Ohio | Department of Commerce
Division of State Fire Marshal
Mike DeWine, Governor
Jon Husted, Lt. Governor
Sheryl Maxfield, Director

Dear School Administrators:

In accordance with Ohio Revised Code 3737.73, educational facilities with more than 20 pupils, are required to conduct emergency evacuation drills and in accordance with Ohio Fire Code 405.1.2, the Record of Emergency Evacuation and Tornado Drills shall be submitted at the middle point of the school year and again at the end of the school year to the Division of State Fire Marshal.

In an effort to streamline the process, the Division of State Fire Marshal, Code Enforcement Bureau is implementing an on-line reporting system. The new reporting system will begin operation on September 30, 2022.

Paper copies will no longer be accepted unless there are extenuating circumstances. If those circumstances exist, please contact our office (888-276-0303) to make other arrangements.

Attached is the information on the new reporting system, including how to log-on and how to record the fire drills and tornado drills.

Sincerely,

Alan Smith

Alan Smith
Bureau Chief
Code Enforcement Bureau

Division of State Fire Marshal
Code Enforcement Bureau
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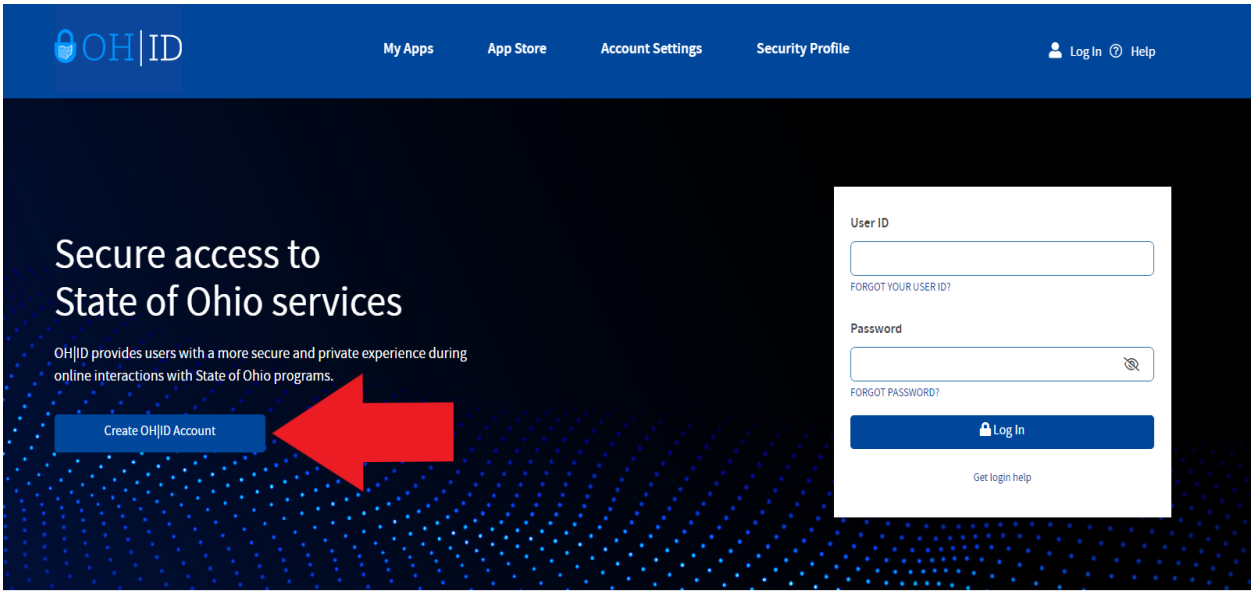
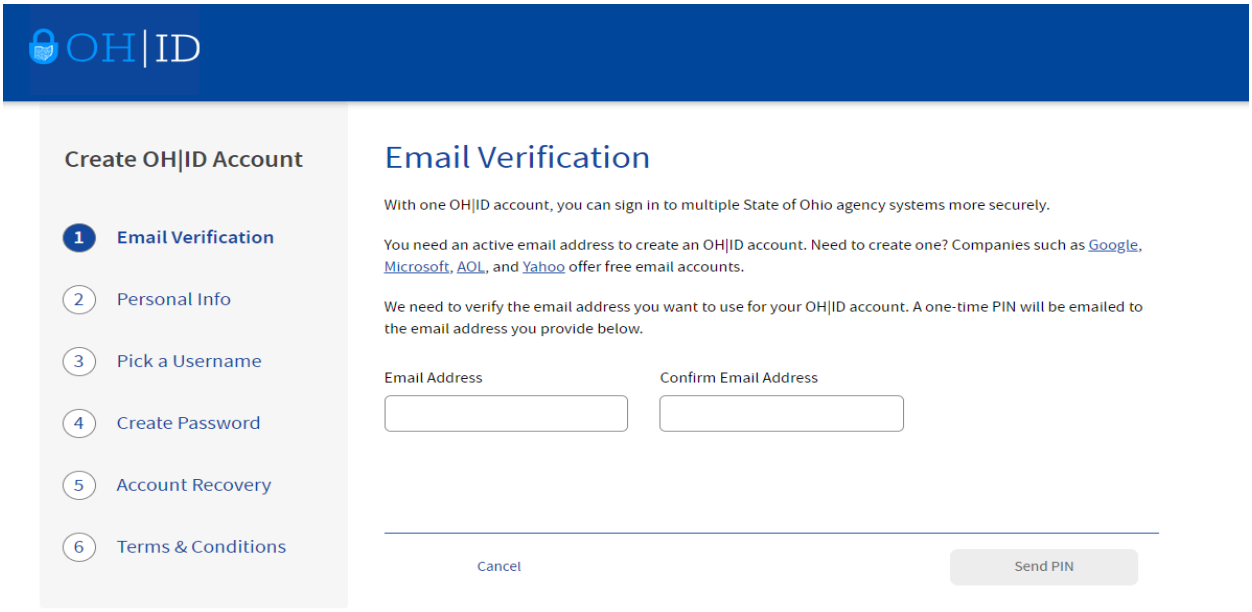
USER GUIDE-EMERGENCY EVACUATION DRILLS

