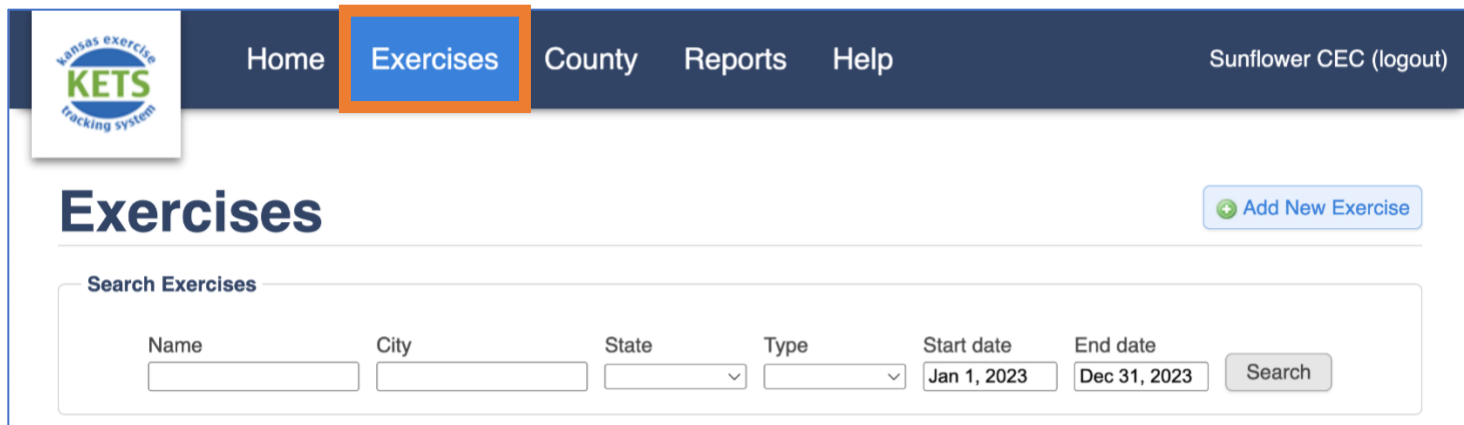


# Step 1: Add New Exercise

1. Click **Exercises** in the header menu.



The screenshot shows the top navigation bar of the KETS Tracking System. The 'Exercises' menu item is highlighted with an orange border. The user is logged in as 'Sunflower CEC (logout)'. Below the header, the 'Exercises' page title is displayed, and the 'Add New Exercise' button is visible in the top right corner.

**KETS** Tracking System

Home **Exercises** County Reports Help Sunflower CEC (logout)

## Exercises

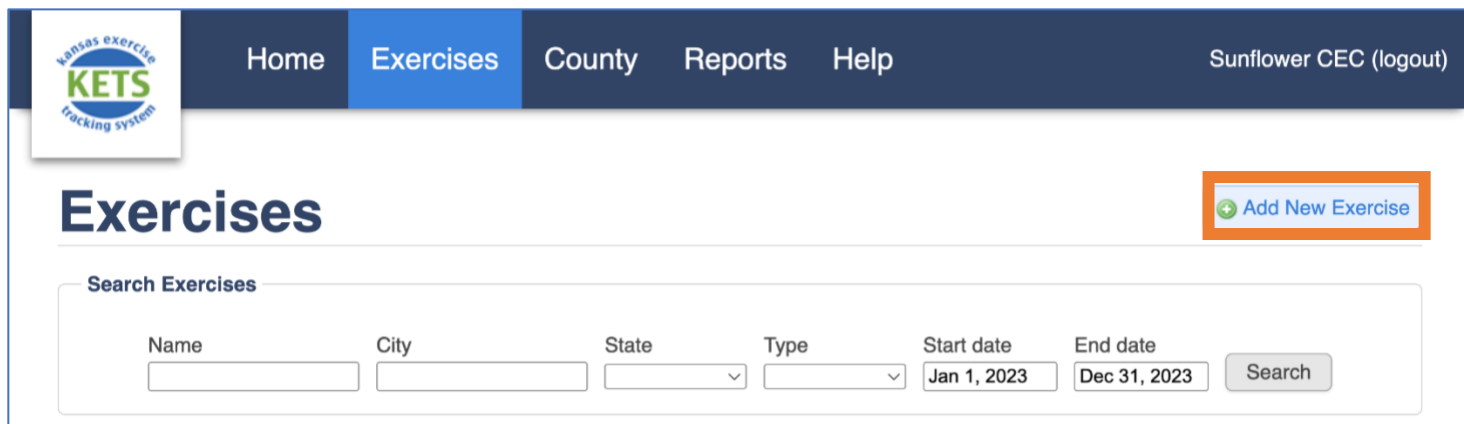
[+ Add New Exercise](#)

