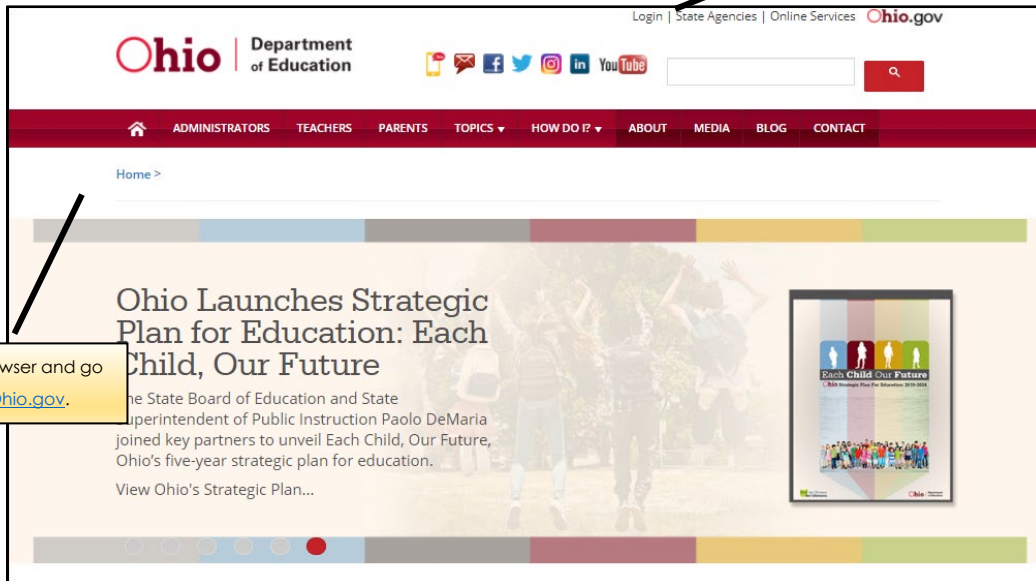


Annual Plan Certification

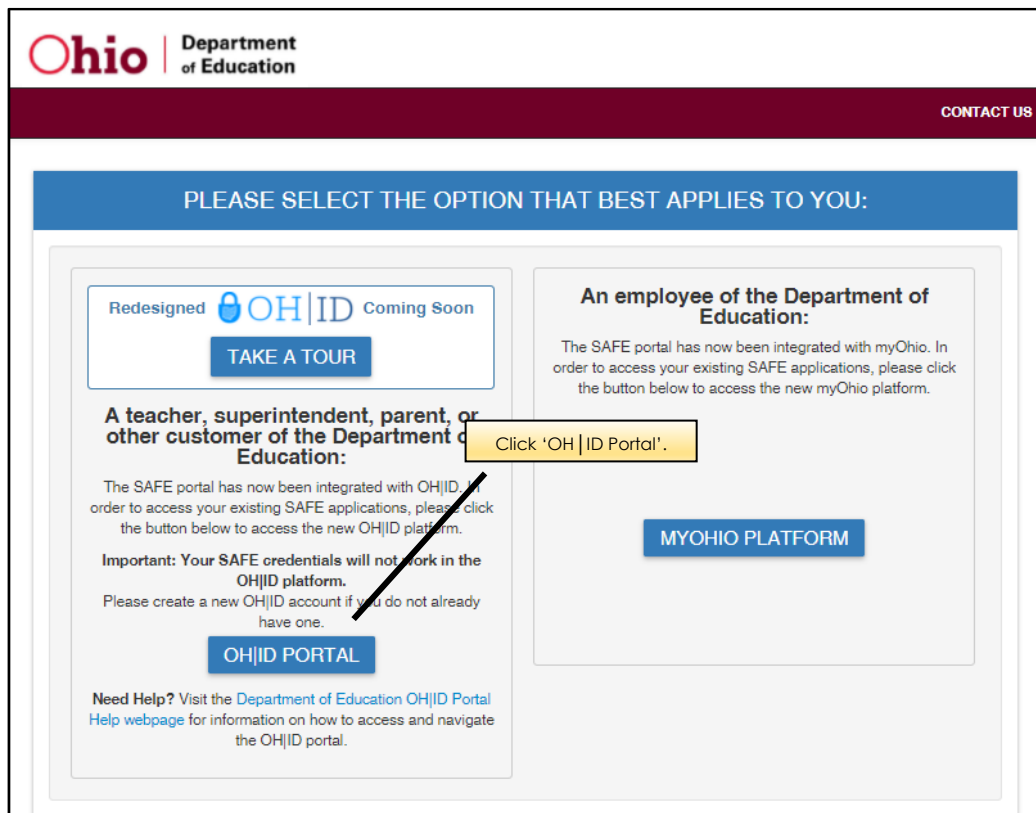
Step-by-Step Instructions

STEP 1: Log into School Safety Plans Application

Click 'Login'.



Open web browser and go to Education.Ohio.gov.



Click 'OH|ID Portal'.

OH|ID

Enter 'User ID' and 'Password'.

Log in with your OH|ID

User ID

FORGOT YOUR USER ID?

Password

FORGOT PASSWORD?

Log In

Get login help | Create an OH|ID account

Click 'Log In'.

For assistance, click here.

OH|ID SECURITY

MY APPS APP STORE ACCOUNT SETTINGS SECURITY LEVEL

Click 'My Apps'.

My Apps

Click the star to pin your favorite apps to the top of the page.

Click on the star and it will save it as a favorite.

Ohio Education Directory System (OEDS)

Directory of schools and districts

Details Open App

School Safety Plans

Submit school safety plans

Details Open App

Click on 'Open App'.

STEP 2: Select School/District IRN

Search plans by school or district. NOTE: For access, you must be assigned one of the following roles in OEDS: superintendent, principal, or coordinator of safety plans. Please contact your [local](#) OEDS administrator for access.

Search plans by compliance status. To view all, simply leave this field as 'Select Plan Status'.

After verifying that your emergency plan documents are current and accurate, click this button to add a date for the annual certification requirement. The button will read 'Add 20XX Date' until a date is entered.

Before completing your annual certification, click this button to review all of your emergency plan documents. Check to ensure that building layout, emergency contact information, and local policies are accurate. To update a document, use the 'edit' button.

