



**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,

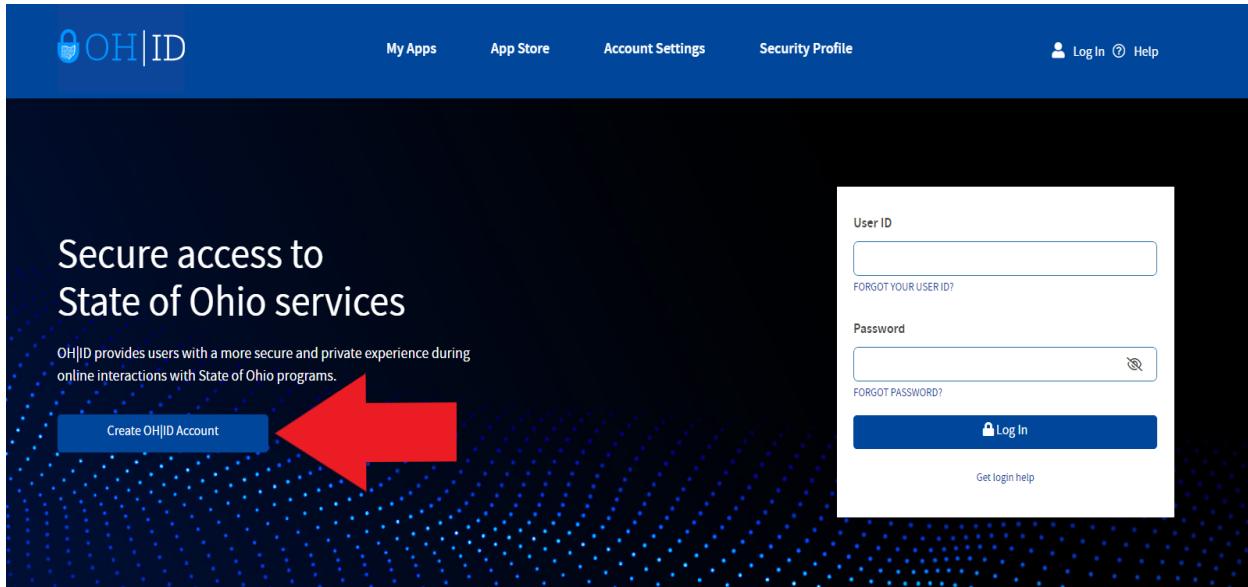
*Alan Smith*

Alan Smith  
Bureau Chief  
Code Enforcement Bureau

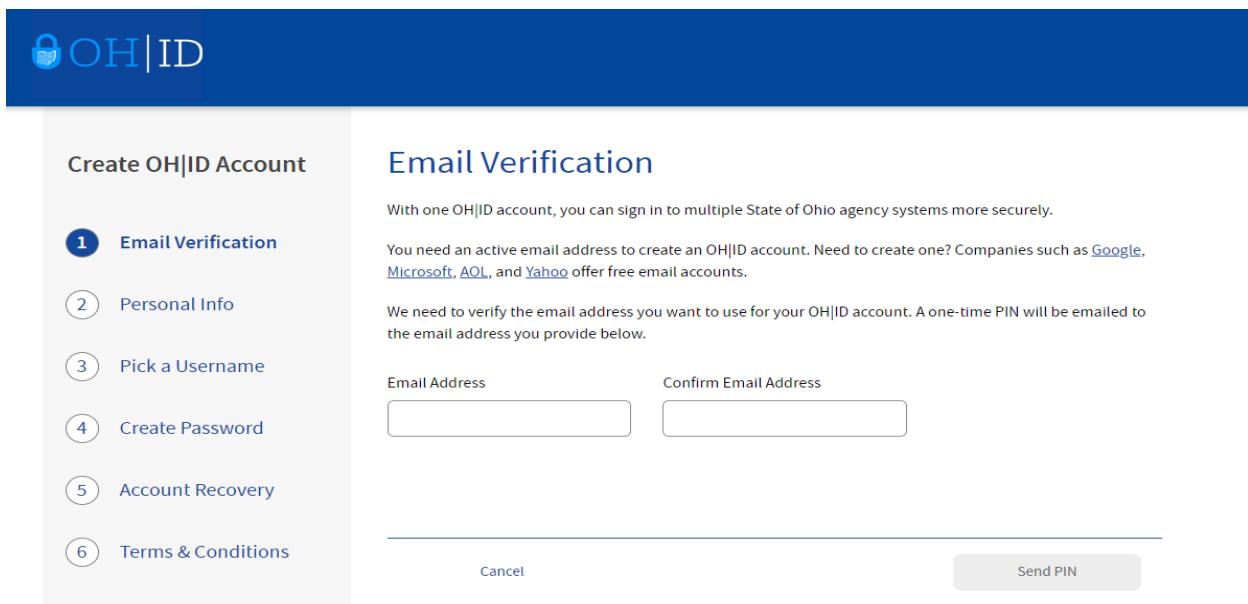
# USER GUIDE-EMERGENCY EVACUATION DRILLS