CREATE AN OH|ID

- Navigate to ohid.ohio.gov to create an OH|ID account (if you currently have an OH|ID account, you can skip this step).

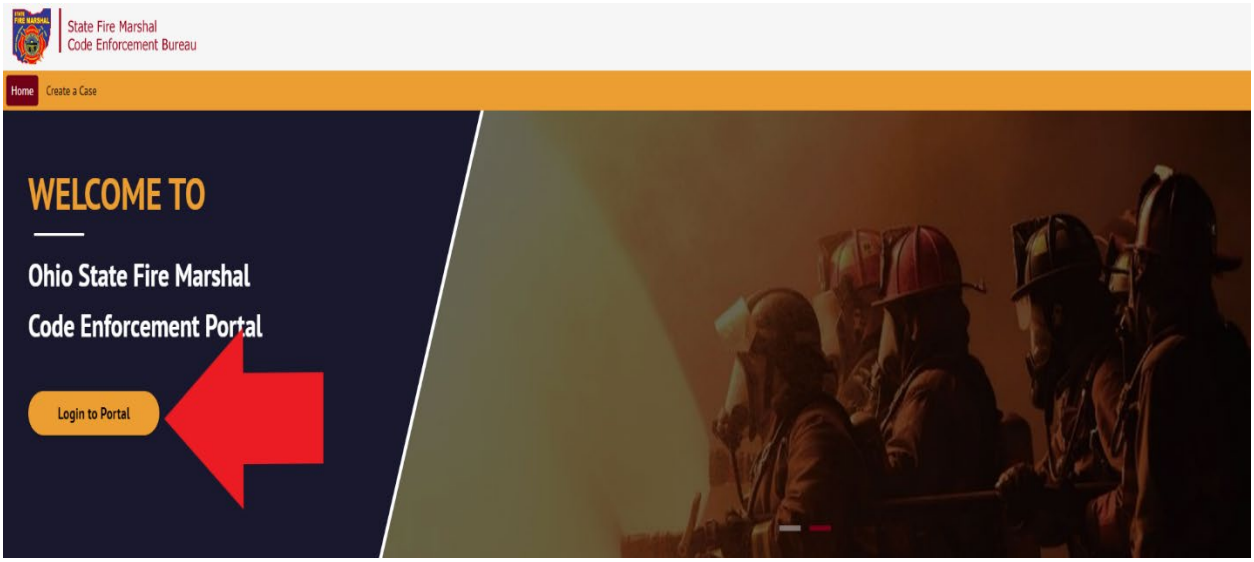


- Follow the instructions to create an OH|ID account.

