



**Department  
of Commerce**

Mike DeWine, Governor  
Jon Husted, Lt. Governor

Division of State Fire Marshal  
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,

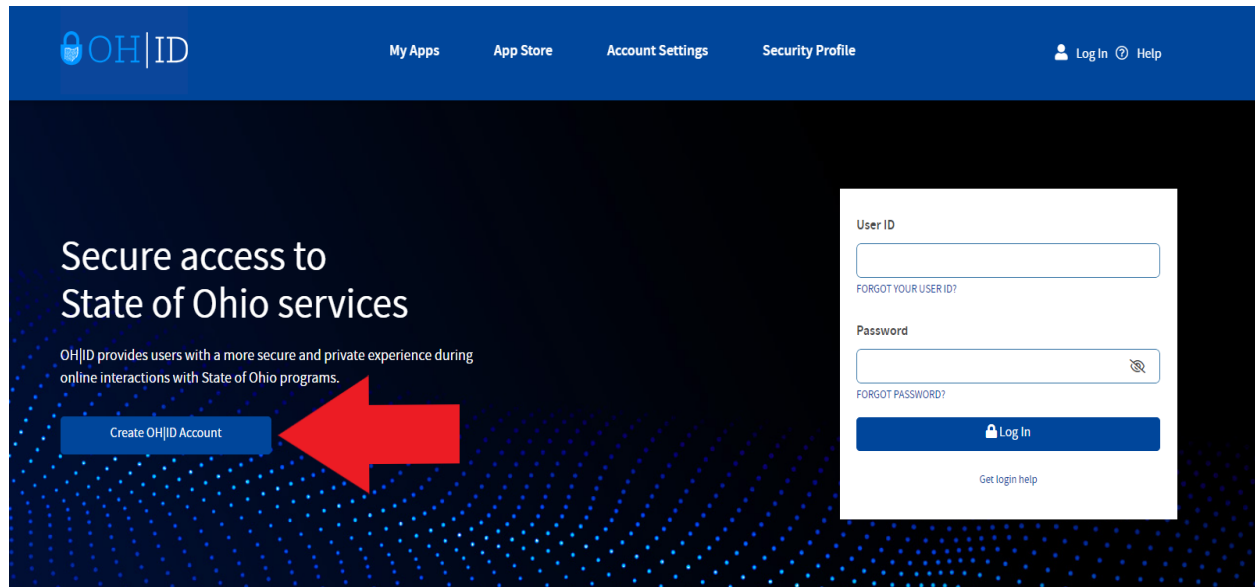
*Alan Smith*

Alan Smith  
Bureau Chief  
Code Enforcement Bureau

# USER GUIDE-EMERGENCY EVACUATION DRILLS

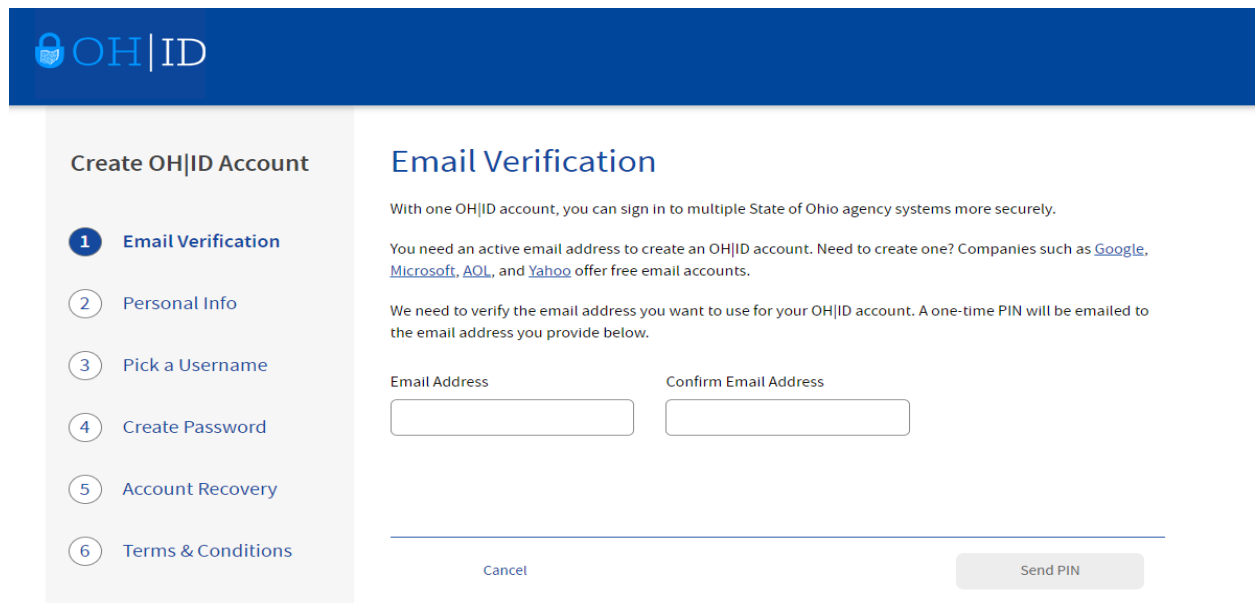
## CREATE AN OH|ID

- 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).



The screenshot shows the OH|ID login page. The header includes the OH|ID logo and navigation links: My Apps, App Store, Account Settings, Security Profile, Log In, and Help. The main content area features the text "Secure access to State of Ohio services" and a description of OH|ID. A blue button labeled "Create OH|ID Account" is highlighted with a red arrow. To the right, there is a login form with fields for "User ID" and "Password", each with a "FORGOT" link, and a "Log In" button.