## CREATE AN OH|ID

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

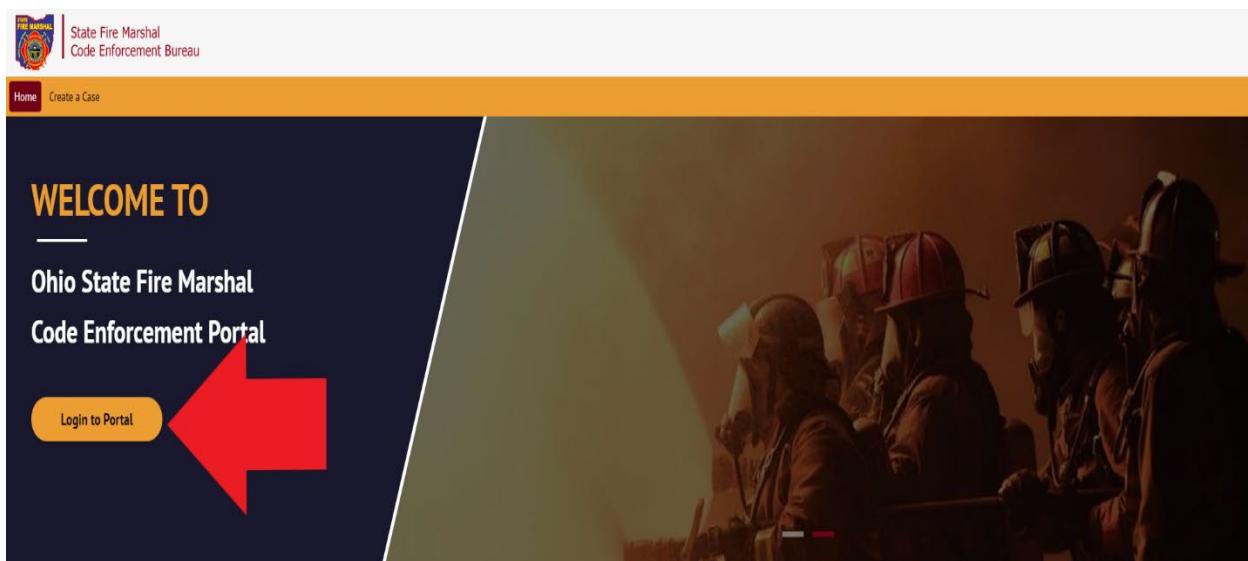


- Follow the instructions to create an OH|ID account.



## OHIO STATE FIRE MARSHAL-CODE ENFORCEMENT PORTAL

- Navigate to [ohiofireceb.com.ohio.gov](http://ohiofireceb.com.ohio.gov) and log-in to the portal.



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

OH|ID

Ohio's Digital Identity. One State. One Account.

Register once, use across many State of Ohio websites

Create Account

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Log In

OH|ID

Password 

Log in

[Forgot OH|ID?](#) | [Forgot password?](#) | [Get login help](#)

## ADDING YOUR SCHOOL(S)

- Indicate you are associated with a school.

Welcome to OHIO State Fire Marshal Portal Portal.

Tell us a bit about yourself

**i** I am associated with

School  Other

- Choose your role.

