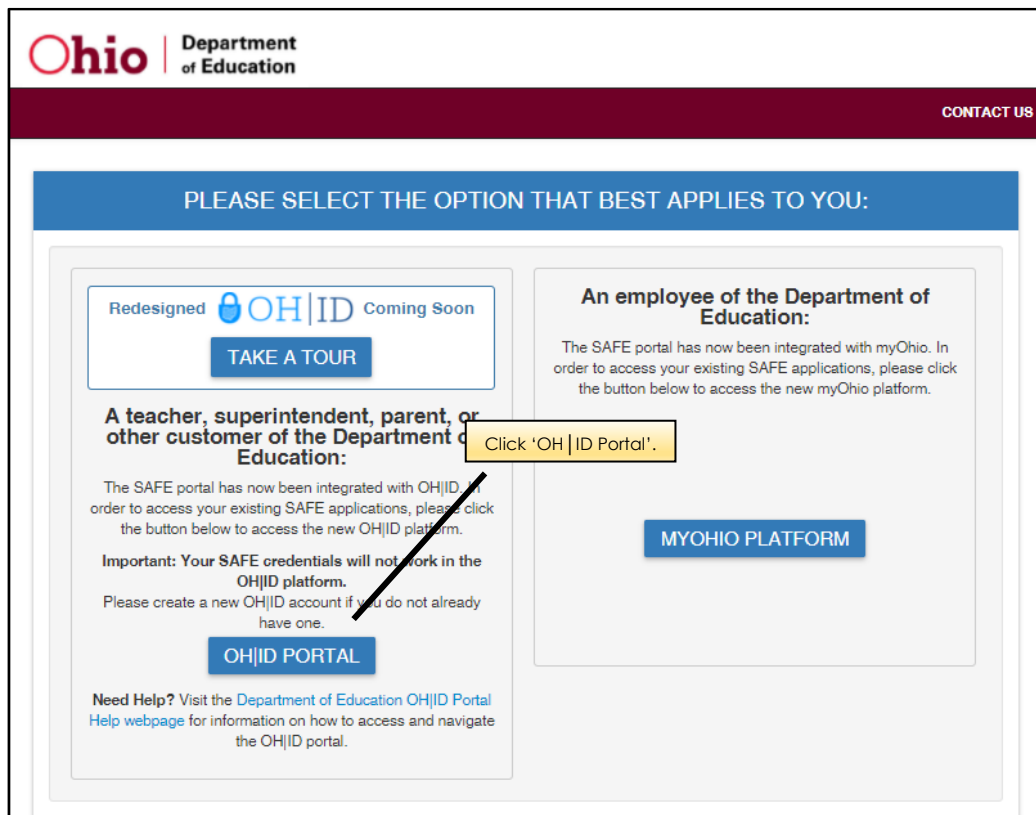


EMT After-Action Report

Step-by-Step Instructions

STEP 1: Log into School Safety Plans Application



OH|ID

Enter 'User ID' and 'Password'.

Log in with your OH|ID

User ID

FORGOT YOUR USER ID?

Password

FORGOT PASSWORD?

Log In

Click 'Log In'.

Get login help | Create an OH|ID account

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 completing an EMT, you have 30 days to document the exercise. Click this button to create an after-action report. The button will read 'Add 20XX EMT' until a date has been entered.

District IRN or Name:

Plan Status:

Search

Show 10 entries

District/School Name	Location Name	Address	Plan Management	Annual Plan Certification	Emergency Management Test	View GAT	Resubmit Date
You search results will appear here			Compliant	Add 2020 Date	Add 2020 EMT	Review GAT	7/1/2022

Showing 1 to 1 of 1 entries

STEP 3: Add/Create New Test

Ohio Department of Education

Emergency Management Plan Home Reports Admin Help

School information will appear here.

Emergency Management Test

Back to Search

Each year school administrators are required to conduct an emergency management plan. For additional guidance on Emergency M... Click 'Add New Test' to create an EMT after-action report.

'Completed', 'Started', and 'In-progress' after-action reports will appear here.

Add New Test

Show 3 entries

Calendar Year	EMT End Date	EMT Type	EMT Status	EMT Details	Delete EMT
2017	11/02/2017	Tabletop	Completed	View	Delete
2018	09/25/2018	Full Scale	Completed	View	Delete
2019	10/08/2019	Functional	Completed	View	Delete

Showing 1 to 3 of 3 entries

Previous 1 Next

Click 'View' to see full details or to download a completed report.



