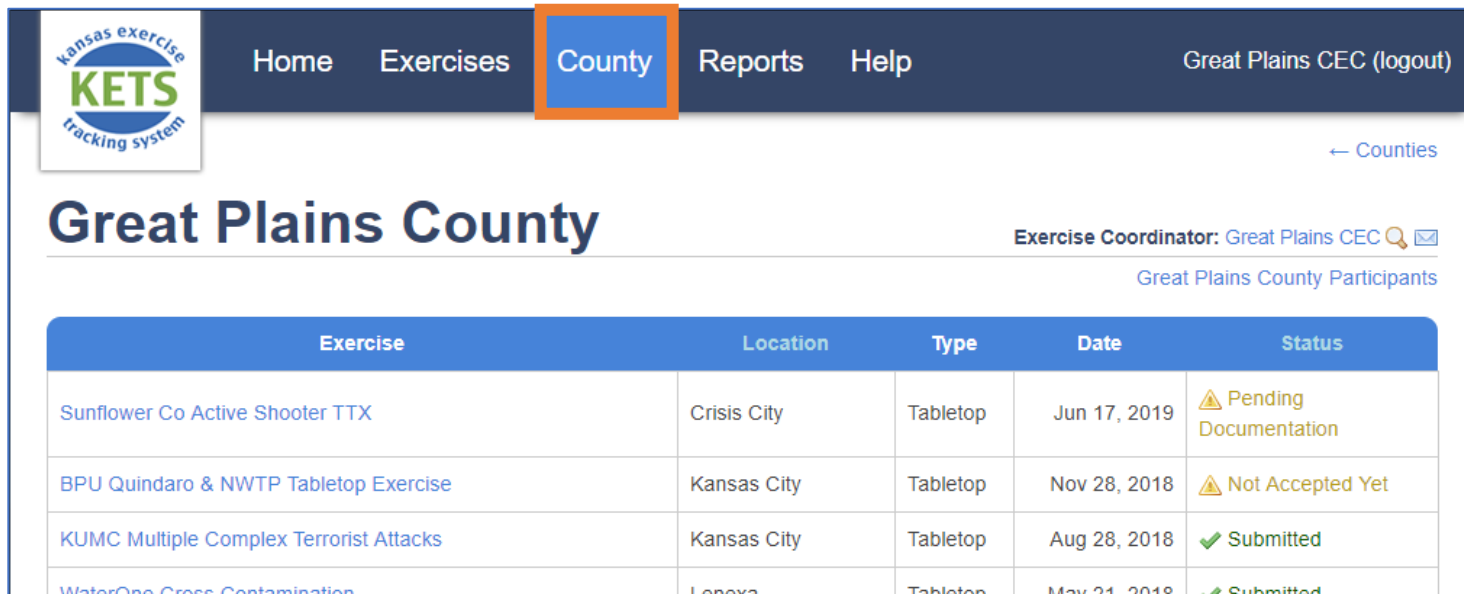


Step 5: Upload County Documentation

The **County Exercise Coordinator** is responsible for uploading the **AAR** and **IP** (or **IPPW Calendar**) for their county.

