



County Exercise Program Manager

Each county must designate an **Exercise Program Manager**. *The Exercise Program Manager can be either an EMPG or County funded personnel that is within the county emergency management office.*

The Exercise Program Manager:

- Will be identified as the **County Exercise Coordinator** (or User) in [KETS](#) for submitting your county's exercise data and reports and will serve as KDEM's exercise point of contact for the EMPG exercise program.
- Should the county need to update the Exercise Program Manager at anytime during the grant fiscal year, a new form should be completed and returned to KDEM. Then access to [KETS](#) will be granted.
- Must attend and complete Homeland Security Exercise and Evaluation Program (HSEEP) training; this individual is encouraged to attend other exercise development courses sponsored by KDEM.
 - All exercises funded with EMPG, HSGP, and/or HMEP funding must follow the principles outlined in the HSEEP; guidance may be located on the KDEM website, www.kansastag.gov/292/exercises.
 - If conducting Exercise Program Management for multiple jurisdictions, all the exercise paperwork (to include IPPW packets) needs to be original and specific to each jurisdiction, unless otherwise stated previously in this guidance.

County(s)			
Exercise Program Manager		Title	
Office Number		Cell Number	
Email		Fax	
Address	City	State	Zip

Signature Exercise Program Manager

Date