

## Documenting Your Emergency Management Test With an After Action Report in SAFE

If you have any trouble uploading documents or need more information

call (614) 644-2641 or [Safer.Schools@education.ohio.gov](mailto:Safer.Schools@education.ohio.gov)

Revised: 2/21/2017

### STEP 1

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

This is where your school emergency plans live within SAFE. Principals, superintendents, and those designated in OEDS as "coordinator: safety plans" have access to the planning page.

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 on "add 2016 EMT" to submit your emergency management test information, as well as view previous tests filed by your school.

**STEP 3**

Click "Add New Test" to begin filing your emergency management test after action report. You can save your test report at any time after creating it and return to it at a later time.

## Emergency Management Test

Back to Search

Each year school administrators are required to conduct an emergency management test to validate the procedures in the school emergency management plan. For additional guidance on Emergency Management Test, please refer to <https://saferchools.ohio.gov>.

Add New Test

Show 10 entries

Search:

Calendar Year   EMT End Date   EMT Type   EMT Status   EMT Details   Delete EMT

No data available in table

Showing 0 to 0 of 0 entries

Previous   Next

Completed and in-progress emergency management test reports will appear here after their creation. You may select an EMT from this table to view or continue working on it, as well as delete any in-progress drafts if you wish.

**STEP 4**

First, specify whether or not you are documenting an actual emergency. Ohio Revised Code stipulates that tests **cannot document real emergencies.**

Enter following information to proceed

EMT was an actual emergency that occurred at your school?  Yes  No

EMT Begin Date

EMT End Date

Select an EMT Type

Close   Create

Next, enter the date you began your emergency management test in the "EMT Begin Date" field. Then, enter the date your test concluded in the "EMT End Date" field (these dates may be the same if your test was conducted on a single day). You must have fully completed your test before entering the information into SAFE.

Finally, select the type of test you wish to document here. Every three years, each school and district must complete one tabletop, functional, and full-scale exercise.

Click "Create" to continue filling out your test report.



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**STEP 5**

Clicking "Create" should open a new window in your browser containing the emergency management test report. The first section (labeled EMT Summary) will display basic information about your school and test, as well as the navigation panel along the left side of the screen Use the navigation panel or "next" button to move between sections. Remember to save your work by clicking the "save" button at the bottom of the page.

EMT Summary 0/1

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

Complete

Export to PDF

Complete

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:  
Begin Date:  
EndDate:  
IRN:  
Organization Name:  
Location Address:

Prev Save Reset Next

Your organizational information will appear here. You do not need to enter any information for this part (labeled EMT Summary).

After completing a part, click "save" to save your selections.

**STEP 6**

Part 5 will require you to enter at least three (3) strengths and three (3) areas for improvement identified during your test to satisfy the Ohio Administrative Code requirement.

EMT Summary 0/1

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

Complete

Export to PDF

Complete

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
You can add one strength or improvement area per description box	

Add New Row

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
You can add one strength or improvement area per description box	

Add New Row

Click here to add a new strength

Click here to delete an improvement area or strength

Click here to add a new improvement area



**STEP 6 Continued**

**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.	

Questions 1 and 2 in Part 5 should be formatted like the example in this image, with three (3) description boxes containing one strength or area for improvement each.

**STEP 7**

**EMT Summary** 0/1

- 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 Utilized 1/1
- Part 5) Strengths and Improvement Areas 2/2
- Part 6) Participant List 1/1

**Section : Part 1) Emergency Management Test Information** Question Count : 2

If any sections of the report have not yet been completed, SAFE will prompt you to fill out any missing information ahead of submitting your information.

Once you have finished answering all of the sections of the report, you will be able to click the "complete" button and submit your test report. Once completed, you will always be able to view the test report in SAFE, but will be locked from editing the completed report.

Click "Export to PDF" to generate a printable PDF of your emergency management test for your records, if you wish.

Length of EMT

## Navigation

EMT Summary	0/1
Part 1) Emergency Management Test Information	2/2
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

The number of questions remaining to complete in a section is listed here for each part.

When you have fully completed a section of your report, a green box will appear here in your navigation panel. The number of questions in a given section is indicated in the oval next to the completion box. You will need to finish all sections of your report before completing it ("EMT Summary" does not have a question, and can remain 0/1).

The four icons at the bottom of the screen allow you to:



Comment on Part    Upload Documents    Import Documents    Refresh Documents

Use the upload feature to include chemical data sheets or scanned materials from your test (if used) on a specific part.

This green icon will appear after you have successfully saved a section.

## Saving and Review

At any time, you can save your work and exit. SAFE will remember any sections you have saved, allowing you to return to the EMT report section of SAFE and resume your work.

Each year school administrators are required to conduct an emergency management test to validate the procedures in the school emergency management plan. For additional guidance on Emergency Management Test, please refer to <https://saferschools.ohio.gov>.

Click here to resume work on and in-progress report, or view a completed one.

Show 10 entries

Calendar Year	EMT End Date	EMT Type	EMT Status	EMT Details	Delete EMT
2017	02/21/2017	Tabletop	Started	<a href="#">View</a>	<a href="#">Delete</a>

Previous 1 Next

You can view the status of your EMT report here. The status will read "started" once created, "in-progress" while being worked on, and "completed" when the report is filed successfully. If for some reason you need to change information in the test after you have submitted it, you will need to call the Center for P-20 Safety and Security at the phone number indicated below.

Click here to delete an in-progress test. You cannot delete or edit a completed test without contacting P-20.



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