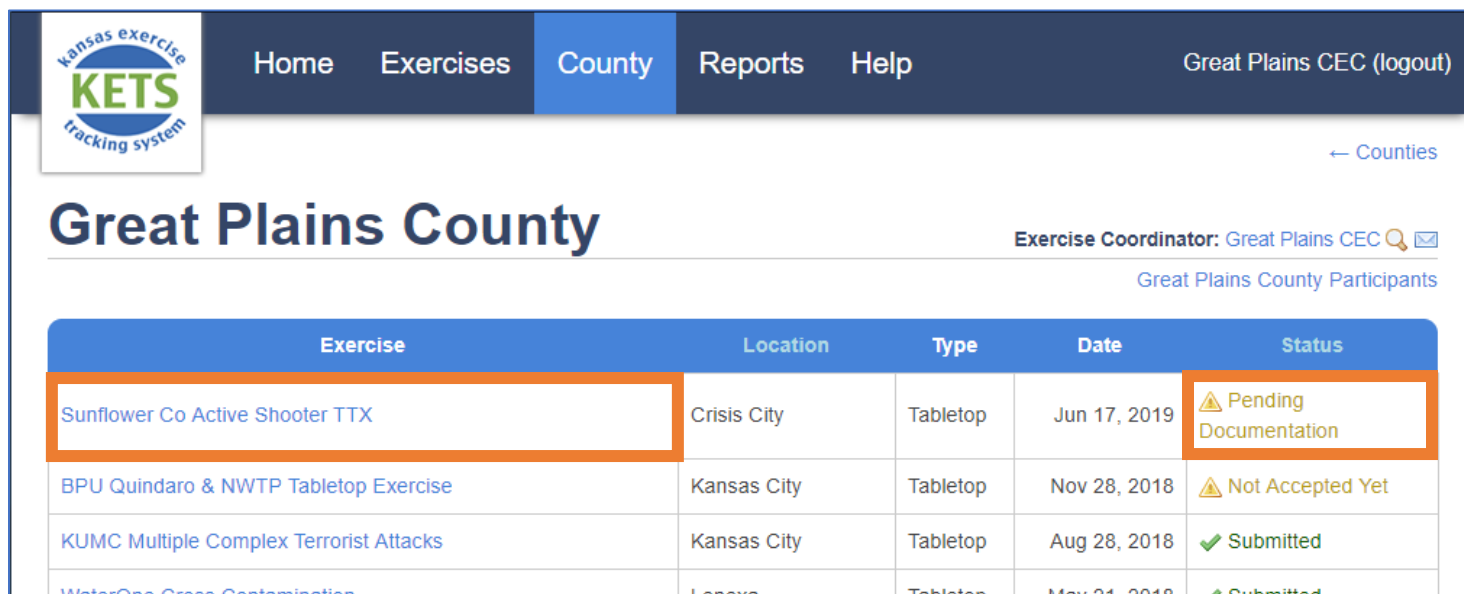
1. Click **County** in the header menu.



The screenshot shows the KETS tracking system interface. The header menu includes 'Home', 'Exercises', 'County' (highlighted with an orange box), 'Reports', and 'Help'. The user is logged in as 'Great Plains CEC'. The main heading is 'Great Plains County'. Below the heading, there is a search icon and an email icon next to the text 'Exercise Coordinator: Great Plains CEC'. A link for 'Great Plains County Participants' is also visible. A table lists exercises with columns for Exercise, Location, Type, Date, and Status.

Exercise	Location	Type	Date	Status
Sunflower Co Active Shooter TTX	Crisis City	Tabletop	Jun 17, 2019	⚠ Pending Documentation
BPU Quindaro & NWTP Tabletop Exercise	Kansas City	Tabletop	Nov 28, 2018	⚠ Not Accepted Yet
KUMC Multiple Complex Terrorist Attacks	Kansas City	Tabletop	Aug 28, 2018	✅ Submitted
WaterOne Cross Contamination	Lenexa	Tabletop	May 21, 2018	✅ Submitted


2. Click the name of the exercise that needs documentation uploaded for the county. The status column indicates if an exercise is “Pending Documentation”.



The screenshot shows the same KETS tracking system interface. The 'County' menu is still highlighted in the header. The table from the previous screenshot is shown again, but now the 'Sunflower Co Active Shooter TTX' row is highlighted with an orange box, indicating it is the exercise selected for documentation upload.

Exercise	Location	Type	Date	Status
Sunflower Co Active Shooter TTX	Crisis City	Tabletop	Jun 17, 2019	⚠ Pending Documentation
BPU Quindaro & NWTP Tabletop Exercise	Kansas City	Tabletop	Nov 28, 2018	⚠ Not Accepted Yet
KUMC Multiple Complex Terrorist Attacks	Kansas City	Tabletop	Aug 28, 2018	✅ Submitted
WaterOne Cross Contamination	Lenexa	Tabletop	May 21, 2018	✅ Submitted

3. On the **Exercise Summary** page, scroll down to the **Counties** box.



Home Exercises County Reports Help Great Plains CEC (logout)

Sunflower Co Active Shooter TTX

Type Tabletop
Date Jun 17, 2019
Location Crisis City
Hosted By Sunflower County
Point of Contact Sunflower CEC
Number of Participants 20
Core Capabilities On-scene Security, Protection, and Law Enforcement (primary)
Notes None

Exercise Files Hide ▾

▾

Participants


Hide ▾

Name	County	Role	Assigned
Jane Doe	Sunflower	Player	Jun 20, 2019 1:40 PM

[+ Add Participant](#)