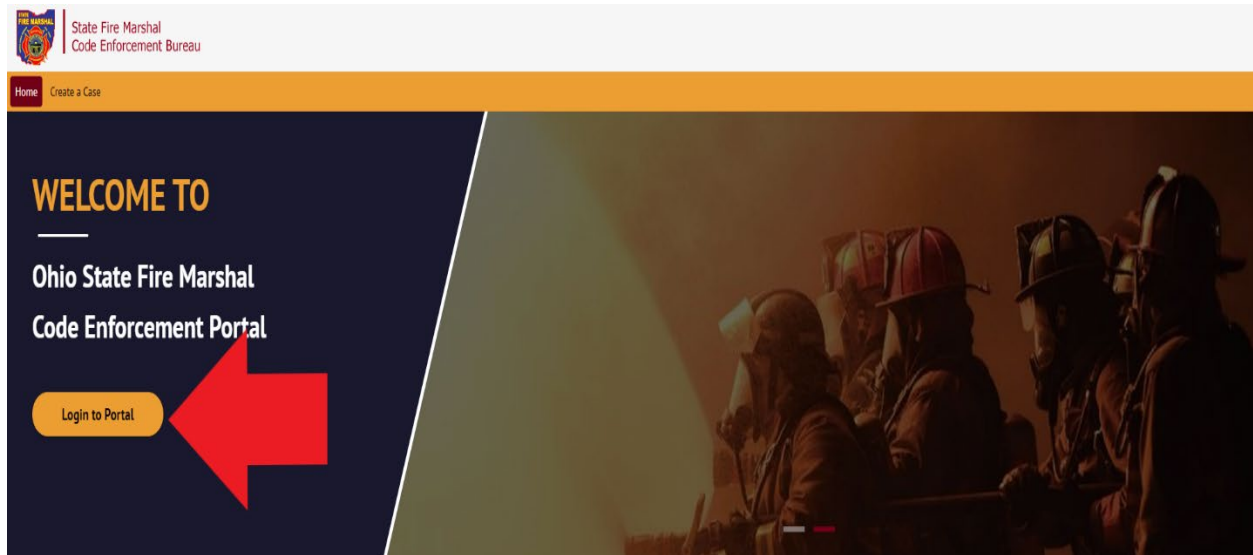
- Follow the instructions to create an OH|ID account.



The screenshot shows the "Create OH|ID Account" page. On the left, a sidebar lists the steps: 1. Email Verification (selected), 2. Personal Info, 3. Pick a Username, 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions. The main content area is titled "Email Verification" and includes instructions: "With one OH|ID account, you can sign in to multiple State of Ohio agency systems more securely. You need an active email address to create an OH|ID account. Need to create one? Companies such as [Google](#), [Microsoft](#), [AOL](#), and [Yahoo](#) offer free email accounts. We need to verify the email address you want to use for your OH|ID account. A one-time PIN will be emailed to the email address you provide below." Below this text are two input fields: "Email Address" and "Confirm Email Address". At the bottom, there are "Cancel" and "Send PIN" buttons.

## 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.


The image shows the OH|ID (Ohio's Digital Identity) login and registration interface. At the top is the OH|ID logo, which consists of a blue shield icon followed by the text "OH|ID". Below the logo is the tagline "Ohio's Digital Identity. One State. One Account." and a subtext "Register once, use across many State of Ohio websites". A blue button labeled "Create Account" is centered below the text. A horizontal line separates the registration section from the login section. The login section is headed "Log In" and contains two input fields: "OH|ID" and "Password". The "Password" field has a blue eye icon to its right, indicating a toggle for password visibility. Below the input fields is a blue button labeled "Log in". At the bottom of the form, there are three links: "Forgot OH|ID?", "Forgot password?", and "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 am associated with

☐ School ☐ Other

- Choose your role.

 I am associated with

☒ School ☐ Other

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

 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 am associated with

☒ School ☐ Other

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

I am

Administrative Assistant

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

Add

Google

© Google

IRN:

Name:

Address:

View

## SCHOOL DETAIL PAGE

- Some of the information has been pre-populated.

My Schools

IBN : School Name :

Back Action

School Address




Image View Map View

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?			

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

Edit School Details

School Type	Email Address
High School	
Organization Type	Phone
Select	
Grade Span	Fax
6-12	
School District	Website
	N/A
Designated County	Status
Shelby	Open
Fire Department	Is the facility inspected by the local fire department?
Select	<input type="radio"/> Yes <input type="radio"/> No
Does the facility have smoke detectors and/or sprinkler system in all classroom buildings?	
<input type="radio"/> Yes <input type="radio"/> 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							
<div> <span>«</span> <span>&lt;</span> <span>0</span> <span>&gt;</span> <span>»</span> </div> <div> 5 items per page </div> <div> No items to display </div>							

- 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.

Tornado Drills + Report a Tornado Drill

Export to Excel Search...

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

No Record Found

«
0
»
5
Items per page

No items to display

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

Report a Tornado Drill

Drill Details

Date/Time

08/29/2022 05:13 PM

Time To complete

Minute(s) Second(s)

No. evacuated to shelter locations

Weather Condition

Select

Cancel 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.

Contacts + Add Contact

Columns ▾ ↻ Search... Q

Name ▾	Associated as (Designation) ▾	Address ↑	Phone Number ▾	Email ▾	Primary Contact? ▾	Actions ▾