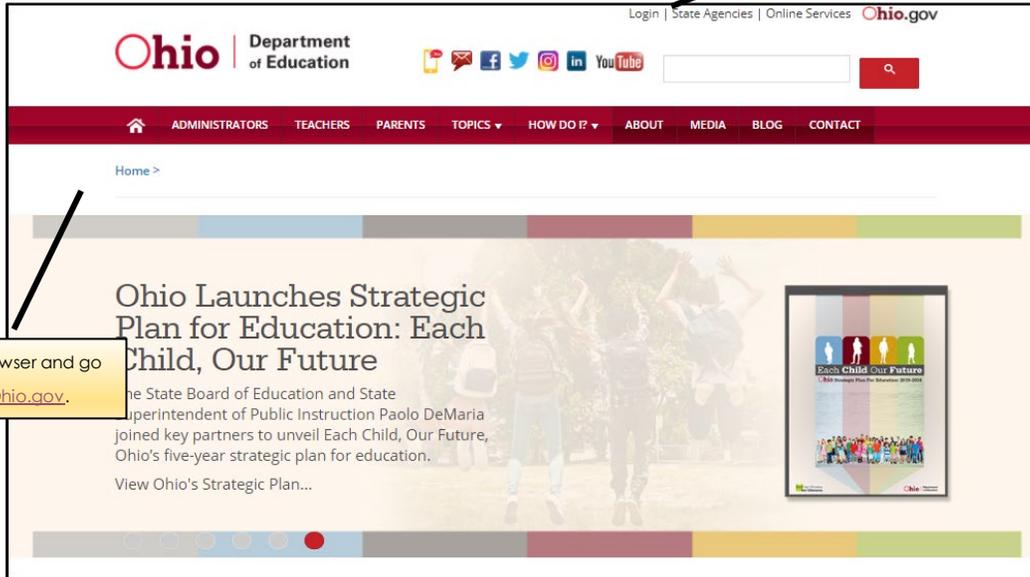


# EMT After-Action Report

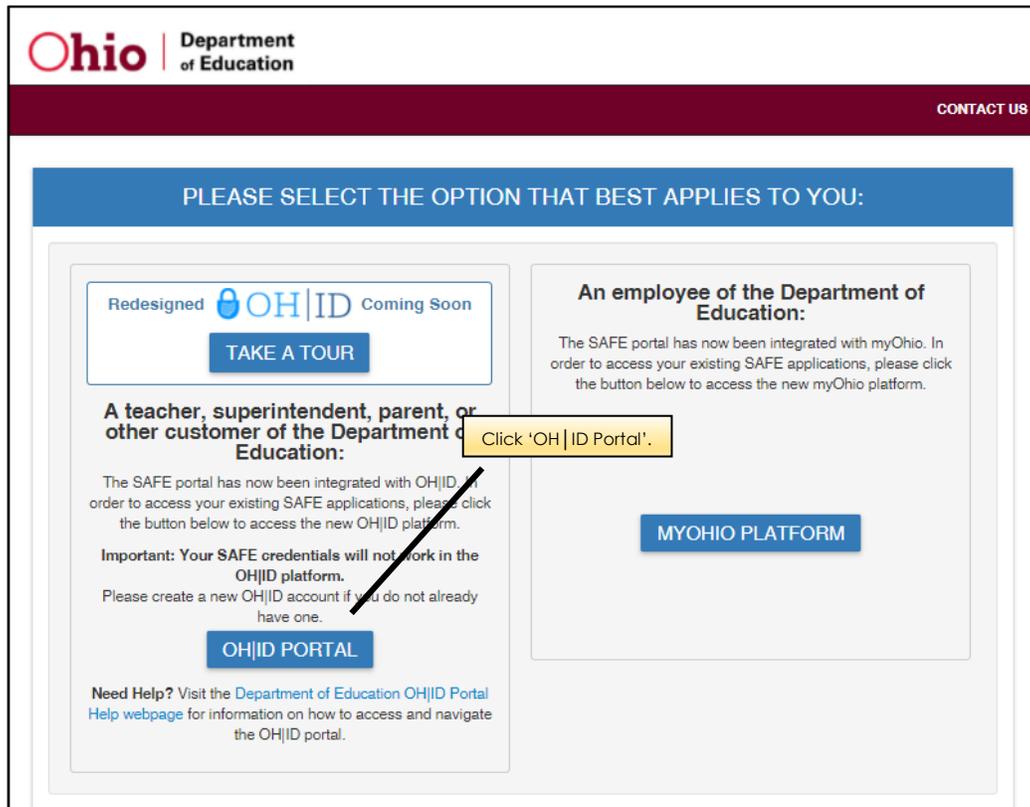
## Step-by-Step Instructions

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

Click 'Login'.



Open web browser and go to [Education.Ohio.gov](http://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

Click 'Log In'.

Get login help | Create an OH|ID account

For assistance, click here.

**OH|ID** SECURITY DEVELOPERS HELP **MANAGE OH|ID ACCOUNT**

DASHBOARD **SITES & APPLICATIONS** SECURITY LEVEL RECENT ACTIVITY DEVICES

Click 'Sites & Applications'.

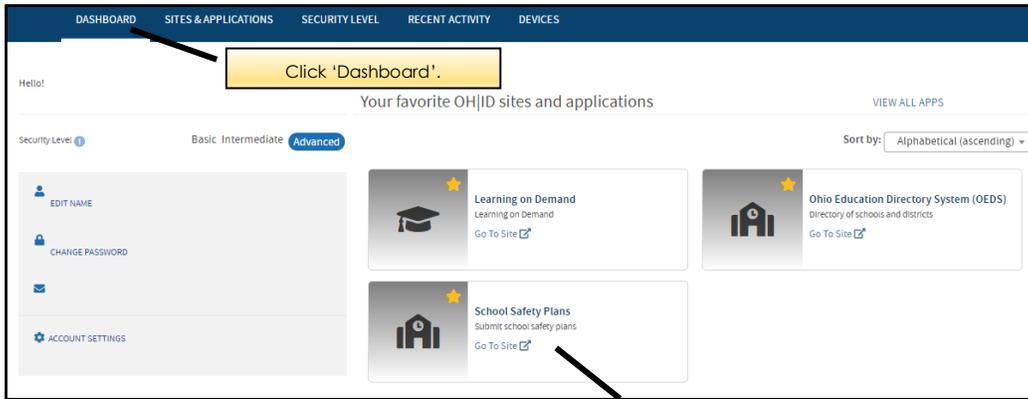
