Annual Plan Certification
Step-by-Step Instructions

STEP 1
Open web browser and go to ohid.ohio.gov.
Enter “Username” and “Password”.

Click-on “School Safety Plans”. If you do not see this application, please contact your local OEDS administrator for assistance. NOTE: For access, you must be assigned one of the following roles in OEDS: Superintendent, Principal, or Coordinator of Safety Plans.
**STEP 2**

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 see your local OEDS administrator for access.

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

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.

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.

**STEP 3**

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

Certify your annual plan review here by entering the date it was completed, and click the ‘Save’ button.