Counties

Hide ▾

Great Plains X Upload AAR X Upload IP Show ▸ 

Sunflower

Comments

Hide ▾


4. Click **Show**.

Participants Hide ▾

Name	County	Role	Assigned	
Jane Doe	Sunflower	Player	Jun 20, 2019 1:40 PM	

[+ Add Participant](#)

Counties Hide ▾


Great Plains X Upload AAR X Upload IP **Show ▾** 

Sunflower

Comments Hide ▾

5. Click **Add County File**.

Counties Hide ▾

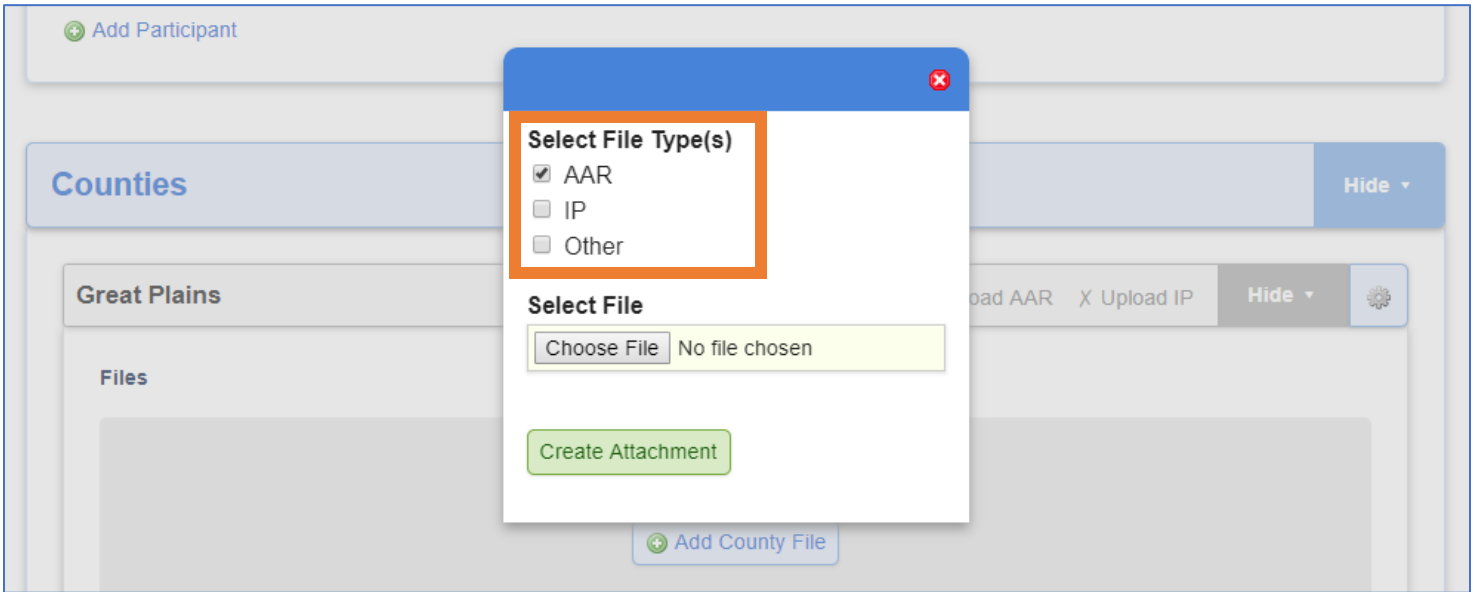
Great Plains X Upload AAR X Upload IP Hide ▾ 

Files

No exercise files.

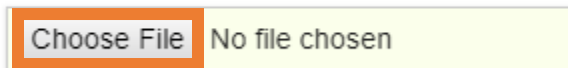
Add County File

6. Select the applicable **file type(s)** for the file being uploaded.
E.g. If the file being uploaded includes both the AAR and IP, check both boxes.