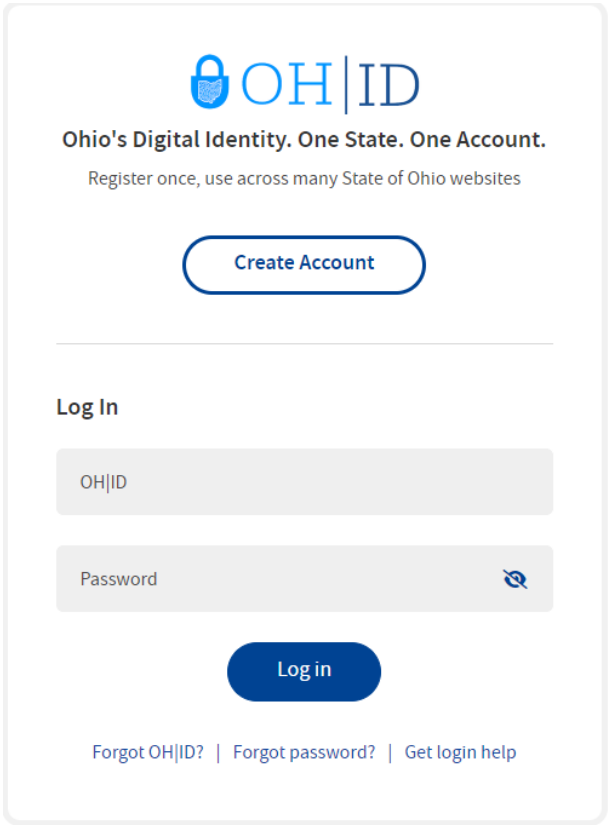


OHIO STATE FIRE MARSHAL-CODE ENFORCEMENT PORTAL

- Navigate to ohiofireceb.com.ohio.gov and log-in to the portal.

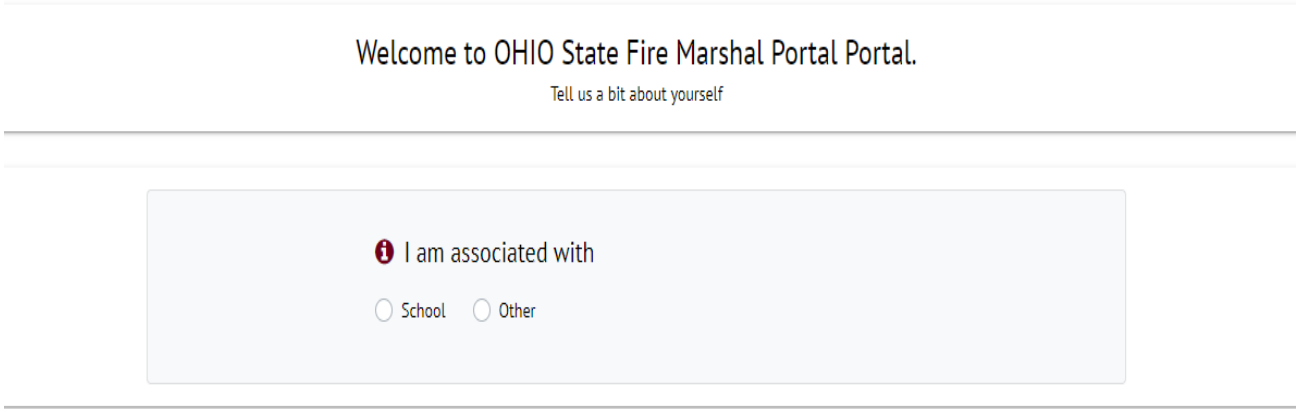


- Log-in to the portal with your OH|ID and password.

