

How to Update Your Emergency Documents in SAFE and Annually Certify

If you have any trouble uploading documents or need more information

call (614) 644-2641 or (614) 466-7138

Revised: 12/2/2016

STEP 1

Web Systems	Description
Collaboration Center	Content Sharing and Work Site
FSL	FSL - Forms and Surveys List
ODE CORE	Online Licensure System
School Safety Plans	Online Submission of Emergency Management Plans
STARS V2.0	STARS Professional Development and Technical Assistance System

This is where your school emergency plans live within SAFE. School and district administrators will have access, as well as those designated in OEDS as "coordinator: safety plans."

Before attempting to upload emergency plan documents into SAFE, make sure each of your facilities has their correct **physical** address information listed in OEDS. If you do not see a correct physical address for each school in OEDS, you will be unable to upload documents until your OEDS administrator updates the system.

STEP 2

Search plans by school or district. You will need to be a superintendent or the "coordinator: safety plans" role to search and view plans for an entire district.

Emergency Management Plan | Home | Reports | Help

Search

Please enter one of following to search for your school/district:

District IRN or Name Plan Status Search

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

Show 10 entries

District/School Name	Location Name	Address	Plan Management	Annual Plan Certification	Emergency Management Test	View GAT
Your search results will appear here.			Compliant	8/3/2016	Add 2016 EMT	View GAT

Showing 1 to 1 of 1 entries

Previous 1 Next

Click this button to add a date for the annual certification requirement. The button will read 'Add 20XX Date' until a date has been inserted. To satisfy the requirement, review your emergency documents to ensure they are current and accurate, and then add the date of your review.

STEP 3

Remember to review all of your emergency plan documents before completing your annual certification. Check to ensure that building layout, emergency contact information, and local stakeholders match what is listed in your current documents. To update a document, use the 'edit' button in the plan management section of SAFE to upload changes.

Idn	Name	Location Name	Location Type	Address
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To complete this section, you must have reviewed your emergency management plan between January 1st and July 1st of this calendar year.

No Changes to Plan

- Enter date of review below.

Changes to Plan

- Resubmit the plan or portion requiring update.
- Enter the review date below.

Back to Search

Review Date: Save

Review Dates: 8/3/2016

Reminder: Mid-year edits to your plan must be submitted within SAFE within 10 days of plan revision.

For additional guidance on this requirement please refer to the FAQ section at <https://saferschools.ohio.gov> or call the Center for P-20 Safety and Security at 614-644-2641.

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 clicking the 'Save' button.