## My Sites & Applications

You have access to the sites and applications listed below. Click the "Go To Site" link under an app to open it. Your favorite applications appear right on your Dashboard

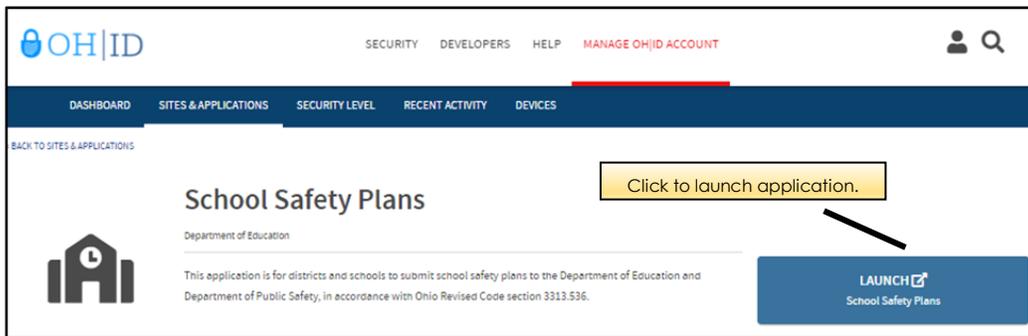
Click on the star and it will save it as a favorite. It will appear on your dashboard for future referencing.

Click on arrow until you see 'School Safety Plans' application.

- Ohio Education Directory System (OEDS)
  - Directory of schools and districts
  - Go To Site
- School District Reports
  - District staff application access info
  - Go To Site
- School Safety Plans
  - Submit school safety plans
  - Go To Site



Click 'School Safety Plans' application.