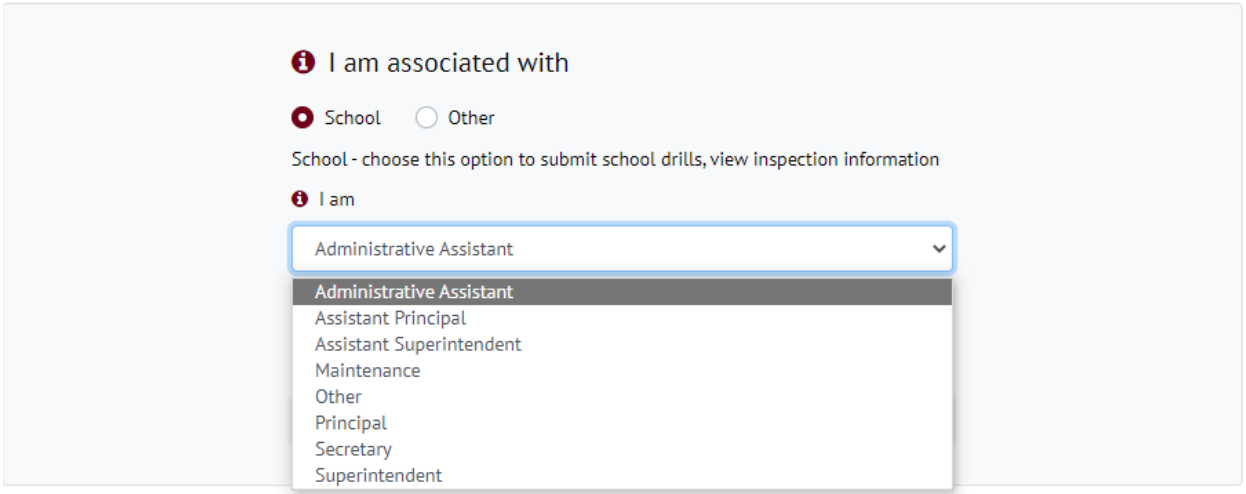


ADDING YOUR SCHOOL(S)

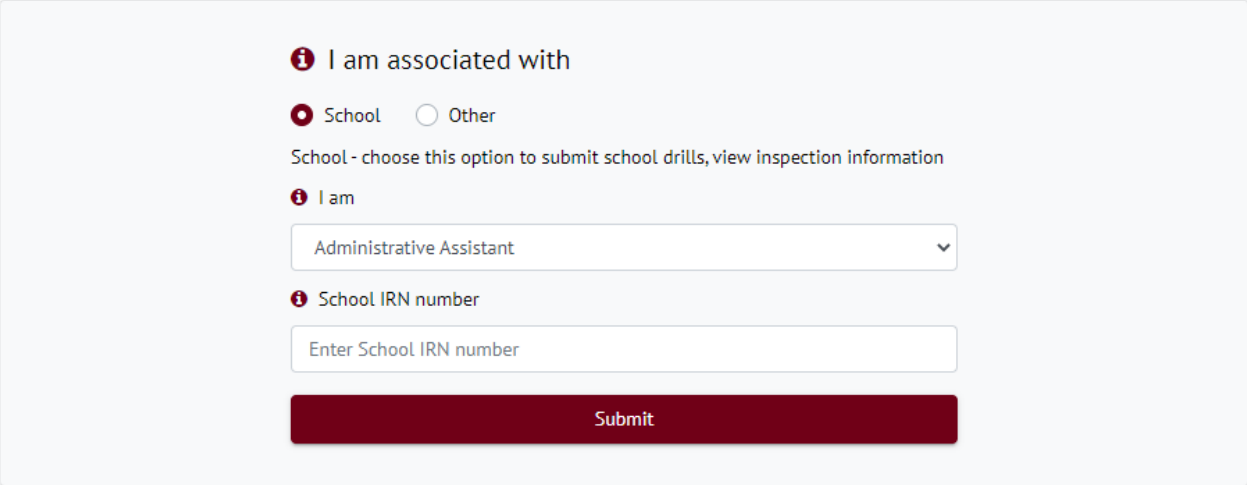
- Indicate you are associated with a school.



