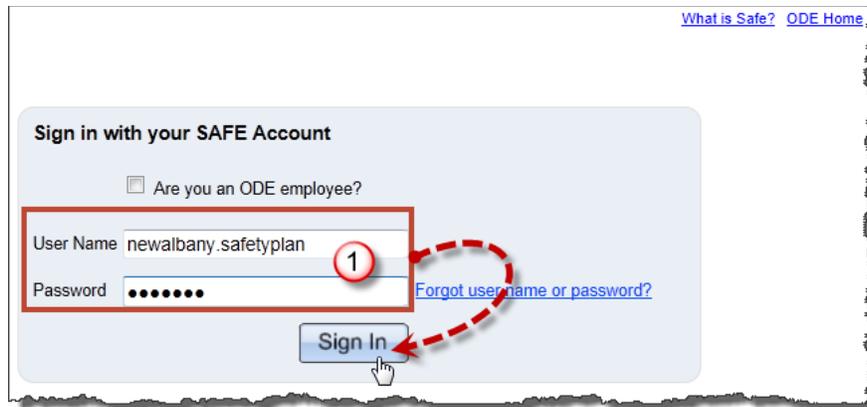


ORC 3313.536 (HB422) requires the board of education of each city, exempted village, and local school district and the governing authority of each chartered nonpublic school to file a comprehensive school safety plan and floor plan for each school building under the board's or governing authority's control.

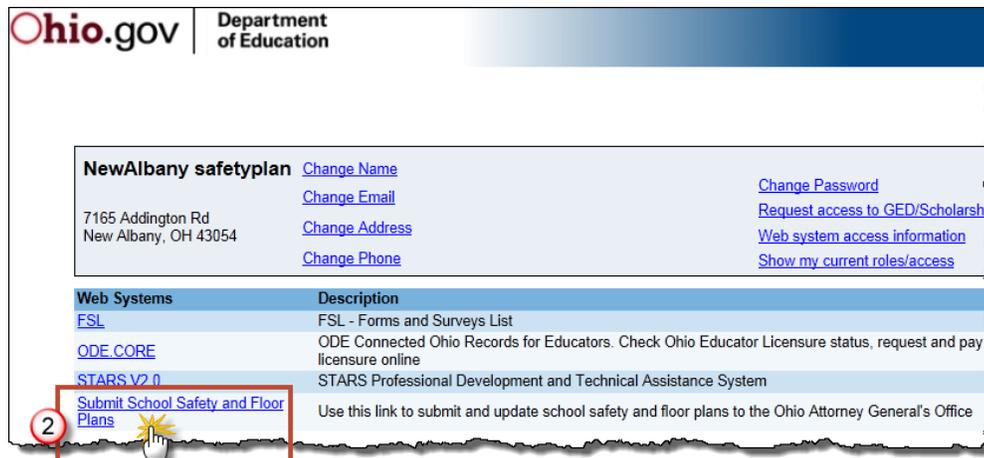
This guide is intended to provide the necessary steps for school districts to add or check the compliance of School Safety/Floor Plans. Please work with your school's and/or district's OEDS-R Administrator to assign the responsibility of submitting school safety plans to a current staff member. If that staff member does not already has access to the SAFE system, the staff can establish that access by clicking here: <https://safe.ode.state.oh.us/portal/>

To begin, follow the steps below:

1. Navigate to the Ohio Department of Education's (ODE) home page <http://www.ode.state.oh.us> Login to your SAFE Account using your User Name and Password then select the **Sign In** button.



2. Once logged in, click the **Submit School Safety and Floor Plans** hyperlink.



Web Systems	Description
<a href="#">FSL</a>	FSL - Forms and Surveys List
<a href="#">ODE CORE</a>	ODE Connected Ohio Records for Educators. Check Ohio Educator Licensure status, request and pay licensure online
<a href="#">STARS V2.0</a>	STARS Professional Development and Technical Assistance System
<a href="#">Submit School Safety and Floor Plans</a>	Use this link to submit and update school safety and floor plans to the Ohio Attorney General's Office

A screen prompt will appear indicating you are navigating to an external application. Select the **OK** button to be connected to the **Attorney General's School Plan** page.



You are now connected to the Attorney General's School Plan's Home page. From here, you can do the following:

