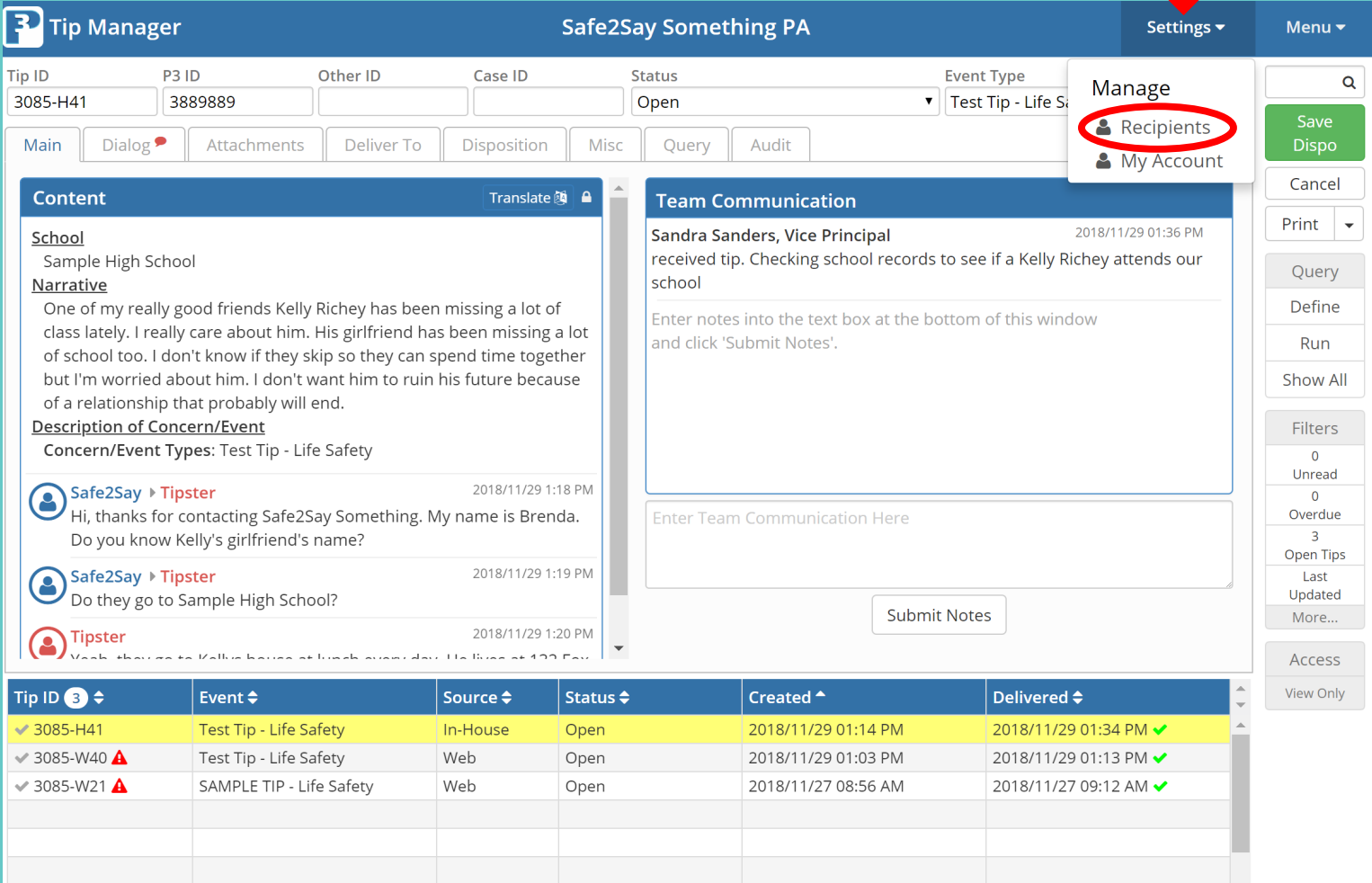
Buttons: New, Cancel, Save, Delete, Query, Define, Run, Show All

- Group/District and County ID: PLEASE DISREGARD – DO NOT CHANGE
- “This is a school recipient”: Check/Uncheck this box if the recipient is/is not a SCHOOL
- “Include on the Tip Form”: Check/Uncheck the box to list/not list this recipient in the app, website, and crisis center for a tipster to associate themselves with
- Law Enforcement Agency Name: List name of primary local police/sheriff supporting the district (this is NOT 911 dispatch)
- Local Police/Sheriff Phone / Fax: phone and fax telephone numbers
- DISREGARD “Communication Center Name / Phone and Fax” --- PA OAG Use ONLY