Search Exercises

Name City State Type Start date End date Search

Jan 1, 2023 Dec 31, 2023

2. Click **Add New Exercise**.



The screenshot shows the same KETS Tracking System header menu, but now the 'Add New Exercise' button is highlighted with an orange border. The 'Exercises' menu item is no longer highlighted.

**KETS** Tracking System

Home Exercises County Reports Help Sunflower CEC (logout)

## Exercises


[+ Add New Exercise](#)

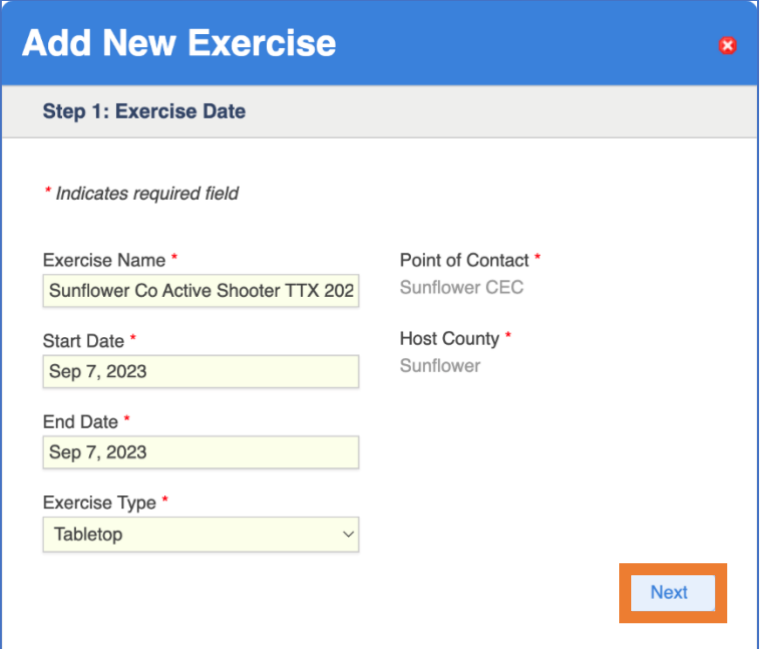
Search Exercises


Name City State Type Start date End date Search

Jan 1, 2023 Dec 31, 2023

3. Enter the Required Exercise Information.

- Exercise Name should be unique and descriptive to distinguish from other similar exercises. For example, **“Sunflower County Active Shooter TTX”** versus ~~“Active Shooter”~~.
- The user who is adding the exercise will be listed as the Point of Contact (POC).
- If at any time you want to exit the wizard and cancel creating the new exercise, push the red circle icon  in the top right-hand corner of the wizard.
- Click **Next**.