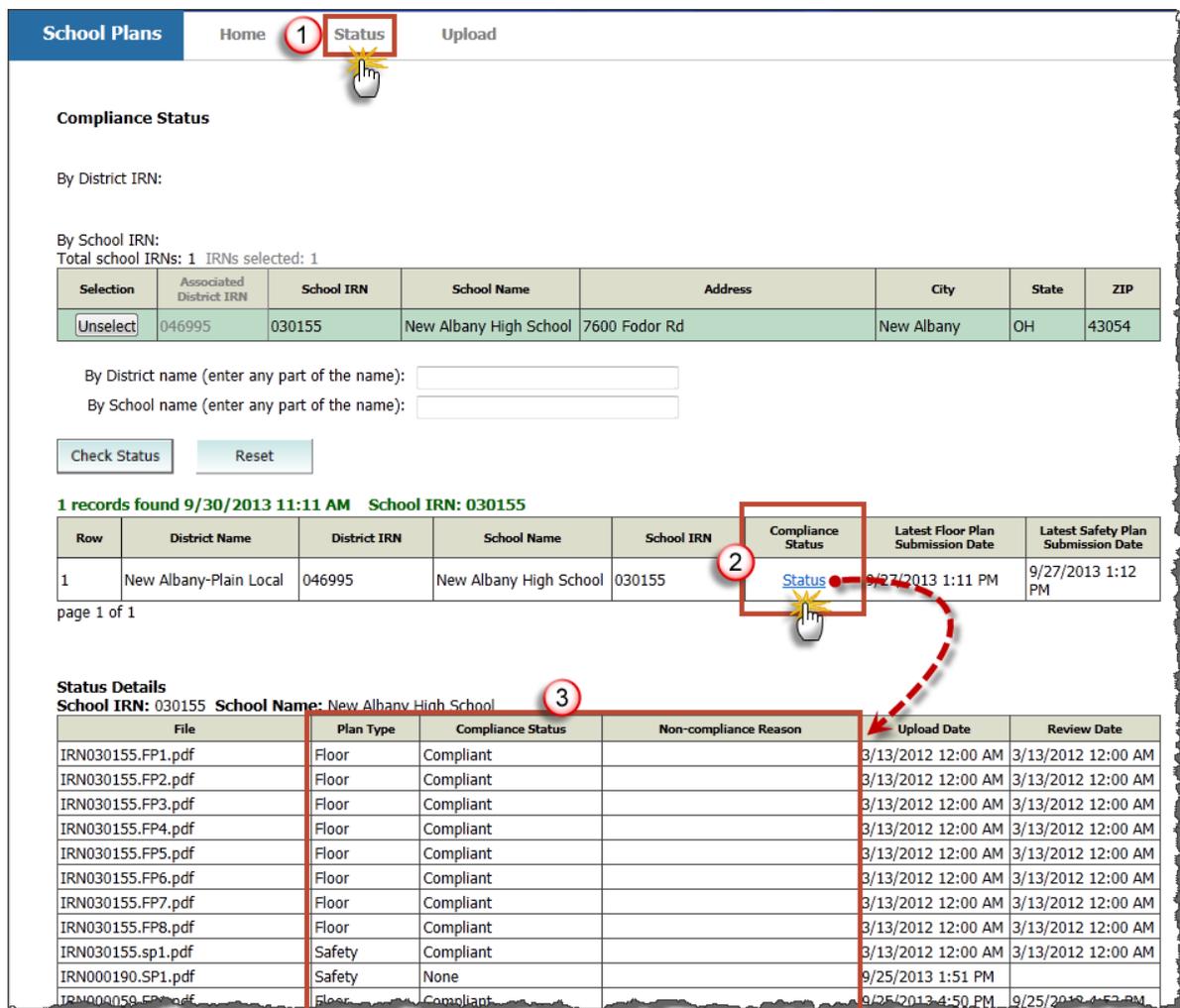
- A. Click the **Status** hyperlink to check the status of school compliance
- B. Click the **Upload** hyperlink to add a school safety or floor plan

**Note:** Information regarding acceptable formats for uploads are provided (PDF preferred).



### Check the status of school or floor safety plans:

1. From the Attorney General's School Plan menu, click the **Status** hyperlink. You will then be directed to the Compliance Status screen.
2. If records are found, from the Compliance Status header, click the **Status** hyperlink.
3. After selecting the Compliance Status hyperlink, **Status Detail** results will appear below. Details such as **Plan Type**, **Compliance Status** and reason for **Non-compliance** are provided.



**School Plans** Home **1** Status Upload

**Compliance Status**

By District IRN:

By School IRN:  
Total school IRNs: 1 IRNs selected: 1

Selection	Associated District IRN	School IRN	School Name	Address	City	State	ZIP
Unselect	046995	030155	New Albany High School	7600 Fodor Rd	New Albany	OH	43054

By District name (enter any part of the name):

By School name (enter any part of the name):

Check Status Reset

**1 records found 9/30/2013 11:11 AM School IRN: 030155**

Row	District Name	District IRN	School Name	School IRN	Compliance Status	Latest Floor Plan Submission Date	Latest Safety Plan Submission Date
1	New Albany-Plain Local	046995	New Albany High School	030155	<a href="#">Status</a>	9/27/2013 1:11 PM	9/27/2013 1:12 PM