S2SS Administrator Delete Team Member

To Delete a Team Member

1. Select Settings and Choose Recipients



The screenshot shows the Tip Manager interface with the 'Settings' menu open. A red arrow points to the 'Settings' dropdown in the top right corner. The 'Manage' submenu is also open, and the 'Recipients' option is circled in red. The main content area displays a tip entry for '3085-H41' with a 'Test Tip - Life Safety' event type. The 'Content' section shows the tip details, including the school name 'Sample High School' and a narrative about a missing student. The 'Team Communication' section shows a message from Sandra Sanders, Vice Principal, dated 2018/11/29 01:36 PM. The bottom of the interface features a table with columns for Tip ID, Event, Source, Status, Created, and Delivered.

Tip ID	Event	Source	Status	Created	Delivered
✓ 3085-H41	Test Tip - Life Safety	In-House	Open	2018/11/29 01:14 PM	2018/11/29 01:34 PM ✓
✓ 3085-W40 ⚠	Test Tip - Life Safety	Web	Open	2018/11/29 01:03 PM	2018/11/29 01:13 PM ✓
✓ 3085-W21 ⚠	SAMPLE TIP - Life Safety	Web	Open	2018/11/27 08:56 AM	2018/11/27 09:12 AM ✓

To Delete a Team Member

2. Select the School from the Recipient List where the Team Member is located

Recipient Manager Safe2Say Something PA Settings Menu

Recipient Notes District/School Extras Audit

Recipient Information ID: 49071

School Name or Agency Name Last Updated 2018/11/30 01:38:36 AM

Address Group/District

City State/Province Zip/Postal Code

Country County or Province County ID

☒ This is a School Recipient ☒ Include on Tip Form

Phone Fax

Law Enforcement Agency Name LEA Phone LEA Fax

Communications Center Name Comm Cntr Phone Comm Cntr Fax

Contact #1

First Name Last Name Sort Order

Title Entity

Office Phone Cell Number Fax

Email/Username Password Attachments

New Cancel Save Delete Query Define Run Show All

To Delete a Team Member

3.
Select the
Scroll Bar
and slide
until you
find the
Team
Member

Recipient Manager Safe2Say Something PA Settings Menu

Recipient Notes District/School Extras Audit

Recipient Information ID: 49071

School Name or Agency Name % Last Updated
Sample High School 2018/11/30 01:38:36 AM

Address Group/District +

City State/Province Zip/Postal Code
Harrisburg Pennsylvania 17102

Country County or Province County ID
United States

☒ This is a School Recipient ☒ Include on Tip Form

Phone Fax

Law Enforcement Agency Name LEA Phone LEA Fax

Communications Center Name Comm Cntr Phone Comm Cntr Fax

Contact #1

First Name Last Name Sort Order
Timothy Makris 1

Title Entity
Principal Sample HS

Office Phone Cell Number Fax
203-516-1018

Email/Username Password Attachments

New Cancel Save Delete Query Define Run Show All

To Delete a Team Member

4. Delete Team member by selecting the “X” in the upper right corner of the contact box and confirm

Recipient Manager Safe2Say Something PA Settings Menu

Recipient 5 City Harrisburg

OAG High School Harrisburg

Sample Dispatch Harrisburg

Sample District Team Harrisburg

Sample High School Harrisburg

Sample Middle School Harrisburg

www.p3tips.com says

Are you sure you want to remove this contact?