7. Click **Choose File** or **Browse...**, depending on the browser.

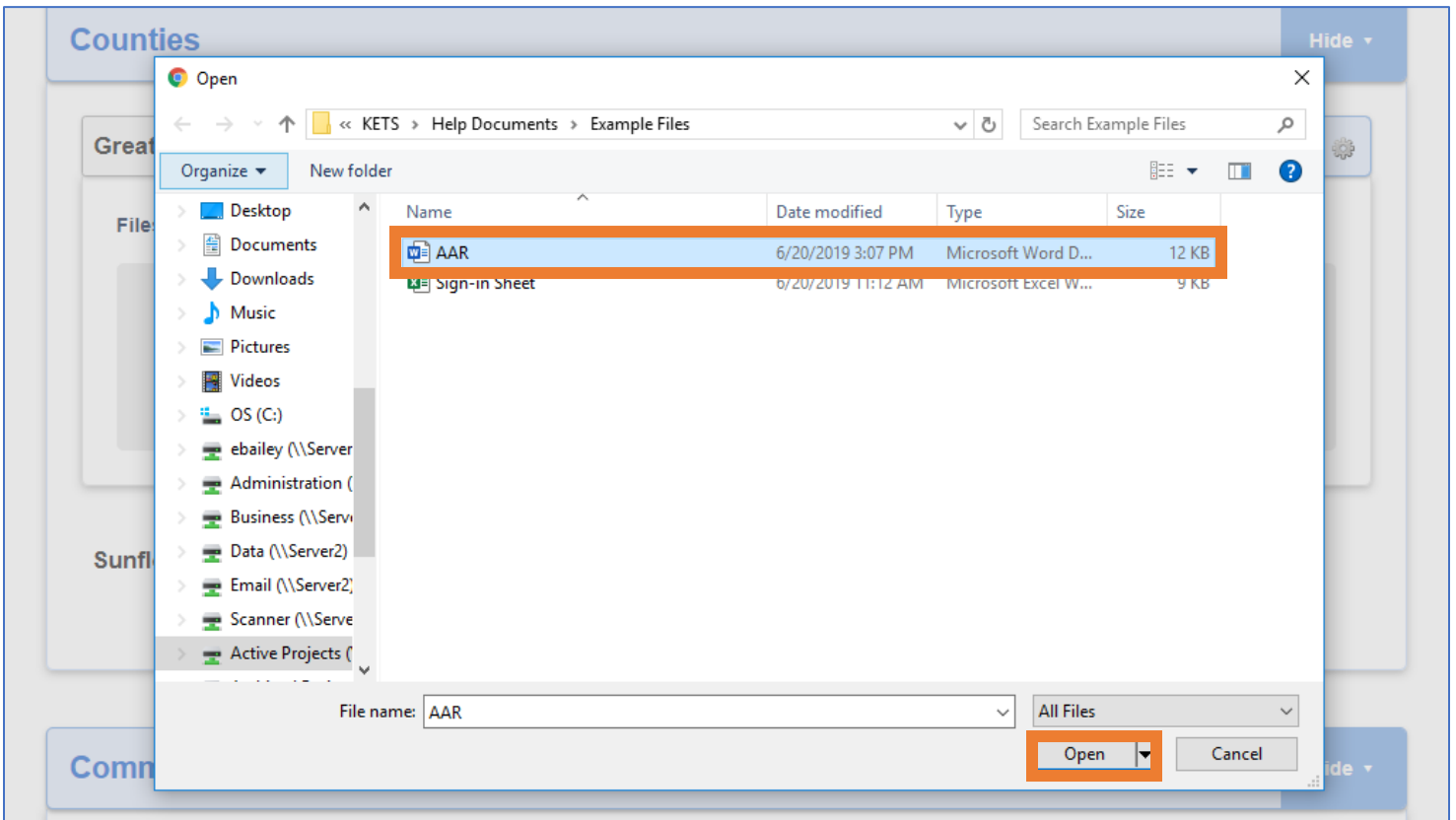
Select File