**Add New Exercise** 

**Step 1: Exercise Date**

*\* Indicates required field*

Exercise Name \*  Point of Contact \*

Start Date \*  Host County \*

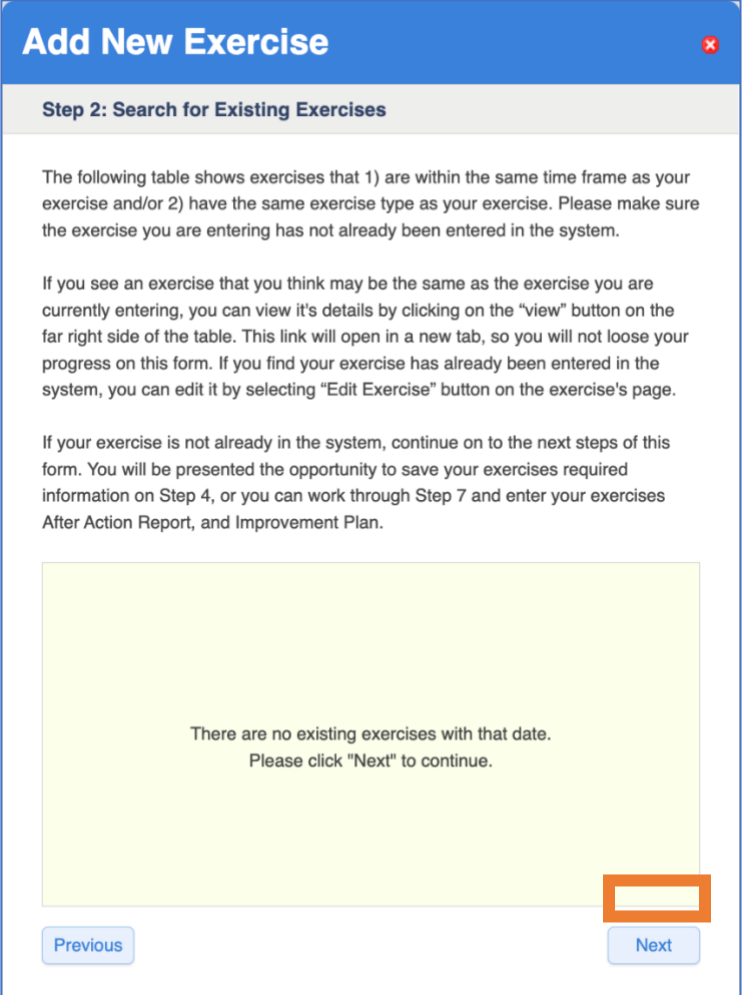
End Date \*


Exercise Type \*

[Next](#)

4. Search for Existing Exercises.

- Exercises with dates similar to the one being added and with the same exercise type will appear. **Check to make sure the exercise being added is not already in KETS.** Click **Next**.



**Add New Exercise** 

**Step 2: Search for Existing Exercises**

The following table shows exercises that 1) are within the same time frame as your exercise and/or 2) have the same exercise type as your exercise. Please make sure the exercise you are entering has not already been entered in the system.

If you see an exercise that you think may be the same as the exercise you are currently entering, you can view its details by clicking on the “view” button on the far right side of the table. This link will open in a new tab, so you will not lose your progress on this form. If you find your exercise has already been entered in the system, you can edit it by selecting “Edit Exercise” button on the exercise’s page.

If your exercise is not already in the system, continue on to the next steps of this form. You will be presented the opportunity to save your exercises required information on Step 4, or you can work through Step 7 and enter your exercises After Action Report, and Improvement Plan.

There are no existing exercises with that date.  
Please click “Next” to continue.

[Previous](#) [Next](#)

5. Enter Exercise Location, Core Capability, and Multi-County Information.

- If Multi-County is selected, please add all participating counties. Additional Counties can be added by clicking [Add Participating County](#).
- Select the Primary Core Capability. Additional Core Capabilities can be added by clicking [Add Additional Capabilities](#).

*(Note: IPPW exercises do not complete this step; IPPWs always have the Primary Core Capability set to "Planning". IPPW Exercises are also not required to input any additional information into the wizard, and will be directed to the **Review and Submit** page from this step.)*

- Click **Next**.