OK

Email/Username Password Attachments

counselor@sample.tip

Enable Login Send Login Info

Can Two Way Dialog

Can Deliver To

Can Add Tips

Recipient Contact Administrator

Contact #5

First Name Last Name Sort Order

Officer Butler 25

Title Entity

SRO Sample High School

Office Phone Cell Number Fax

Email/Username Password Attachments

sro@sample.tip

Enable Login Send Login Info

Can Two Way Dialog

Can Deliver To

Can Add Tips

Recipient Contact Administrator

+ Add Another Contact

New

Cancel

Save

Delete

Query

Define

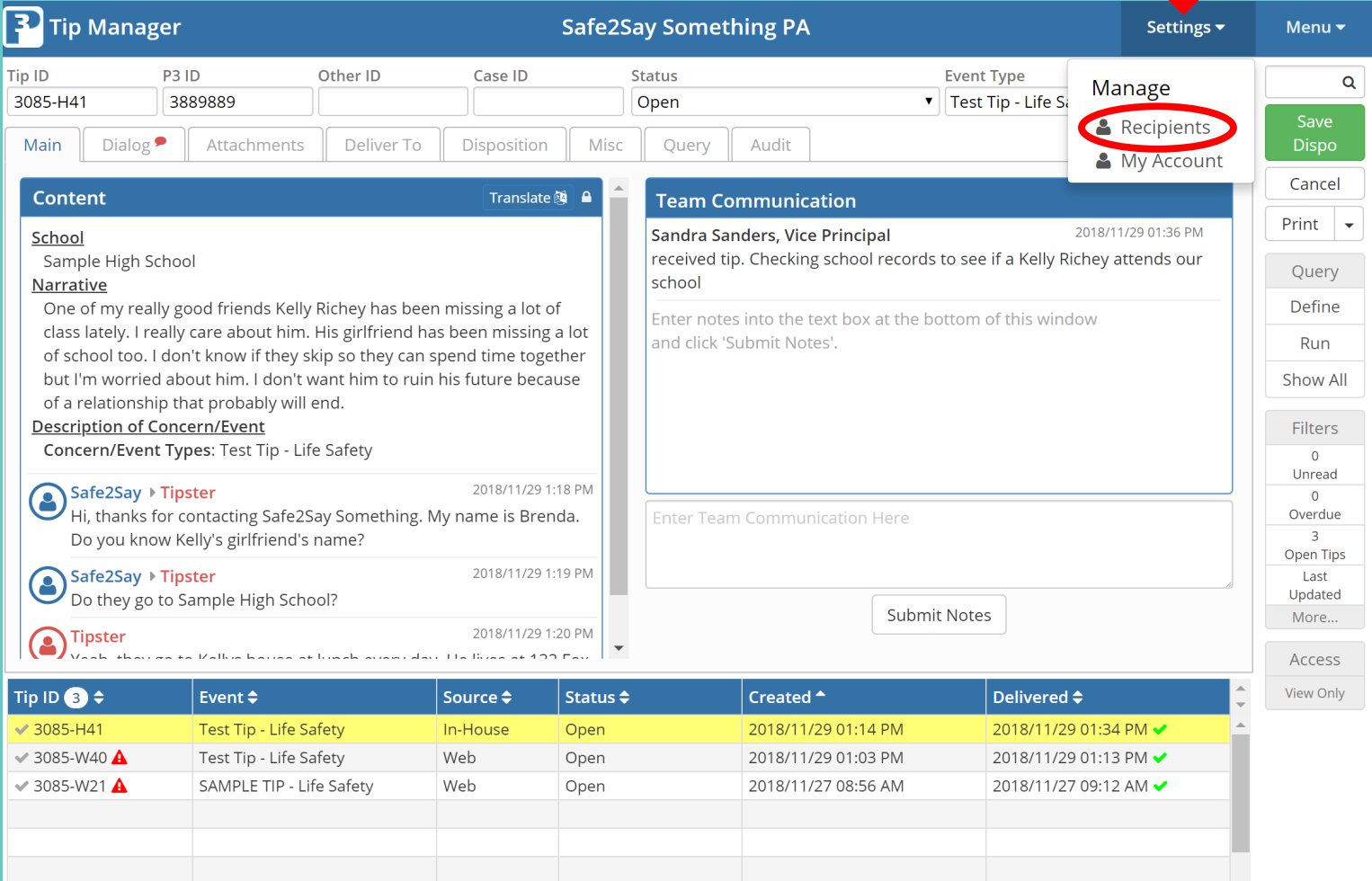
Run

Show All

S2SS Administrator Re-Send Log-In to a Team Member

To Re-Send Log-In to a Team Member

1. Select Settings and Choose Recipients



The screenshot shows the 'Tip Manager' interface for 'Safe2Say Something PA'. A red arrow points to the 'Settings' dropdown menu in the top right corner. The 'Manage' dropdown menu is open, showing 'Recipients' and 'My Account' options. The 'Recipients' option is circled in red. The main content area displays a tip for '3085-H41' with a 'Test Tip - Life Safety' event type. The 'Content' section includes a 'School' field (Sample High School), a 'Narrative' field (One of my really good friends Kelly Richey has been missing a lot of class lately...), and a 'Description of Concern/Event' field (Concern/Event Types: Test Tip - Life Safety). The 'Team Communication' section shows a message from Sandra Sanders, Vice Principal, dated 2018/11/29 01:36 PM. The bottom of the interface features a table with columns: Tip ID, Event, Source, Status, Created, and Delivered.