**i** I am associated with

School  Other

School - choose this option to submit school drills, view inspection information

**i** I am

Administrative Assistant

Administrative Assistant

Assistant Principal

Assistant Superintendent

Maintenance

Other

Principal

Secretary

Superintendent

- Enter the IRN Number for your school and submit.

**i** I am associated with

School  Other

School - choose this option to submit school drills, view inspection information

**i** I am

Administrative Assistant

**i** School IRN number

Enter School IRN number

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.

My Schools

Actions	Image	Details
<b>Add</b>		<p>IRN: [REDACTED]</p> <p>Name: [REDACTED]</p> <p>Address: [REDACTED]</p> <p style="text-align: right;"><b>View</b></p>

## SCHOOL DETAIL PAGE

- Some of the information has been pre-populated.

My Schools

IBN : School Name :

Back Action ▾

School Address

Address

School Information

Edit

School Type	:	High School	Email Address	:
Organization Type	:		Phone	:
Grade Span	:	6-12	Fax	:
School District	:		Website	:
Designated County	:	Shelby	Status	:
Fire Department	:		Is the facility inspected by the local fire department?	

Does the facility have smoke detectors and/or sprinkler system in all classroom buildings?

Image View  Map View

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

Edit School Details

School Type

High School

Organization Type

Select

Grade Span

6-12

School District

Designated County

Shelby

Fire Department

Select

Does the facility have smoke detectors and/or sprinkler system in all classroom buildings?

Yes  No

Email Address

Phone

Fax

Website

N/A

Status

Open

Is the facility inspected by the local fire department?

Yes  No

Cancel  Submit

## RECORDING EMERGENCY EVACUATION DRILLS

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

Emergency Evacuation Drills

[Report an Emergency Evacuation Drill](#)

Month	Date/Time	Person conducting evacuation	No. of staff on duty	No. of occupants evacuated	Special conditions simulated	Problems encountered	Weather conditions

No Record Found

Items per page: 5

No items to display

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

Drill Details

Date/Time  
08/29/2022 03:00 PM

Person conducting evacuation

No. of staff on duty

No. of occupants evacuated

Time to complete evacuation

Minute(s)

Second(s)

Special conditions simulated

Weather Condition  
Select

Problems encountered

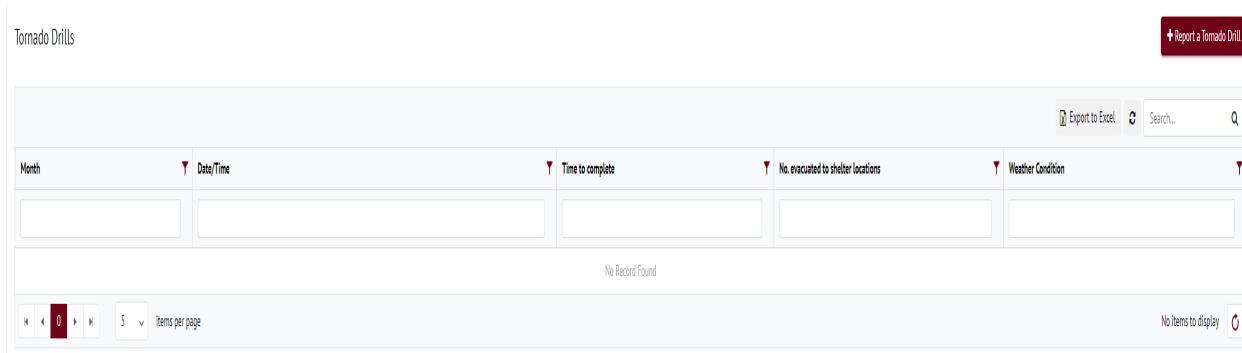
0 of 100 characters used

Cancel [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.



Month	Date/Time	Time to complete	No. evacuated to shelter locations	Weather Condition

No Record Found

Export to Excel | Search... |

Items per page: 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | <input

## CONTACTS

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

Contacts							
Columns ▾		Search... ▾					
Name	Associated as (Designation)	Address	Phone Number	Email	Primary Contact?	Actions	