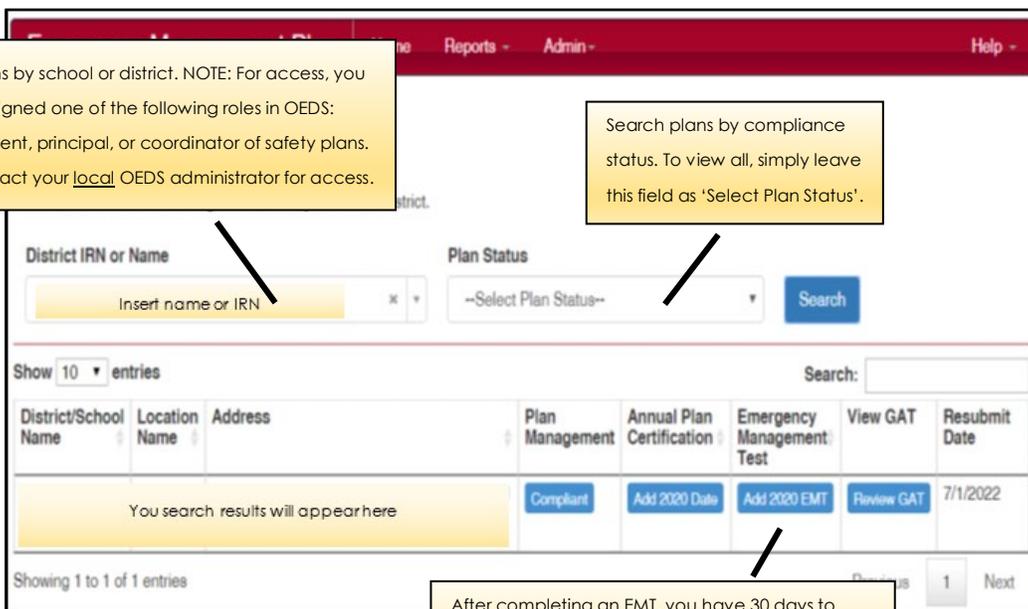


Click to launch application.

**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.

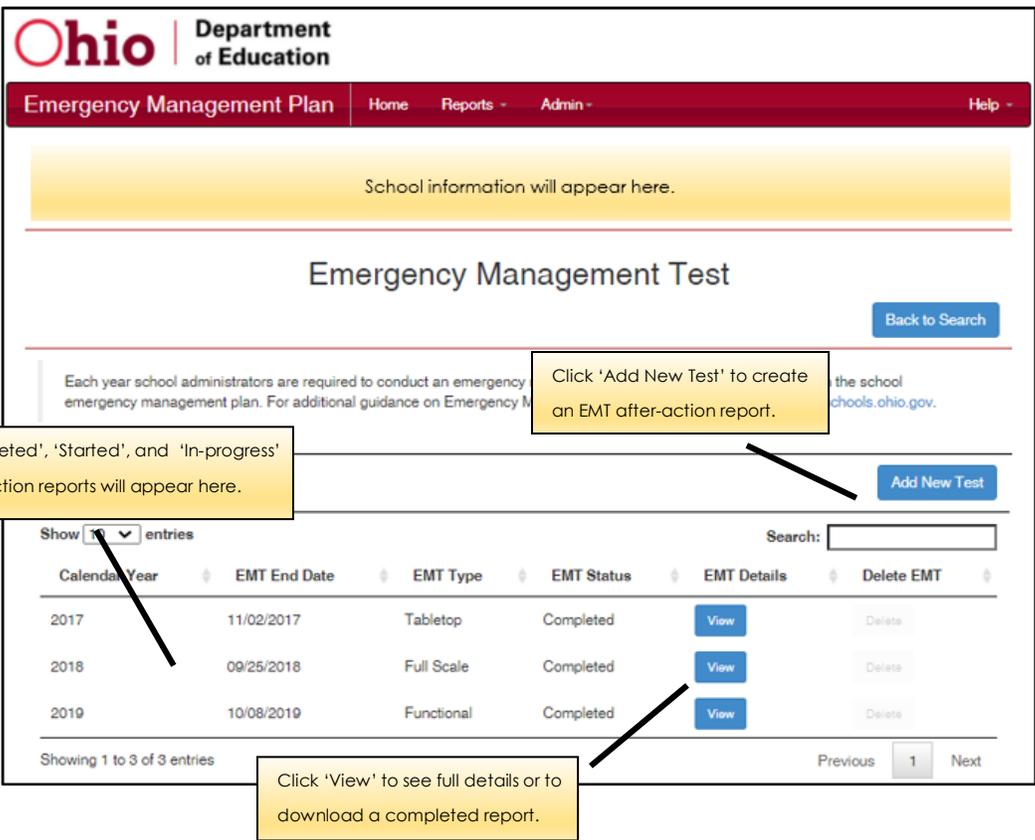
Search plans by compliance status. To view all, simply leave this field as 'Select Plan Status'.



