

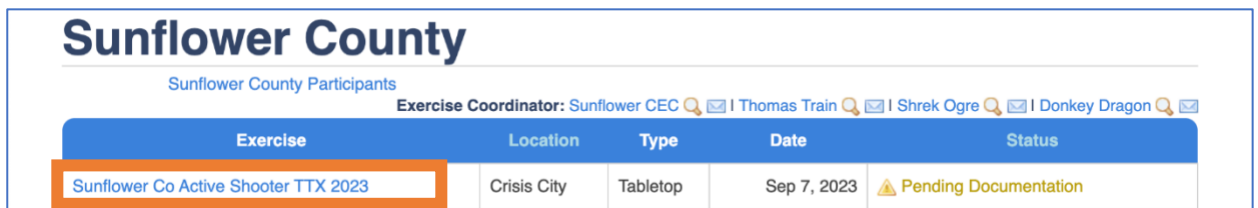
Step 5: Upload Your County's Documentation

The County Exercise Coordinator has the responsibility to upload the AAR and IP (or IPPW Calendar) for their county.

This process must be completed in order for your county to receive credit for the exercise.

Uploading Non-IPPW Documentation for Your County

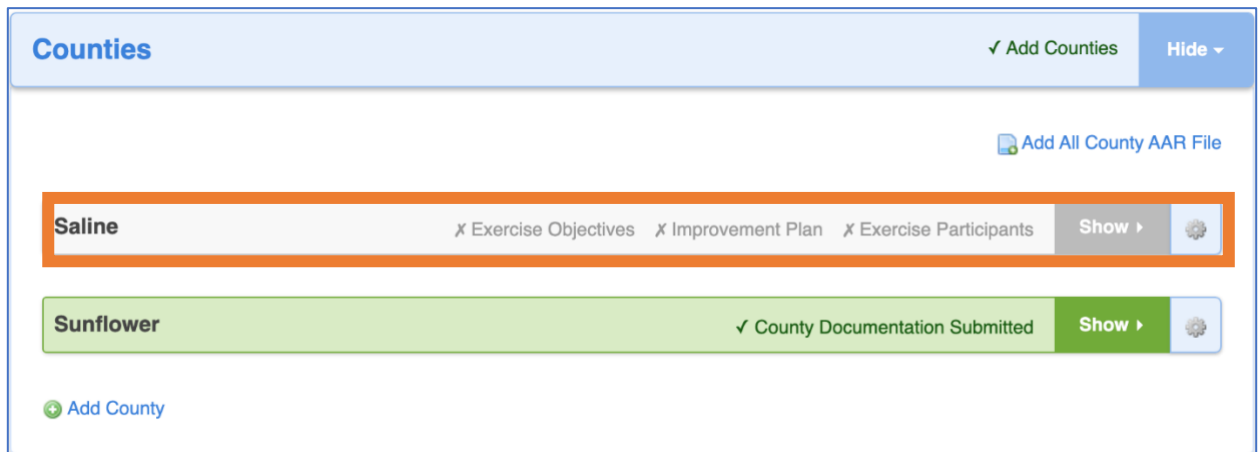
1. Click County in the top menu bar.
2. Click on the linked name of the exercise you wish to submit documentation for, to navigate to that exercise's page.



Sunflower County
Sunflower County Participants
Exercise Coordinator: Sunflower CEC | Thomas Train | Shrek Ogre | Donkey Dragon

Exercise	Location	Type	Date	Status
Sunflower Co Active Shooter TTX 2023	Crisis City	Tabletop	Sep 7, 2023	Pending Documentation

3. Scroll down to the **Counties** section of the page and expand the county documentation form by clicking on the name of the county you are entering documentation for.



Counties ✓ Add Counties Hide ▾

[Add All County AAR File](#)

Saline	x Exercise Objectives x Improvement Plan x Exercise Participants	Show ▶
Sunflower	✓ County Documentation Submitted	Show ▶

[+ Add County](#)

4. Enter the county's **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 for the exercise.
- 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 **Submit Objectives** when you are ready to move on to fill out the county's IP.

