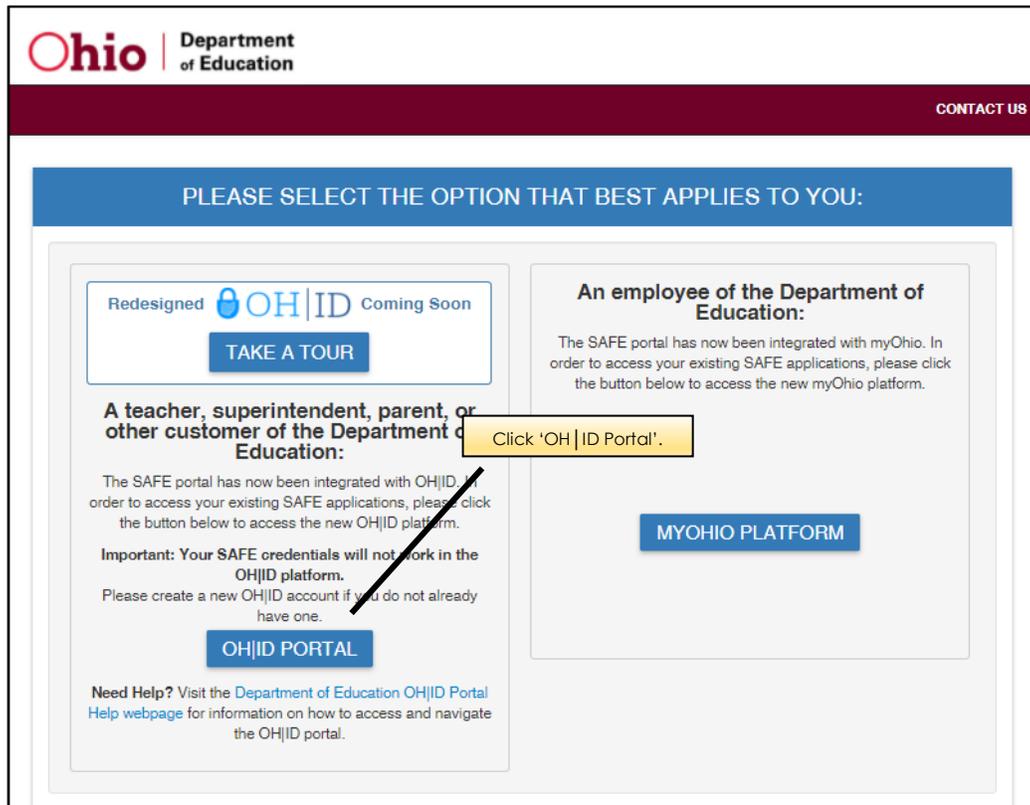
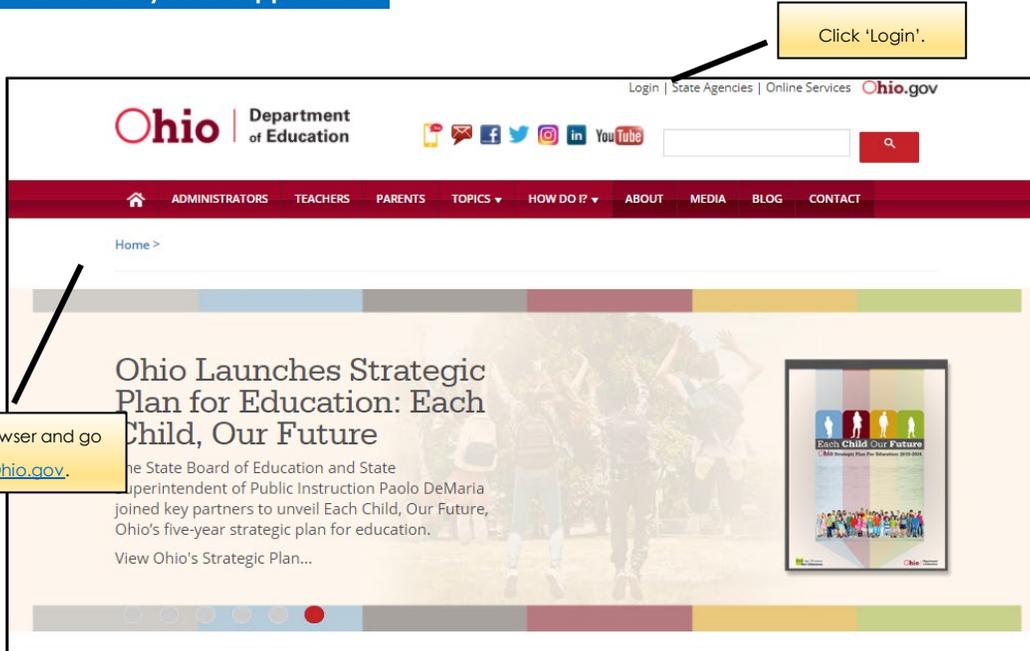


# How to Upload/Edit Documents: Emergency Management Plans Step-by-Step Instructions

## 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

Get login help | Create an OH|ID account

Click 'Log In'.