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.

 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 [Safer Schools Ohio](#) webpage.

**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... the school schools.ohio.gov.

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

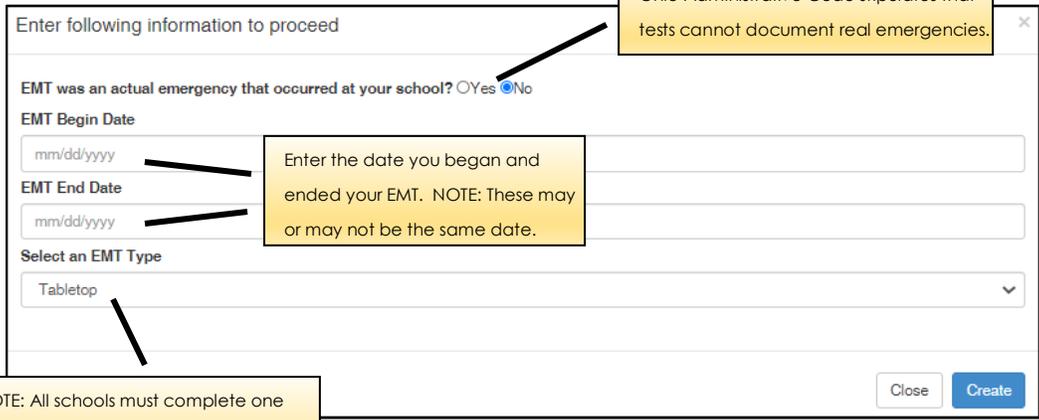
Show 3 entries Search: [ ]

Calendar Year	EMT End Date	EMT Type	EMT Status	EMT Details	Delete EMT
2017	11/02/2017	Tabletop	Completed	<a href="#">View</a>	<a href="#">Delete</a>
2018	09/25/2018	Full Scale	Completed	<a href="#">View</a>	<a href="#">Delete</a>
2019	10/08/2019	Functional	Completed	<a href="#">View</a>	<a href="#">Delete</a>

Showing 1 to 3 of 3 entries Previous 1 Next

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

**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

EMT End Date

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

Select an EMT Type

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

Close Create

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

Showing 10 entries Search:

Calendar Year	EMT End Date	EMT Type	EMT Status	EMT Details	Delete EMT
2017	11/02/2017			<a href="#">View</a>	<a href="#">Delete</a>
2018	09/25/2018			<a href="#">View</a>	<a href="#">Delete</a>
2019	10/08/2019	Functional	Completed	<a href="#">View</a>	<a href="#">Delete</a>
2020	05/18/2020	Tabletop	Started	<a href="#">View</a>	<a href="#">Delete</a>

Showing 1 to 4 of 4 entries Previous 1 Next

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

Your new after-action report will appear here.

Click 'Delete' to remove an after-action report. Reports in a 'Completed' status cannot be deleted.

## 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](#)

The number of questions remaining to complete will appear here.

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.

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

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

## 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	

Add New Row

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

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

After completing Parts 1-4, proceed to 'Part 5' which entails two questions.

**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	

Add New Row

< Previous Save Reset

Next >

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

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

**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	

Complete

Export to PDF

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.

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](mailto:OhioSchoolSafetyCenter@dps.Ohio.gov).