Schools are encouraged to use the **EMT Data Collection Worksheet** prior to entering data into the EMT After-Action Report via OH | ID. This document may be found on the [Ohio School Safety Center](#) webpage.

STEP 4: Enter Date the Exercise was Conducted

Enter following information to proceed

EMT was an actual emergency that occurred at your school? Yes No

Ohio Administrative Code stipulates that tests cannot document real emergencies.

EMT Begin Date
mm/dd/yyyy

EMT End Date
mm/dd/yyyy

Select an EMT Type
Tabletop

NOTE: All schools must complete one Tabletop, Functional, and Full-Scale exercises on a three-year rotating basis. (1 per year)

Enter the date you began and ended your EMT. NOTE: These may or may not be the same date.

Click 'Create' to continue filling out your after-action report. NOTE: All fields must be completed before continuing.

Close Create

Show 10 entries

Calendar Year	EMT End Date	EMT Type	EMT Status	EMT Details
2017	11/02/2017	T		View
2018	09/25/2018	F		View
2019	10/08/2019	Functional	Completed	View
2020	05/18/2020	Tabletop	Started	View

Showing 1 to 4 of 4 entries

Previous 1 Next

Click 'View' to continue entering the details of your EMT.

Click 'Delete' to remove an after-action report. Reports in a 'Completed' status will be greyed out. To delete, contact the OSSC for assistance.

Your new after-action report will appear here.

Navigation Panel

Sections

- EMT Summary
- Part 1) Emergency Management Test Information 0/2
- Part 2) Scenario information 0/4
- Part 3) Hazards Utilized 0/1
- Part 4) Functional Content Areas Utilized 0/1
- Part 5) Strengths and Improvement Areas 0/2
- Part 6) Participant List 0/1

Open

Export to PDF

This area identifies the six parts of the after-action report. You can click on a specific part to view the questions, or you can select the 'Next' button at the bottom of the screen.

The number of questions remaining to complete will appear here.

Click 'Export to PDF' to generate a PDF of your after-action report.

A grey box indicates that the required questions have not been successfully completed and saved.

STEP 5: Begin Entering Data into All 6 Sections

Questions

Section : EMT Summary Question Count : 1

» Question 1

Please note: This section will only display 0/1. This will not impact your ability to continue or submit your Emergency Management Test. Please proceed.

EMT Type: Tabletop
 Begin Date: 05/18/2020
 End Date: 05/18/2020
 IRN:
 Organization Name:
 Location Address:

These icons will allow you to comment, upload, import, and refresh documents.

Use the 'Navigation Panel' or 'Next' button to move throughout all six parts.

< Previous Save Reset

Next >

After verifying the information in each section, click 'Save' before proceeding to the next question.

The 'EMT Summary' will display information about your organization and exercise. You will not be able to edit this section.

Questions

Section : Part 5) Strengths and Improvement Areas Question Count : 2

» Question 1

Enter strengths identified during your emergency management test. You must list at least three, but you can add as many as you identified.

Description	Action
Strength #1	
Strength #2	
Strength #3	

Question 1 will require you to enter three strengths identified during the exercise. Enter only one strength per row.

Add New Row

Click 'Add New Row' until you see three separate fields to enter data.

Section : Part 5) Strengths and Improvement Areas Question Count : 2

» Question 2

Enter Improvement Areas identified during your emergency management test. You must list at least three, but you can add as many as you identified.

Description	Action
Improvement Area #1	
Improvement Area #2	
Improvement Area #3	

Question 2 will require you to enter three improvement areas identified during the exercise. Enter only one improvement per row.

Add New Row

Click 'Add New Row' until you see three separate fields to enter data.

< Previous **Save** **Reset** **Next >**

STEP 6: Review and Submit After-Action Report

Sections

EMT Summary		
Part 1) Emergency Management Test Information	2/2	
Part 2) Scenario information	4/4	
Part 3) Hazards Utilized	1/1	
Part 4) Functional Content Areas	1/1	
Part 5) Strengths and Improvement Areas	2/2	
Part 6) Participant List	1/1	

Once you have completed all parts of the report, you will be able to click the 'Complete' button and submit your after-action report.

This field will turn green after all questions to each part have been successfully completed and saved.

Complete

Export to PDF

Click 'Export to PDF' to generate a PDF of your after-action report.

NOTE: If you have trouble uploading documents or navigating through the sections, call the **Ohio School Safety Center** at (614) 644-2641 or email OhioSchoolSafetyCenter@dps.Ohio.gov.