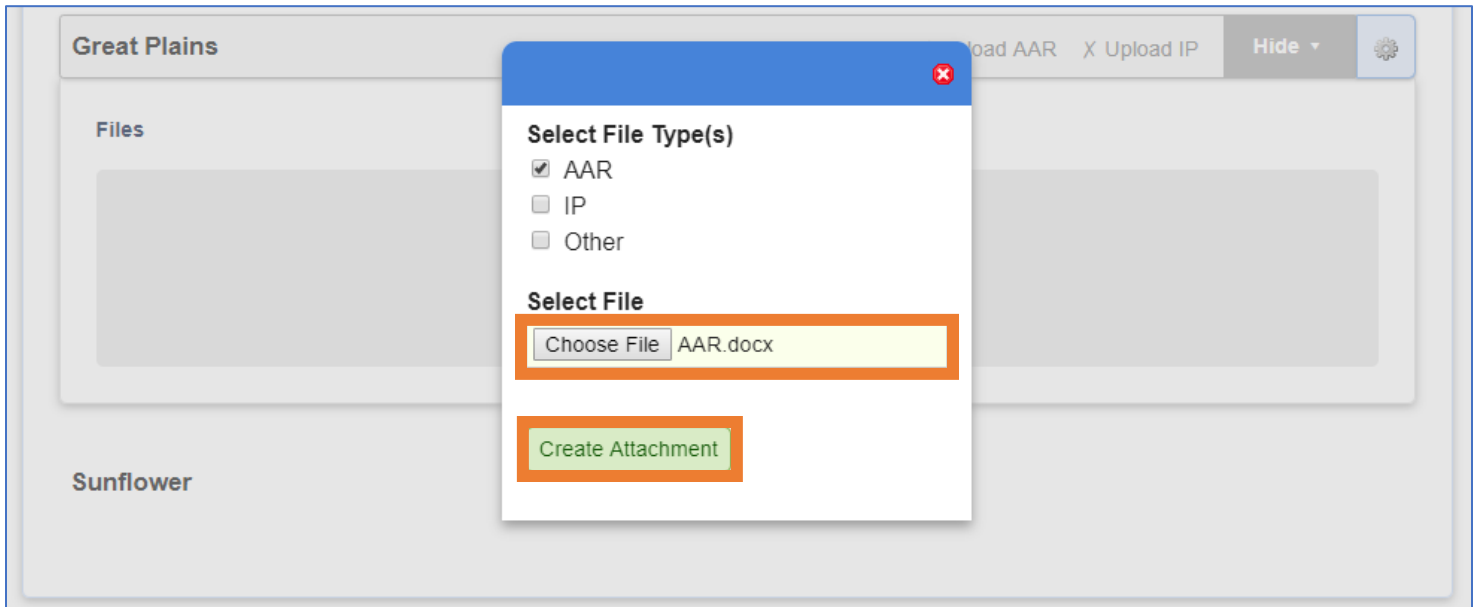
Select File



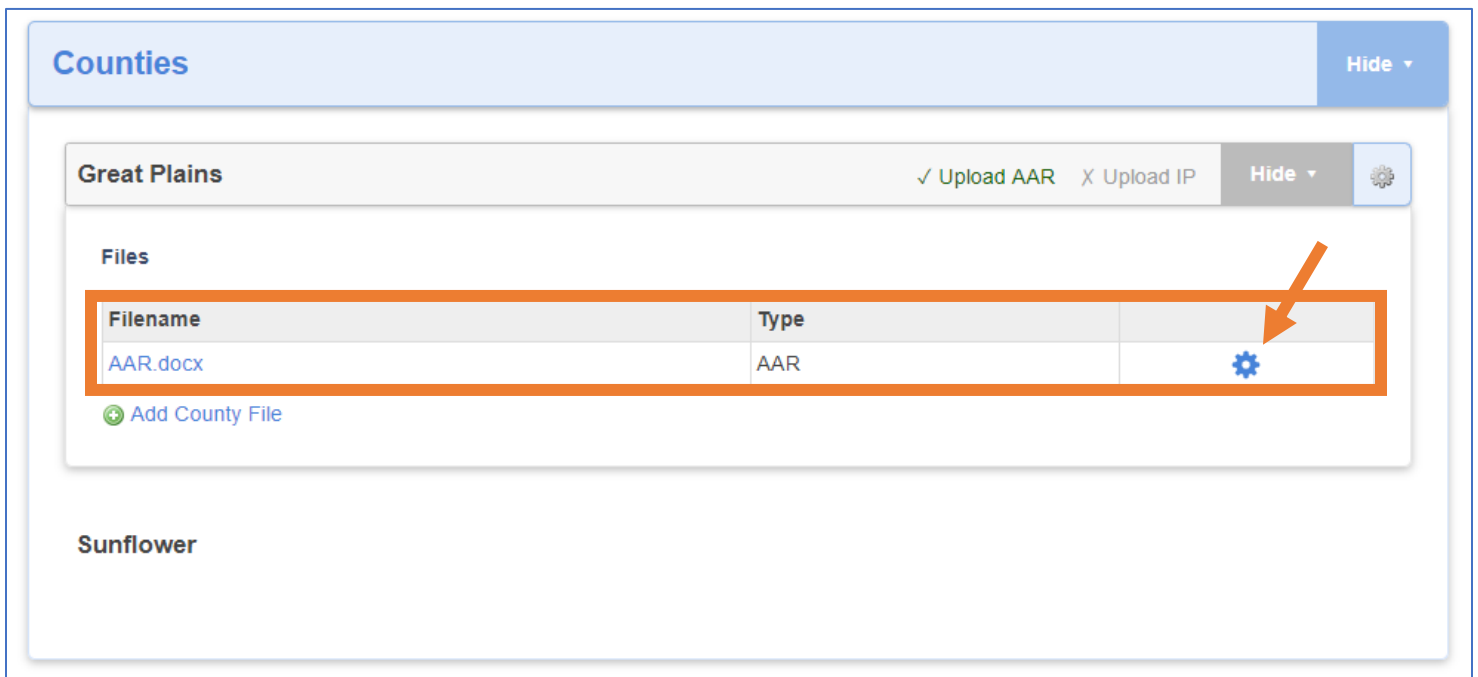
8. Find and select the file to upload. Click **Open**.