The screenshot shows the 'Saline' County Exercise Details form. At the top, there are navigation tabs for 'Exercise Objectives', 'Improvement Plan', and 'Exercise Participants'. The form is titled 'County Exercise Details' and contains the following sections:

- 1. Objective:** A text input field for the exercise objective, with a 'Remove Objective' button to its right.
- Capability:** A dropdown menu currently set to 'On-scene Security, Protection, and Law Enforcement'.
- Performance Rating:** Radio buttons for 'Performed without Challenges (P)', 'Performed with Some Challenges (S)', 'Performed with Major Challenges (M)', and 'Unable to be Performed (U)'. The 'P' option is selected.
- Strengths:** Three text input fields labeled 'a. First Objective Strength', 'b. Second Objective Strength', and 'c. Third Objective Strength', each with a 'Remove' button to its right. Below these is an 'Add Strength' button.
- Improvement Areas:** Three sections, each starting with an 'Area of Improvement' text field and a 'Remove Improvement Area' button. Each section also includes 'Reference' and 'Analysis' text input fields. Below these sections is an 'Add Improvement Area' button.
- Footer:** An 'Add Objective' button and a 'Submit Objectives' button (highlighted with an orange border).

5. Enter the 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 for the exercise.
- Click **Submit Improvement Plans** when you are ready to move on to fill out the county's Participants.

The screenshot shows the 'County Exercise Details' form in the Saline system. It features three sections for 'Area of Improvement'. Each section includes a dropdown for the area name, a dropdown for the capability (all set to 'On-scene Security, Protection, and Law Enforcement'), a text field for the measurable corrective action, and fields for preparedness priority, primary organization, start date, and completion date. At the bottom, there are buttons for 'Back to Objectives' and 'Submit Improvement Plans' (highlighted with an orange box).

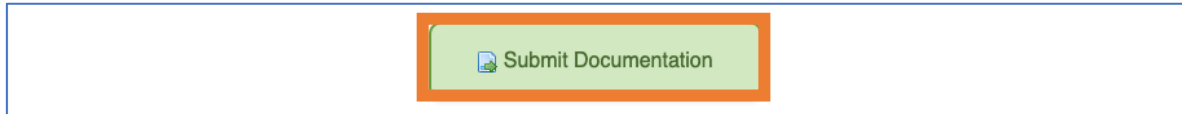
6. Enter the County's **Participants**

- A minimum of 3 Participants are required, but more can be added by clicking [+ Add Participant](#) or can be removed by clicking the [-](#) icon to the right of the text field.
- Click **Submit Participants** when you are ready to move on to review and submit the county documentation.

The screenshot shows the 'County Exercise Details' form in the Saline system, specifically the 'Participants' section. It displays a table with three columns: 'Participant Name', 'Role', and 'Organization/Agency'. Each row has a red minus icon to its right. At the bottom, there are buttons for 'Add Participant', 'Back to Improvement Plans', and 'Submit Participants' (highlighted with an orange box).

Participant Name	Role	Organization/Agency	
John Doe	Player	Ellsworth Fire Department	-
Steven Johnson	Design Team, Evaluator	Ellsworth Fire Department	-
Peter Paul	Player	Ellsworth Fire Department	-

7. Review the county documentation, and when you are ready, scroll to the bottom of the county documentation, and select **Submit Documentation**.



8. 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.

