

For charter schools to gain access to the School Risk Management Plan

1. Must submit schematics/blueprints of the school to N.C. Emergency Management. The point of contact is Mahmood Hasan (Mahmood.Hasan@ncdps.gov).
2. The schematics/blueprints should be in an exported high-quality PDF or from AutoCAD.
3. **After** the schematics are in the SRMP system (it might take a few weeks), you can gain access to work on your plan. Once notified that you are uploaded to SRMP, you can start entering information,
4. To gain access, you will need an NCID. You can obtain one through your school or the NCID website (<https://ncid.nc.gov/>).
 - If you need to find your administrator for NCID, open the webpage, click “Need Help?,” scroll down to “Delegated Administrator Directory,” click “Local Education Agencies”, look for “Charter Schools” and select your school. Contact the person responsible for the NCID at your school.
5. You then provide Karen Everett (Karen.Everett@dpi.nc.gov) with your NCID and she can add you as an Author, Contributor or District Administrator of your school.
6. You work on completing your plan, and you can attend training to better understand how to use the SRMP. All training information is emailed to the safety directors listed on the listserv.