The screenshot shows the 'Add New Exercise' form at Step 3: Enter Remaining Exercise Info. The form includes a header with a close button (X). Below the header, there is a sub-header for the step. A note indicates that an asterisk (\*) denotes a required field. The form contains several sections: 'Location' with radio buttons for 'City' (selected) and 'Out-of-State'; 'County Exercise' with radio buttons for 'Multi-County' (selected) and 'Individual'; 'City' with a text input field containing 'Crisis City'; 'Participating Counties' with a dropdown menu showing 'Saline' and a plus icon to add more counties; 'Primary Core Capability' with a dropdown menu showing 'On-scene Security, Protection, and Law Enforcement' and a plus icon to add more capabilities; and a 'Note' field with a 500-character limit. At the bottom, there are 'Previous' and 'Next' buttons, with the 'Next' button highlighted with an orange border.

6. Enter Exercise Scope and Scenario.

- Enter the scope and a brief synopsis of the exercise.
- The **Add AAR and IP** button will not show for future exercises. If the exercise is set to happen in the future, or if the AAR and IP information is not yet available, select **Save Required Details**.
- If the AAR and IP information is available, continue to the next steps of the form by clicking **Add AAR and IP**.
- Click **Next**.

The screenshot shows the 'Add New Exercise' form at Step 4: Scope and Scenario. The form includes a header with a close button (X). Below the header, there is a sub-header for the step. A note indicates that an asterisk (\*) denotes a required field. The form contains two main sections: 'Scope' with a text input field containing 'Exercise's Scope'; and 'Scenario' with a text input field containing 'A brief synopsis of the exercise.'. At the bottom, there are three buttons: 'Previous', 'Save Required Details' (highlighted with an orange border), and 'Add AAR and IP' (highlighted with an orange border).

7. Add Objectives/After Action Report.

- A minimum of one Objective is required, but more may be added by clicking [+ Add Objective](#) or can be removed by clicking [- Remove Objective](#).
- The Capability dropdown directly reflects the Core Capability(s) selected earlier in the form.
- Each Objective must have one Strength, but more may be added by clicking [+ Add Strength](#) or can be removed by clicking the [-](#) icon, to the right of the text field.
- A minimum of three Areas of Improvement are required. These three Areas of Improvement can be all listed under one Objective or spread over multiple Objectives. More Areas of Improvement can be added by clicking [+ Add Improvement Area](#) or can be removed by clicking [- Remove Improvement Area](#).
- Click **Next**.

## Add New Exercise

Step 5: Objectives/After Action Report

\* Indicates required field

Each Objective requires one Strength

A total of 3 Areas of Improvement are required

1. Objective \* [- Remove Objective](#)

Exercise Objective

Capability \*  
On-scene Security, Protection, and Law Enforcement

Performance Rating

Performed without Challenges (P)  
 Performed with Some Challenges (S)  
 Performed with Major Challenges (M)  
 Unable to be Performed (U)

Strengths \*

a. [- Remove Strength](#)  
First Objective Strength

b. [- Remove Strength](#)  
Second Objective Strength

c. [- Remove Strength](#)  
Third Objective Strength

[+ Add Strength](#)

Improvement Areas:

a. Area of Improvement \* [- Remove Improvement Area](#)  
First Area of Improvement

Reference  
Reference for First Area of Improvement

Analysis  
Analysis of First Area of Improvement

b. Area of Improvement \* [- Remove Improvement Area](#)  
Second Area of Improvement

Reference  
Reference for Second Area of Improvement

Analysis  
Analysis of Second Area of Improvement

c. Area of Improvement \* [- Remove Improvement Area](#)  
Third Area of Improvement

Reference  
Reference for Third Area of Improvement

Analysis  
Analysis of Third Area of Improvement

[+ Add Improvement Area](#)

[+ Add Objective](#)

[Previous](#) [Next](#)

8. Add Host County's Improvement Plan.
  - A minimum of 3 Areas of Improvement are required, but more may be added by clicking [+ Add Area of Improvement](#) or can be removed by clicking [- Remove Area of Improvement](#).
  - The Capability dropdown directly reflects the Core Capability(s) selected earlier in the form.
  - Click **Next**.