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

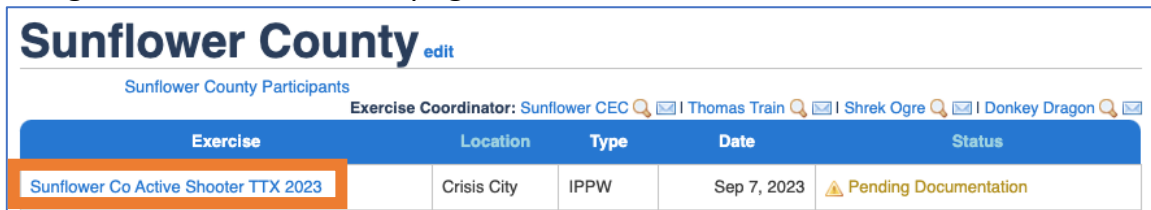
* I hereby certify that the data contained within this report submission is true and accurate and adheres to EMPG grant guidance. I understand all EMPG project reports and records are subject to further review by KDEM and US DHS/FEMA, and that any false/inaccurate reports may lead to a possible payback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

Submit Exercise

9. An Administrator will review and approve the exercise documentation. You will receive an email notification when it has been approved.

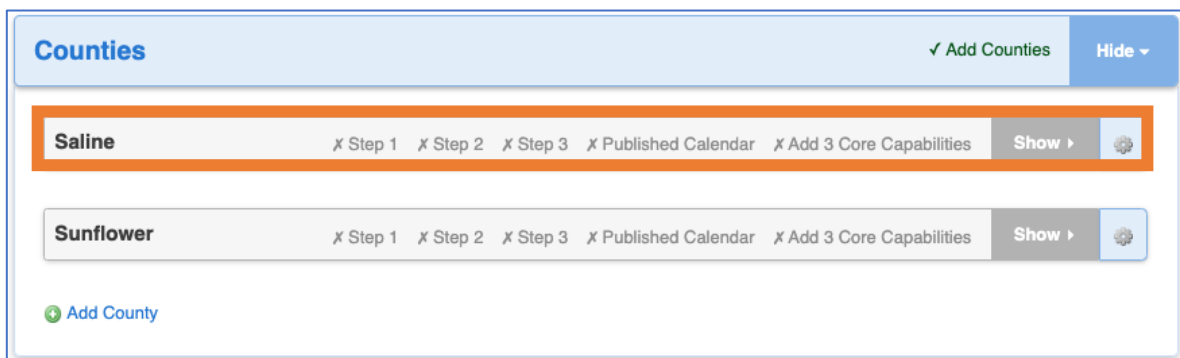
Uploading IPPW Documentation for Your County

1. Click County in the top menu bar.
2. Click on the linked name of the exercise you wish to submit documentation for, to navigate to that exercise's page.



Exercise	Location	Type	Date	Status
Sunflower Co Active Shooter TTX 2023	Crisis City	IPPW	Sep 7, 2023	⚠ Pending Documentation

3. Scroll down to the **Counties** section of the page and expand the county documentation form by clicking on the name of the county you are entering documentation for.



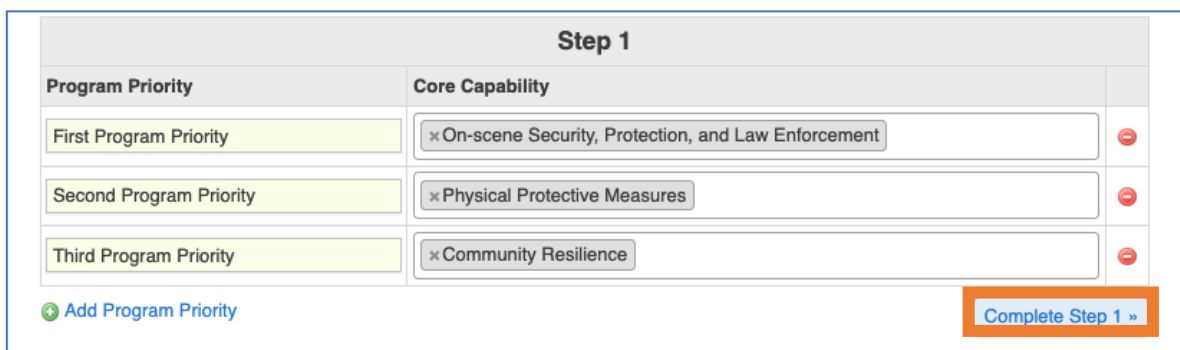
Counties ✓ Add Counties Hide ▾

Saline ✕ Step 1 ✕ Step 2 ✕ Step 3 ✕ Published Calendar ✕ Add 3 Core Capabilities Show ▸ ⚙

