How to Upload and Change Your Emergency Documents in SAFE

If you have any trouble uploading documents or need more information

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

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**STEP 1**

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<td>ODE CORE</td>
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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.

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

Your search results will appear here.

The current status of your plans will appear here. Click here to begin working with a school.

Here is where you can see the compliance review results after Ohio Homeland Security has evaluated your school.

Center for P-20 Safety and Security
614-644-2641 | 614-466-7138
Here you can view your school’s emergency plan contents.

Click these buttons to add or change any of the 4 documents required for submission. You can also view or delete any files previously uploaded.

This is the page where you can upload or change emergency plan documents after clicking “add new plan” or “edit plan.” Browse, select and upload a document and then use the drop down menu to identify the document as any one of the 4 required plan components. You can then add a brief description of the document and click save when you are ready to complete the upload.