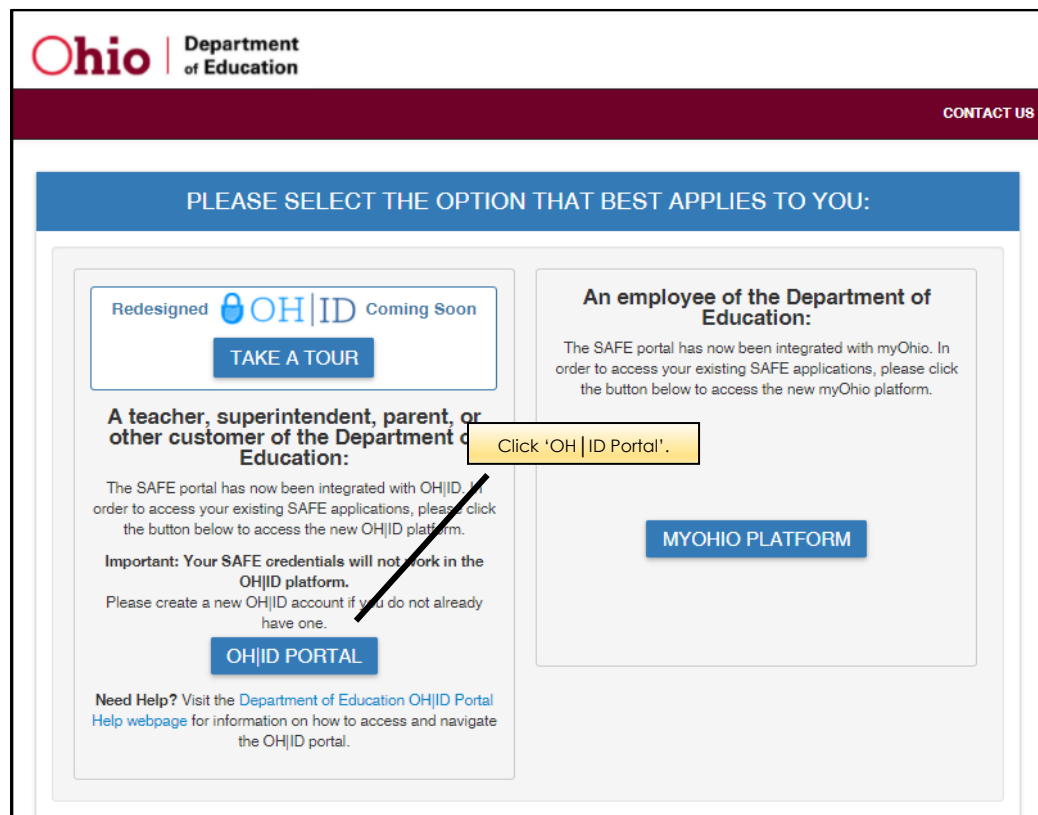# How to Upload/Edit Documents:
# Emergency Management Plans
## Step-by-Step Instructions

**STEP 1: Log into School Safety Plans Application**

Click 'Login'.

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

Login | State Agencies | Online Services    Ohio.gov

**Ohio** | Department of Education

ADMINISTRATORS    TEACHERS    PARENTS    TOPICS ▾    HOW DO I? ▾    ABOUT    MEDIA    BLOG    CONTACT

Home >

### Ohio Launches Strategic Plan for Education: Each Child, Our Future

The State Board of Education and State Superintendent of Public Instruction Paolo DeMaria joined key partners to unveil Each Child, Our Future, Ohio's five-year strategic plan for education.

View Ohio's Strategic Plan...

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## PLEASE SELECT THE OPTION THAT BEST APPLIES TO YOU:

Redesigned 🔒 OH|ID Coming Soon

**TAKE A TOUR**

### A teacher, superintendent, parent, or other customer of the Department of Education:

The SAFE portal has now been integrated with OH|ID. In order to access your existing SAFE applications, please click the button below to access the new OH|ID platform.

**Important: Your SAFE credentials will not work in the OH|ID platform.**
Please create a new OH|ID account if you do not already have one.

**OH|ID PORTAL**

Click 'OH|ID Portal'.

**Need Help?** Visit the Department of Education OH|ID Portal Help webpage for information on how to access and navigate the OH|ID portal.

### An employee of the Department of Education:

The SAFE portal has now been integrated with myOhio. In order to access your existing SAFE applications, please click the button below to access the new myOhio platform.

**MYOHIO PLATFORM**

**Ohio**
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## OH|ID

### 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

Enter 'User ID' and 'Password'.

Click 'Log In'.

For assistance, click here.

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## OH|ID

SECURIT

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'.

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## STEP 2: Select School/District IRN

**Emergency Management Plan** Home Reports Admin Help

## Search

Please enter one of follo...

**District IRN or Name**
Insert name or IRN

**Plan Status**
--Select Plan Status--

Search

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'.

Show 10 entries

Search:

| 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

Click this button to view all of your emergency plan documents.

After the Ohio School Safety Center has conducted an evaluation, click here to view which areas of the emergency management plan requires corrections.

## STEP 3: Select Plan Type to Add/Edit

To add a new document, click 'Add New Plan'. Note: Only use this feature to add a new type of document not listed in this box.

☐ Include deleted plans  Refresh

Add New Plan

Show 10 entrie... Active files will appear here.

Search:

| Plan Type | Description | File Name | Date Added | | | |
|---|---|---|---|---|---|---|
| Site Plan | Description will appear here | File Name | MM/DD/YYYY | Edit Plan | Delete Plan | |
| Floor Plan | Description will appear here | File Name | MM/DD/YYYY | Edit Plan | Delete Plan | |
| Emergency Contact Information | Description will appear here | File Name | MM/DD/YYYY | Edit Plan | Delete Plan | |
| Emergency Operations Plan | Description will appear here | File Name | MM/DD/YYYY | Edit Plan | Delete Plan | View Plan |
| Stakeholder Signatures | Description will appear here | File Name | MM/DD/YY... | Edit Plan | Delete Plan | View Plan |

Once a plan has been evaluated and marked compliant, documents cannot be deleted.

To replace an existing document, click 'Edit Plan'.

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## STEP 4: Edit Existing Plan Documents

**Edit plan document**

Plan Type

(Optional) School Threat Assessment ˅

Select Plan Document

Choose File  No file chosen

Allowed file types are pdf,gif,jpg,jpeg,png,tif,tiff.

*To replace existing document, click 'Choose File' and select new document.*

Plan Description

Enter document description here

Save  Cancel

*Click 'Save'.*

## STEP 5: Add New Plan Documents

**Upload new plan**

Plan Type

Emergency Operations Plan ˅

Emergency Operations Plan
Floor Plan
Site Plan
Emergency Contact Information
Stakeholder Signatures
(Optional) School Threat Assessment Team
(Optional) Security and Vulnerability Assessment

Select Plan Document

Choose File  No file chosen

Select plan file you want to upload. Allowed file types are pdf,gif,jpg,jpeg,png,tif,tiff.

*To upload new document, select the type of document under 'Plan Type' and then click 'Choose File' to upload.*

Save  Cancel

*Click 'Save'.*

**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**.

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