

# 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

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. 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 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

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.

### STEP 3

Idn Name Location Name Address

School is noncompliant because of following missing plans: Site Plan, Emergency Contact Information

Include deleted plans Refresh

Back to Search

Add New Plan

Show 10 entries

Search:

Plan Type	Description	File Name	Date Added			
Here you can view your school's emergency plan contents.						
				Edit Plan	Delete Plan	View Plan
				Edit Plan	Delete Plan	View Plan

Showing 1 to 2 of 2 entries

Previous 1 Next

Any text that appears here indicates what documents you are missing before Ohio Homeland Security will evaluate your plans.

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.

### STEP 4

Idn Name Location Name Address

#### Edit plan document

Plan Type

Floor Plan

Select Plan Document

Browse...

Select plan file you want to upload. Allowed file types are pdf,gif,jpg,jpeg,png,tif,tiff.

Plan Description

Save

Cancel

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.