The screenshot shows a search interface with a 'District IRN or Name' field containing 'Insert name or IRN' and a 'Plan Status' dropdown menu set to '--Select Plan Status--'. Below the search fields is a table with columns: District/School Name, Location Name, Address, Plan Management, Annual Plan Certification, and Emergency Management Test. The table currently displays 'You search results will appear here'. A 'Compliant' button is visible in the Plan Management column, and an 'Add 2020 Date' button is in the Annual Plan Certification column. A 'Review GAT' button is also present, with a date of 7/1/2022. The bottom of the table shows 'Showing 1 to 1 of 1 entries'.

STEP 3: Insert Date Annual Plan Certification was Completed

Emergency Management Plan | Home | Reports | Admin | Help

IRN | Name | Location | Location Name | Location Type | Address

School information will appear here.

Annual Plan Certification

[Back to Search](#)

To complete this section, you must have reviewed your emergency management plan between January 1st and July 1st of this calendar year.

No Changes to Plan

- Enter date of review below. Ohio Revised Code 3313.536 (D)(1) states that "Not later than the first day of July of each year, each administrator shall review the emergency management plan and certify that the plan is current and accurate."

Changes to Plan

- Resubmit
- Enter the

To certify your annual plan review, enter the date it was completed and click the 'Save' button.

Previous dates your school has completed the annual certification requirement will appear here.

Review Dates: 6/16/2020, 3/20/2019, 2/2/2018, 1/5/2017

The screenshot shows the 'Annual Plan Certification' form. It includes a 'Back to Search' button and instructions for completing the section. There are two main sections: 'No Changes to Plan' and 'Changes to Plan'. A callout box points to a date input field with a 'Save' button. Another callout box points to a list of 'Review Dates' at the bottom of the form.