For assistance, click here.

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

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

## 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 'Sites & Applications'.

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 sch...
  - Go To Site
- ServiceNow

This screenshot shows the OH|ID dashboard. At the top, there is a navigation bar with links for DASHBOARD, SITES & APPLICATIONS, SECURITY LEVEL, RECENT ACTIVITY, and DEVICES. Below the navigation bar, there is a 'Hello!' greeting and a 'VIEW ALL APPS' link. The main content area displays the user's security level (Basic, Intermediate, Advanced) and a list of applications. A yellow callout box points to the 'DASHBOARD' link in the navigation bar with the text 'Click 'Dashboard''. Another yellow callout box points to the 'School Safety Plans' application tile with the text 'Click 'School Safety Plans Applications''.

Click 'School Safety Plans Applications'.

This screenshot shows the 'School Safety Plans' application launch page. The page header includes the OH|ID logo and navigation links for SECURITY, DEVELOPERS, HELP, and MANAGE OH|ID ACCOUNT. Below the header, there is a 'BACK TO SITES & APPLICATIONS' link and a 'LAUNCH School Safety Plans' button. A yellow callout box points to the 'LAUNCH School Safety Plans' button with the text 'Click to launch application.' The main content area features the 'School Safety Plans' title, the Department of Education logo, and a brief description of the application's purpose.

Click to launch application.

**STEP 2: Select School/District IRN**

This screenshot shows the 'Emergency Management Plan' search interface. The page has a red header with 'Emergency Management Plan' and a 'Help' link. Below the header, there is a 'Search' section with a search bar and a 'Search' button. A yellow callout box points to the search bar with the text '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.' Another yellow callout box points to the 'Plan Status' dropdown menu with the text 'Search plans by compliance status. To view all, simply leave this field as 'Select Plan Status''. Below the search bar, there is a table with columns for District/School Name, Location Name, Address, Plan Management, Annual Plan Certification, Emergency Management Test, View GAT, and Resubmit Date. A yellow callout box points to the 'Compliant' button in the table with the text 'Click this button to view all of your emergency plan documents.' Another yellow callout box points to the 'Review GAT' button with the text 'After the Ohio School Safety Center has conducted an evaluation, click here to view which areas of the emergency management plan requires corrections.'

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

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.

Active files will appear here.

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

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

The screenshot shows a web interface for managing plan documents. At the top, there is a checkbox for 'Include deleted plans' and a 'Refresh' button. Below this is a 'Show 10 entries' dropdown and a search box. The main content is a table with columns: Plan Type, Description, File Name, Date Added, and actions (Edit Plan, Delete Plan, View Plan). The table lists five plan types: Site Plan, Floor Plan, Emergency Contact Information, Emergency Operations Plan, and Stakeholder Signatures. Each row has a yellow background for the description and file name cells. The 'Add New Plan' button is located at the top right. Callouts provide instructions on how to use the 'Add New Plan' button, how to use the 'Edit Plan' button to replace an existing document, and a note that documents marked as compliant cannot be deleted.

| 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/YYYY | Edit Plan Delete Plan View Plan |

Showing 1 to 5 of 5 entries

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### STEP 4: Edit Existing Plan Documents

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

Click 'Save'.

The screenshot shows the 'Edit plan document' form. It has a 'Plan Type' dropdown menu currently set to 'Floor Plan'. Below it is a 'Select Plan Document' section with a 'Choose File' button and the text 'No file chosen'. A note below says 'Allowed file types are pdf,gif,jpg,jpeg,png,tif,tiff.'. There is a text area for 'Plan Description' with the placeholder text 'Enter plan description here.'. At the bottom are 'Save' and 'Cancel' buttons. Callouts provide instructions on how to use the 'Choose File' button to replace an existing document and how to click the 'Save' button.

### STEP 5: Add New Plan Documents

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

Click 'Save'.

The screenshot shows the 'Upload new plan' form. The 'Plan Type' dropdown menu is open, showing a list of options: Emergency Operations Plan, Floor Plan, Site Plan, Emergency Contact Information, Stakeholder Signatures, (Optional) School Threat Assessment Team, and (Optional) Security and Vulnerability Assessment. The 'Choose File' button is highlighted. Below it is a text area for the plan description. At the bottom are 'Save' and 'Cancel' buttons. Callouts provide instructions on how to select a plan type and click the 'Choose File' button to upload a new document, and how to click the 'Save' button.