- Choose your role.



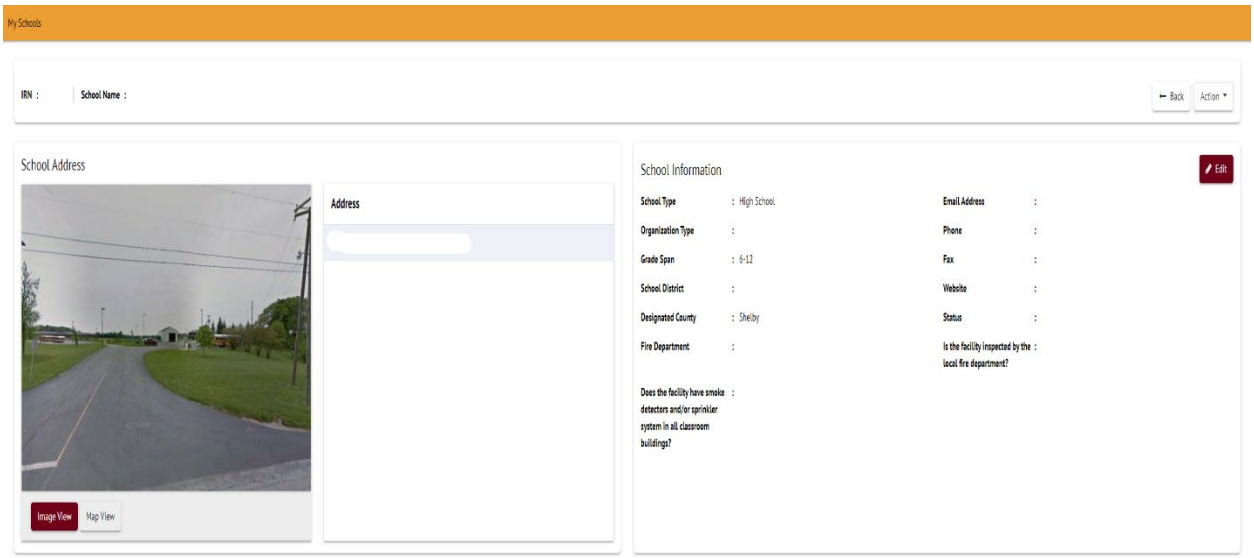
- Enter the IRN Number for your school and submit.