**Add New Exercise** ✕

**Step 6: Improvement Plan**

*\* Indicates required field*

*A minimum of 3 Improvement Areas are required*

1. Area of Improvement \*
 

First Area of Improvement

Capability \*  

On-scene Security, Protection, and Law Enforcement

Measurable Corrective Action \*  

Measurable Corrective Action for First Area of Improvement

Preparedness Priority \*  

Organization

Primary Organization \*  

Primary Organization for First Area

Start Date \*  

Sep 7, 2023

Completion Date \*  

Sep 7, 2023

- Remove Area of Improvement
2. Area of Improvement \*
 

Second Area of Improvement

Capability \*  

On-scene Security, Protection, and Law Enforcement

Measurable Corrective Action \*  

Measurable Corrective Action for Second Area of Improvement

Preparedness Priority \*  

Equipment

Primary Organization \*  

Primary Organization for Second A

Start Date \*  

Sep 7, 2023

Completion Date \*  

Sep 7, 2023

- Remove Area of Improvement
3. Area of Improvement \*
 

Third Area of Improvement

Capability \*  

On-scene Security, Protection, and Law Enforcement

Measurable Corrective Action \*  

Measurable Corrective Action for Third Area of Improvement

Preparedness Priority \*  

Training

Primary Organization \*  

Primary Organization for Third Area

Start Date \*  

Sep 7, 2023

Completion Date \*  

Sep 7, 2023

- Remove Area of Improvement

+ Add Area of Improvement

Previous

Next

## 9. Answer the Submission Questions

- The answers to these submission questions will determine whether or not the submitted exercise is counted towards county credit for the host county. Please make sure all the information entered is true and accurate.
- Click **Next**.

### Add New Exercise ✕

#### Step 7: Submit Host County Exercise

The following submission questions will determine whether or not your exercise is counted for county credit. Please make sure the following information is true and accurate.

##### Submission Questions

All Questions Require Response \*

Was this exercise listed on your IPPW Calendar?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Is the exercise part of a progressive exercise series?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Was this exercise designed to meet grant requirements other than EMPG?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did this exercise test functions or elements of your County Emergency Operations Plan / or did it help create a Integrated Preparedness Plan?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did Emergency Management personnel from your county participate in this exercise?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did this exercise evaluate DHS/FEMA core capabilities?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did the exercise follow HSEEP methodology?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Was this exercise conducted in your county?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Was this exercise developed/delivered by a third party vendor?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did your Improvement Plan identify at least 3 measurable corrective actions for your county?	<input checked="" type="radio"/> Yes	<input type="radio"/> No

\* I hereby certify that the data contained within this report submission is true and accurate and adheres to EMPG grant guidance. I understand all EMPG project reports and records are subject to further review by KDEM and US DHS/FEMA, and that any false/inaccurate reports may lead to a possible payback of reimbursements and subsequent loss of current and future EMPG grant funding.


[Previous](#) [Next](#)

## 10. Review Exercise information.

- Double check exercise information before clicking **Save**.
- To make changes, click **Previous** to return to the Submission Questions form.

11. After clicking Save, a green banner will show at the top with the message “Successfully created exercise!”. The system will direct to the exercise’s summary page.

Successfully created exercise! [\[hide\]](#)

 [Home](#) [Exercises](#) [County](#) [Reports](#) [Help](#) Sunflower CEC (logout)

## Sunflower Co Active Shooter TTX 2023

Type	Tabletop
Date	Sep 7, 2023
County Exercise	Multi-County Exercise
Location	Crisis City Hosted By Sunflower County
Point of Contact	<a href="#">Sunflower CEC</a>
Number of Participants	<a href="#">+ Add Participants</a>
Core Capabilities	On-scene Security, Protection, and Law Enforcement (primary)
Scope	Exercise's Scope
Scenario	A brief synopsis of the exercise.
Notes	None

[✎ Edit Exercise](#)