Tip ID	Event	Source	Status	Created	Delivered
✓ 3085-H41	Test Tip - Life Safety	In-House	Open	2018/11/29 01:14 PM	2018/11/29 01:34 PM ✓
✓ 3085-W40 ⚠	Test Tip - Life Safety	Web	Open	2018/11/29 01:03 PM	2018/11/29 01:13 PM ✓
✓ 3085-W21 ⚠	SAMPLE TIP - Life Safety	Web	Open	2018/11/27 08:56 AM	2018/11/27 09:12 AM ✓

To Re-Send Log-In to a Team Member

2.
Select the
School
from the
Recipient
List where
the Team
Member is
located

Recipient Manager Safe2Say Something PA Settings Menu

Recipient Notes District/School Extras Audit

Recipient Information ID: 49071

School Name or Agency Name % Last Updated
Sample High School 2018/11/30 01:38:36 AM

Address Group/District +

City State/Province Zip/Postal Code
Harrisburg Pennsylvania 17102

Country County or Province County ID
United States

☒ This is a School Recipient ☒ Include on Tip Form

Phone Fax

Law Enforcement Agency Name LEA Phone LEA Fax

Communications Center Name Comm Cntr Phone Comm Cntr Fax

Contact #1

First Name Last Name Sort Order
Timothy Makris 1

Title Entity
Principal Sample HS

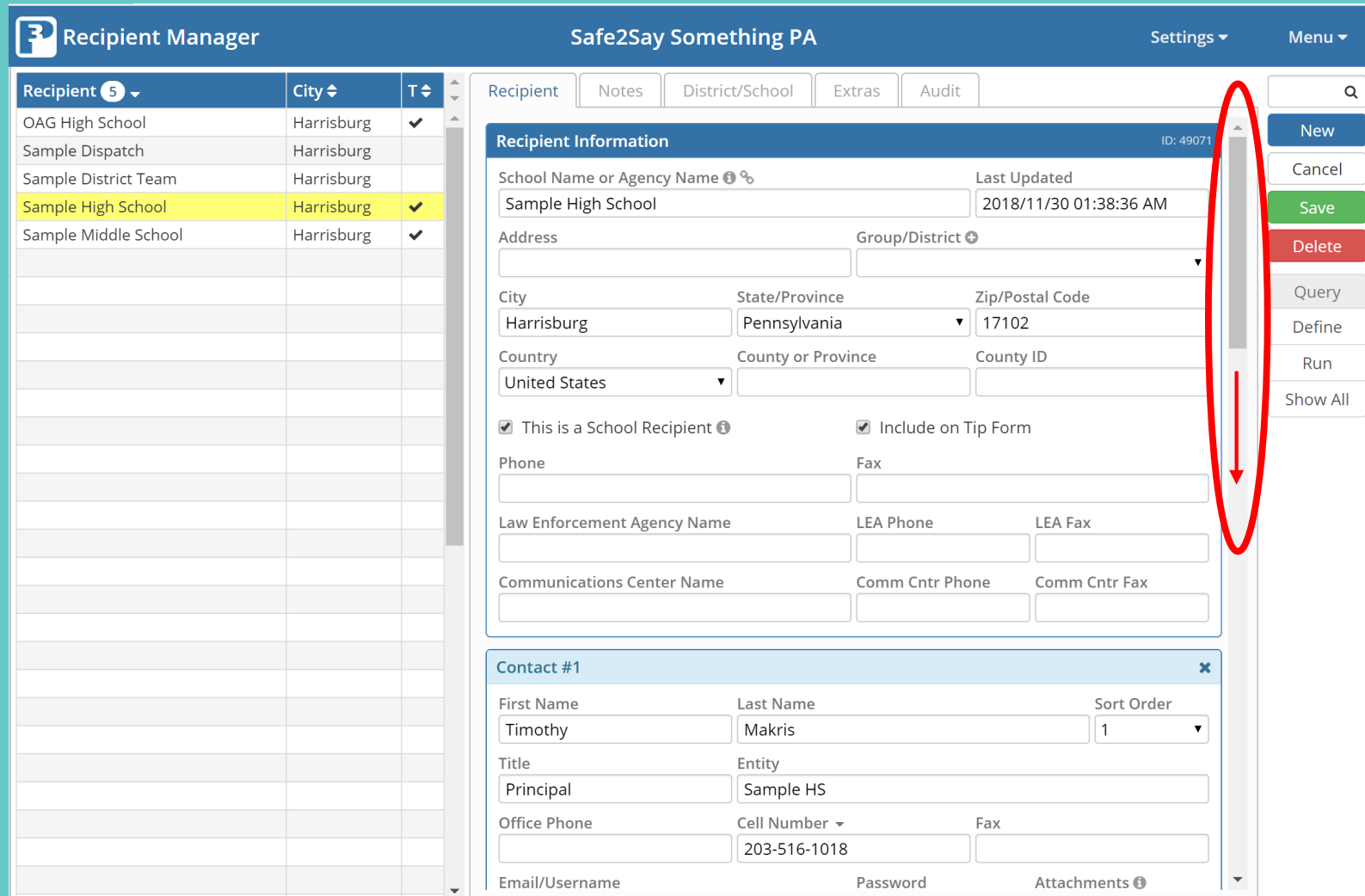
Office Phone Cell Number Fax
203-516-1018