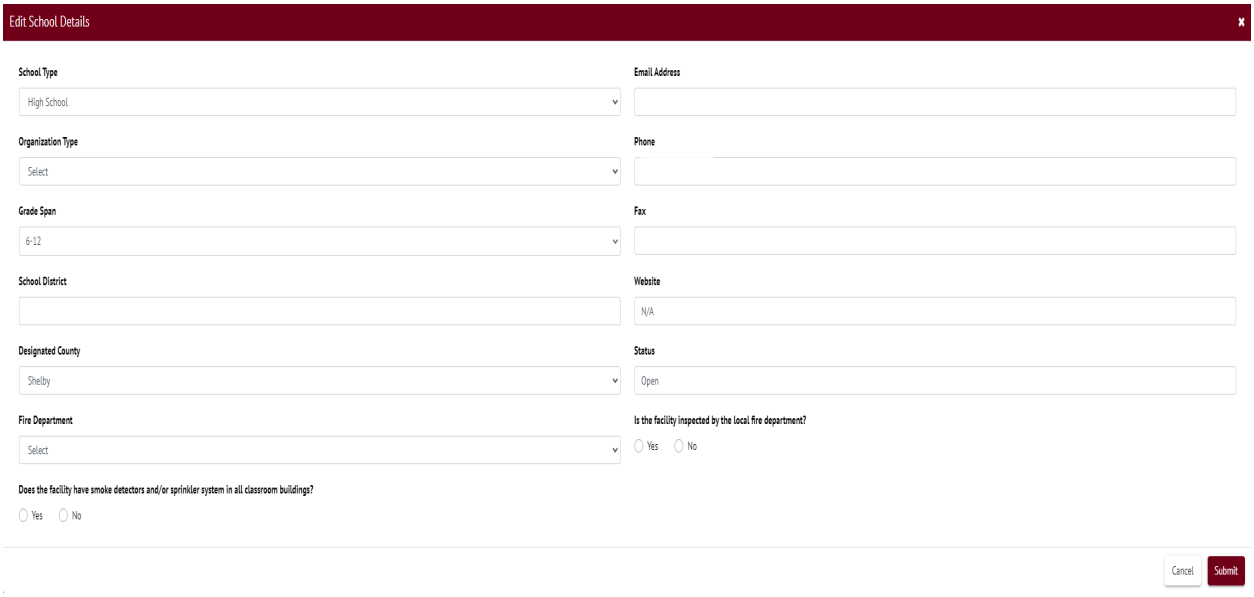
- The school will now be listed in your account.
- To add additional schools, click the ADD button
- If there are no additional schools, click View to open the details page for the school.

SCHOOL DETAIL PAGE

- Some of the information has been pre-populated.

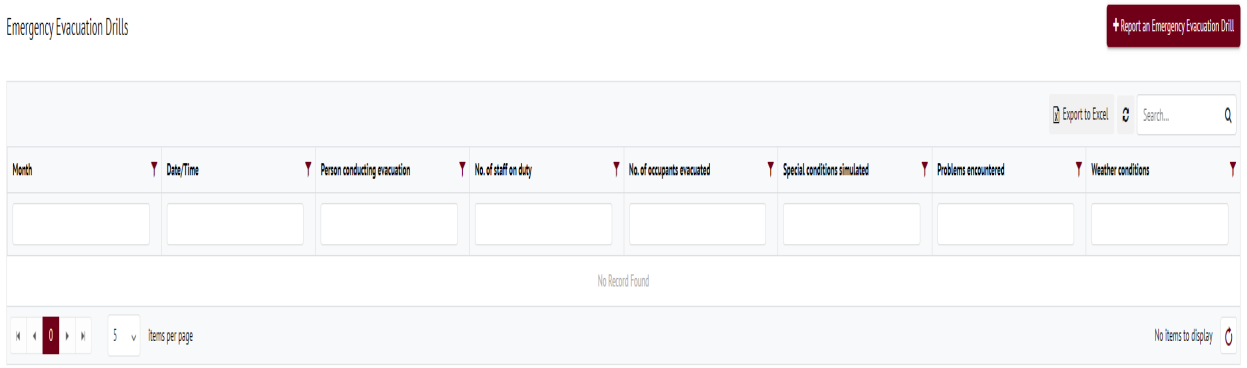


- Ensure that all information is correct and add any information that is missing by clicking on the EDIT button.