page 1 of 1

**Status Details**  
School IRN: 030155 School Name: New Albany High School

File	Plan Type	Compliance Status	Non-compliance Reason	Upload Date	Review Date
IRN030155.FP1.pdf	Floor	Compliant		3/13/2012 12:00 AM	3/13/2012 12:00 AM
IRN030155.FP2.pdf	Floor	Compliant		3/13/2012 12:00 AM	3/13/2012 12:00 AM
IRN030155.FP3.pdf	Floor	Compliant		3/13/2012 12:00 AM	3/13/2012 12:00 AM
IRN030155.FP4.pdf	Floor	Compliant		3/13/2012 12:00 AM	3/13/2012 12:00 AM
IRN030155.FP5.pdf	Floor	Compliant		3/13/2012 12:00 AM	3/13/2012 12:00 AM
IRN030155.FP6.pdf	Floor	Compliant		3/13/2012 12:00 AM	3/13/2012 12:00 AM
IRN030155.FP7.pdf	Floor	Compliant		3/13/2012 12:00 AM	3/13/2012 12:00 AM
IRN030155.FP8.pdf	Floor	Compliant		3/13/2012 12:00 AM	3/13/2012 12:00 AM
IRN030155.sp1.pdf	Safety	Compliant		3/13/2012 12:00 AM	3/13/2012 12:00 AM
IRN000190.SP1.pdf	Safety	None		9/25/2013 1:51 PM	
IRN000159.FP1.pdf	Floor	Compliant		9/25/2013 4:50 PM	9/25/2013 4:52 PM

**To upload/add a school safety or floor plan:**

1. From the Attorney General’s School Plan menu, hover over the **Upload** hyperlink. Upload options of Floor Plan or Safety Plan will appear.
2. Choose either the **Floor Plan** or **Safety Plan** hyperlink to upload. For this example, Floor Plan was selected.



After choosing a plan to upload, you will be routed to the respective upload screen.

3. Select a school to upload a plan. From the **Selection** header list, select the **Select** button next to the school you will be adding a plan to.
4. Click the **Browse** button to locate the file to upload.
5. Include a **Description** of the upload. Include special instructions are optional.
6. To complete the floor or safety plan upload process, click the **Add** button.

**NOTE: Required fields are indicated with an asterisk**

**Upload School Floor Plans**

\* Required  
 \* Please select a school  
 Total school IRNs: 1 IRNs selected: 0

Selection	District IRN	District Name	School IRN	School Name	Address
<b>3</b> <input type="button" value="Select"/>	046995	New Albany-Plain Local	030155	New Albany High School	7600 Fodor Rd

**School Floor Plan**

**NOTICE: All floor plans submitted must be a single document with all floors included. Floor plans submitted must be in one of the following file formats: .jpg, .gif, .bmp, .png, .pdf.**

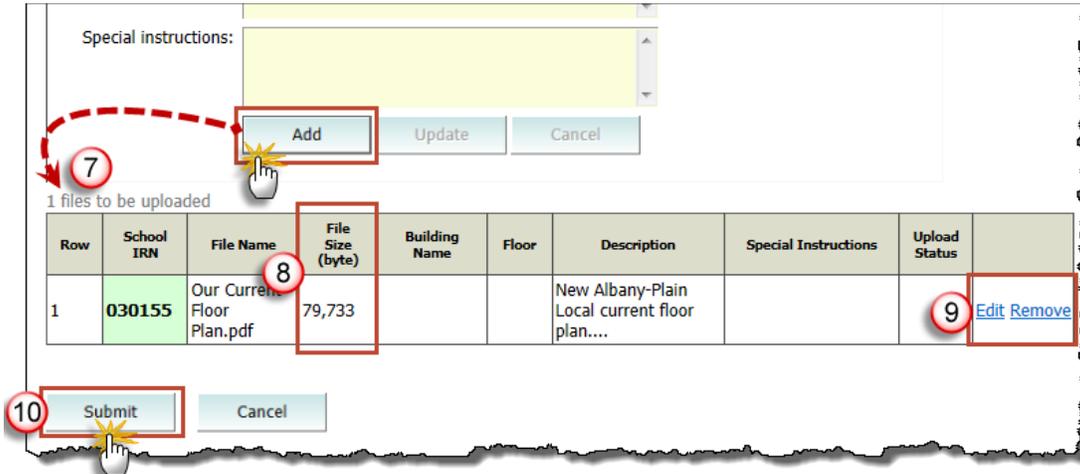
**4** \* File to upload: C:\Users\sferrell\Documents\Safety Plan Single School\

**5** \* Description: New Albany-Plain Local current floor plan...

Special instructions:

**6**

7. After selecting the **Add** button, the upload will appear below.
8. There is a maximum File Size (byte) limit of 20 MB or 20 Megabytes. Any documents uploaded beyond the maximum will be rejected by the system.
9. Option to **Edit** or **Remove** the document is available.
10. To complete the upload submission process of your school's floor or safety plan, click the **Submit** button.



Special instructions:

**7** Add Update Cancel

1 files to be uploaded

Row	School IRN	File Name	File Size (byte)	Building Name	Floor	Description	Special Instructions	Upload Status
1	030155	Our Current Floor Plan.pdf	<b>8</b> 79,733			New Albany-Plain Local current floor plan....		<b>9</b> Edit Remove

**10** Submit Cancel

Your uploaded floor or safety plan will be processed. After plan submissions, you will receive two emails:

- One email indicating that your floor or safety plan was received.
- One email either indicating received and compliant, or received and non-compliant.