Sunflower ✕ Step 1 ✕ Step 2 ✕ Step 3 ✕ Published Calendar ✕ Add 3 Core Capabilities Show ▸ ⚙

[+ Add County](#)

4. Enter the county's **Program Priorities** and each priority's **Core Capabilities**.
 - Additional Priorities may be added by clicking [+ Add Program Priority](#) or can be removed by clicking the **−** icon, to the right of the text field.
 - Click **Complete Step 1** when you are ready to move on.



Step 1	
Program Priority	Core Capability
First Program Priority	✕ On-scene Security, Protection, and Law Enforcement −
Second Program Priority	✕ Physical Protective Measures −
Third Program Priority	✕ Community Resilience −

[+ Add Program Priority](#) Complete Step 1 »

5. Enter the each Program Priority's **Prepared Priority** with a corresponding list of **Preparedness Goals**.

- Click **Complete Step 2** when you are ready to move on.

Step 2

Priority: First Program Priority
Core Capability: On-scene Security, Protection, and Law Enforcement

1. Preparedness Priority for First Program Priority -
 - a. First Preparedness Goal -
 - b. Second Preparedness Goal -
 - c. Third Preparedness Goal -[+ Add Subitem](#)
- [+ Add Item](#)

Priority: Second Program Priority
Core Capability: Physical Protective Measures

1. Preparedness Priority for Second Program Priority -
 - a. First Preparedness Goal -
 - b. Second Preparedness Goal -
 - c. Third Preparedness Goal -[+ Add Subitem](#)
- [+ Add Item](#)

Priority: Third Program Priority
Core Capability: Community Resilience

1. Preparedness Priority for Third Program Priority -
 - a. First Preparedness Goal -
 - b. Second Preparedness Goal -
 - c. Third Preparedness Goal -[+ Add Subitem](#)
- [+ Add Item](#)

« Back to Step 1 Complete Step 2 »

6. Enter the **POETE Actions** you will take to address each Priority.
 - A minimum of one POETE Action is required for each Priority, but additional POETE Actions may be added by clicking [+ Add POETE](#) or can be removed by clicking the **-** icon, to the right of the text field.
 - Click **Submit Steps** when you are ready to review and Submit the IPPW steps.

Step 3

Priority: First Program Priority

Planning	Organization	Equipment	Training	Exercise
Planning Action				

[+ Add POETE](#)

Priority: Second Program Priority

Planning	Organization	Equipment	Training	Exercise
		Equipment Action		

[+ Add POETE](#)

Priority: Third Program Priority

Planning	Organization	Equipment	Training	Exercise
				Exercise Action

[+ Add POETE](#)

« Back to Step 2 **Submit Steps**

7. Scroll to the bottom of the IPPW documentation and click on **Add Interactive Calendar**
8. Enter your counties planned Exercises, Trainings, or IPPWs, and publish the calendar when you are ready, by clicking **Publish Calendar**.
9. Review the county documentation, and when you are ready, scroll to the bottom of the county documentation, and select **Submit Documentation**.

Submit Documentation

10. 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.

Submission Questions

All Questions Require Response *

Was the workshop conducted based on your current IPPW calendar?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did this workshop involve primary community stakeholders to create a progressive multi-year (3 Years) integrated preparedness plan (IPP).	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did your 3-year integrated preparedness plan (IPP) identify a minimum of three exercises per calendar year (which includes the annual IPPW) for your county based on DHS/FEMA core capabilities?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did this workshop identify priority DHS/FEMA core capabilities to be tested/validated that are specific to your county?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were any of these exercises planned based on findings from a previous exercise or real event After Action Report?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Was this workshop conducted in your county?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Was this workshop developed/facilitated by a third party?	<input checked="" type="radio"/> Yes	<input type="radio"/> No

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11. An Administrator will review and approve the exercise documentation. You will receive an email notification when it has been approved.