Email/Username Password Attachments

Recipient 5	City	T
OAG High School	Harrisburg	✓
Sample Dispatch	Harrisburg	
Sample District Team	Harrisburg	
Sample High School	Harrisburg	✓
Sample Middle School	Harrisburg	✓

To Re-Send Log-In to a Team Member

3.
Select the
Scroll Bar
and slide
until you
find the
Team
Member



Recipient Manager Safe2Say Something PA Settings Menu

Recipient Notes District/School Extras Audit

Recipient Information ID: 49071

School Name or Agency Name % Last Updated
Sample High School 2018/11/30 01:38:36 AM

Address Group/District +

City State/Province Zip/Postal Code
Harrisburg Pennsylvania 17102

Country County or Province County ID
United States

☒ This is a School Recipient ☒ Include on Tip Form

Phone Fax

Law Enforcement Agency Name LEA Phone LEA Fax

Communications Center Name Comm Cntr Phone Comm Cntr Fax

Contact #1

First Name Last Name Sort Order
Timothy Makris 1

Title Entity
Principal Sample HS

Office Phone Cell Number Fax
203-516-1018

Email/Username Password Attachments

New Cancel Save Delete Query Define Run Show All

To Re-Send Log-In to a Team Member

4.
Select the
Re-Send
Log-in Info
button

Re-Send Login Info

Recipient Manager Safe2Say Something PA Settings Menu

Recipient 5 City Harrisburg T

OAG High School	Harrisburg	✓
Sample Dispatch	Harrisburg	
Sample District Team	Harrisburg	
Sample High School	Harrisburg	✓
Sample Middle School	Harrisburg	✓

Recipient Notes District/School Extras Audit

Title Counselor Entity Sample High School

Office Phone Cell Number Fax

Email/Username counselor@sample.tip Password Attachments View Some

☒ Enable Login [Send Login Info](#) ☒ Can Two Way Dialog ☒ Can Deliver To ☒ Can Add Tips ☐ Recipient Contact Administrator

☐ Email Notifications ☐ Include PDF ☐ Text Notifications ☐ Life Safety Notifications

Contact #5

First Name Officer Last Name Butler Sort Order 25

Title SRO Entity Sample High School

Office Phone Cell Number Fax

Email/Username sro@sample.tip Password Attachments View Some

☒ Enable Login [Re-Send Login Info](#) ☒ Can Two Way Dialog ☒ Can Deliver To ☒ Can Add Tips ☐ Recipient Contact Administrator

☐ Email Notifications ☐ Include PDF ☐ Text Notifications ☐ Life Safety Notifications

+ Add Another Contact

Next Steps

Next Steps



Action Item

From Today

- | | Today |
|--|------------------|
| • Regional training | Dec |
| • URGENT - Review/edit team member and school contacts in P3 | Dec |
| • Place awareness materials order (email) | Dec |
| • Meet / Set Coordination Plan with Dispatch/Police | Dec / Jan |
| • Practice using system | Dec |
| • Select student training date / training deliver type (email) | Dec |
| • Test System (email) | Jan |
| • Electronically send student training type | Jan |
| • Start to train students – | Jan 14 and later |
| • Report on date students trained and quantity (email) | Jan 14 and later |
| • S2SS is LIVE statewide! | Jan 14 |
| • Ongoing sustaining efforts | Ongoing |

S2SS Lead REMINDERS

- Important– You must review ALL team member and each school contact information by December 30 to ensure it is accurate
 - All schools must be loaded into the S2SS P3 System
 - All team members email and cell phones must be loaded

The OAG and Sandy Hook Promise will NOT be checking schools or team member contact information – this is 100% your responsibility to check and keep this information updated

- You must get team members to practice, order merchandise, provide student training dates / delivery type, meet with local police/911 dispatch

Help?

Where and How to Get Help - Key contacts

- Office of the Attorney General
 - info@safe2saypa.org



Sandy Hook
P R O M I S E

Thank You