9. The file name will appear next to the Choose File or Browse button. Click **Create Attachment**.



10. The file will appear in the **Counties** box.
To edit or delete an uploaded file from the exercise, click the **blue gear icon**.



11. Click **Add County File** to add another file. Both an AAR and IP (or a combined document) must be uploaded to submit the documentation.

Counties Hide ▾

Great Plains ✓ Upload AAR ✗ Upload IP Hide ▾

Files

Filename	Type	
AAR.docx	AAR	

Add County File

Sunflower

12. Once the AAR and IP have been uploaded, click the **green submit icon**.

Counties Hide ▾

Great Plains ✓ Upload AAR ✓ Upload IP Hide ▾

Files

Filename	Type	
AAR.docx	AAR	
IP.docx	IP	

Add County File

Sunflower

13. Click **Submit Documentation**.

The screenshot shows a web interface for managing counties. At the top, there is a header bar with the word "Counties" on the left and a "Hide" button on the right. Below this, a section for "Great Plains" is visible, containing a table of files. The table has two columns: "Filename" and "Type". One row is shown with the filename "AAR.docx" and type "AAR". To the right of the table, there are several buttons: "Upload AAR", "Upload IP", "Hide", and a document icon. A dropdown menu is open, showing two options: "Switch To Receive Individual Credit Only" and "Submit Documentation". The "Submit Documentation" button is highlighted with an orange border.

14. Answer all **submission questions** accurately.

The screenshot shows a "Submission Questions" dialog box overlaid on the "Counties" interface. The dialog box has a blue header with a close button (X) in the top right corner. Below the header, it says "All Questions Require Response *". The main content of the dialog box consists of ten questions, each with two radio button options: "Yes" and "No".

- Was this exercise listed on your TEPW Calendar? Yes No
- Is the exercise part of a progressive exercise series? Yes No
- Was this exercise designed to meet grant requirements other than EMPG? Yes No
- Did this exercise test functions or elements of your County Emergency Operations Plan? Yes No
- Did Emergency Management personnel from your county participate in this exercise? Yes No
- Did this exercise evaluate DHS/FEMA core capabilities? Yes No
- Did the exercise follow HSEEP methodology? Yes No
- Was this exercise conducted in your county? Yes No
- Was this exercise developed/delivered by a third party vendor? Yes No
- Did your Improvement Plan identify at least 3 measurable corrective actions for your county? Yes No

At the bottom of the dialog box, there is a checkbox and a text block: * 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

15. Check the box to certify the data is true and agree to the terms. Click **Submit Exercise**.

Did your Improvement Plan identify at least
3 measurable corrective actions for your
county?

Yes

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

16. At the top of the screen a green banner will show the message “Successfully submitted exercise for county credit!”. In the **Counties** box, the county will now show “County Documentation Submitted”.

Successfully submitted exercise for county credit! [\[hide\]](#)



Home Exercises County Reports Help Great Plains CEC (logout)

Sunflower Co Active Shooter TTX

Type	Tabletop
Date	Jun 17, 2019

[+ Add Participant](#)

Counties [Hide ▾](#)

Great Plains	✓ County Documentation Submitted	Show ▶
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Sunflower

Comments [Hide ▾](#)