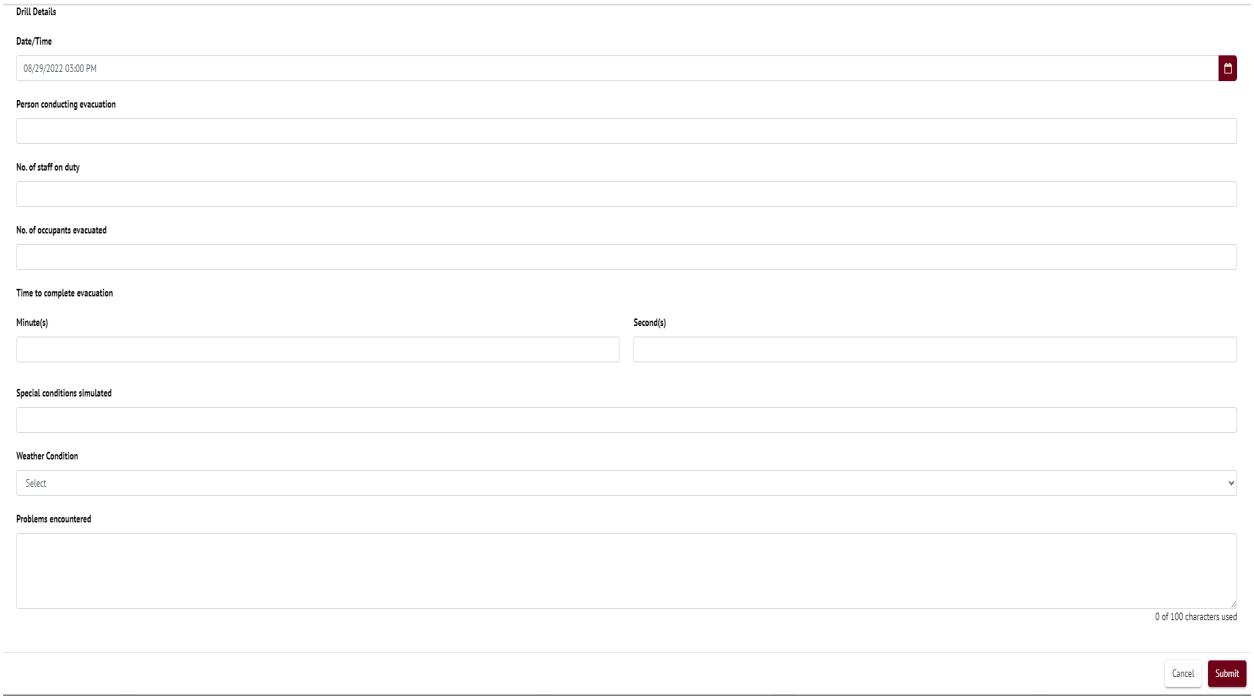


RECORDING EMERGENCY EVACUATION DRILLS

- To record an emergency evacuation drill, click on the Report an Emergency Evacuation Drill button.



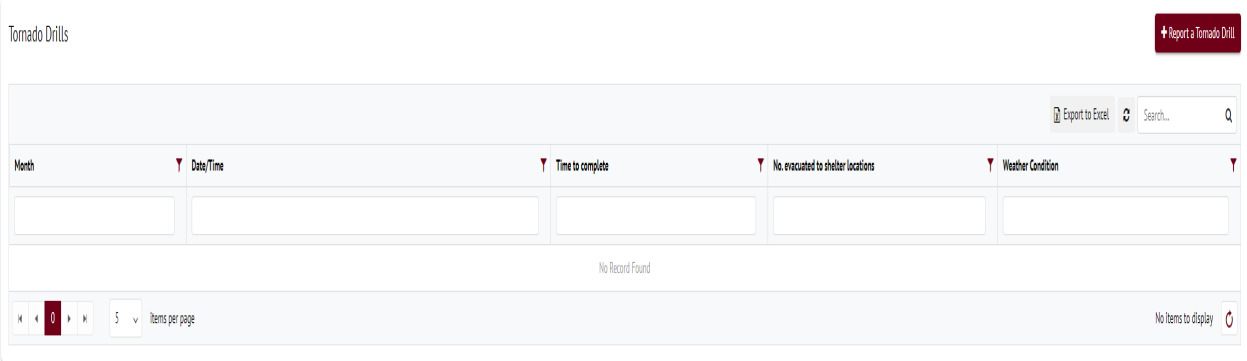
- Input the information for the emergency evacuation drill and click submit.



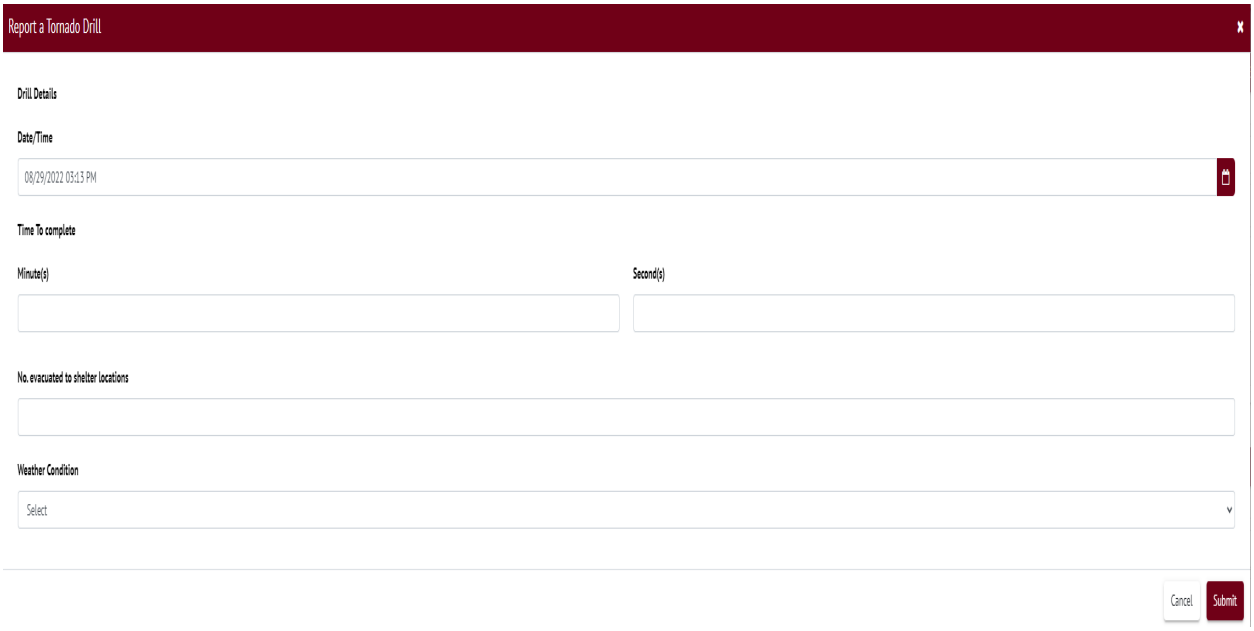
- The information for each emergency evacuation drill will be kept here. The school will no longer need to submit paper copies of the form.

RECORDING TORNADO DRILLS

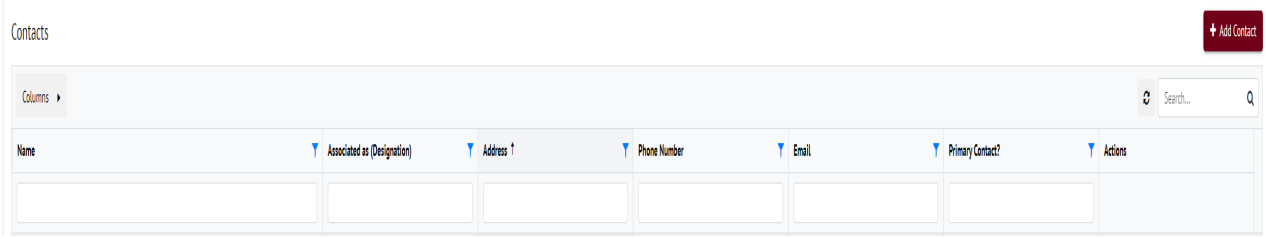
- To record a tornado drill, click on the Report a Tornado Drill button.



- Input the information for the tornado drill and click submit.



- The information for each tornado drill will be kept here. The school will no longer need to submit paper copies of the form.

CONTACTS

- Contacts for the school can be added here. Please designate a primary contact if more than one contact is listed.