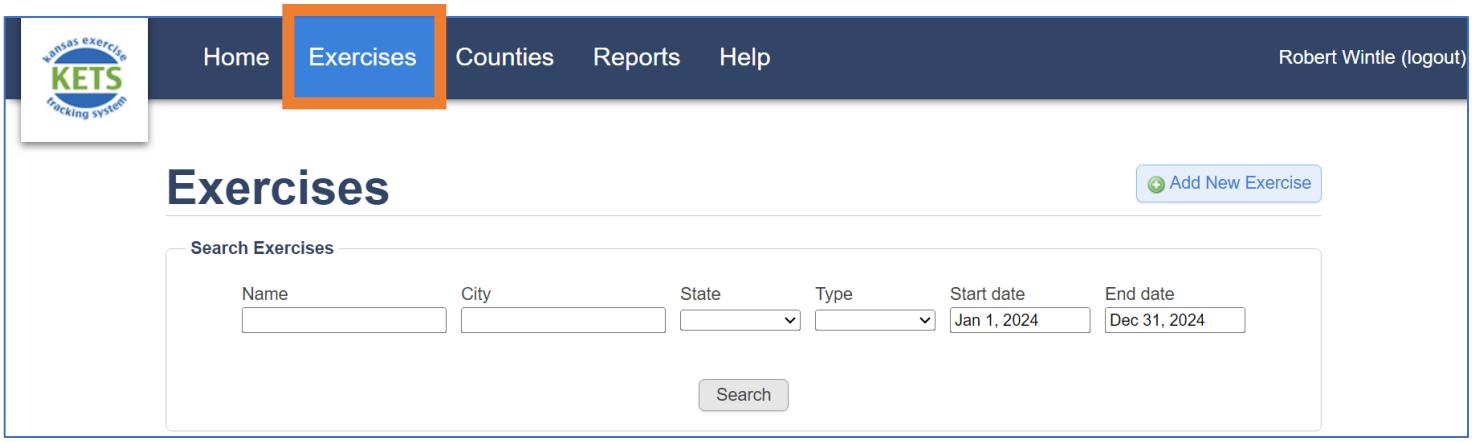
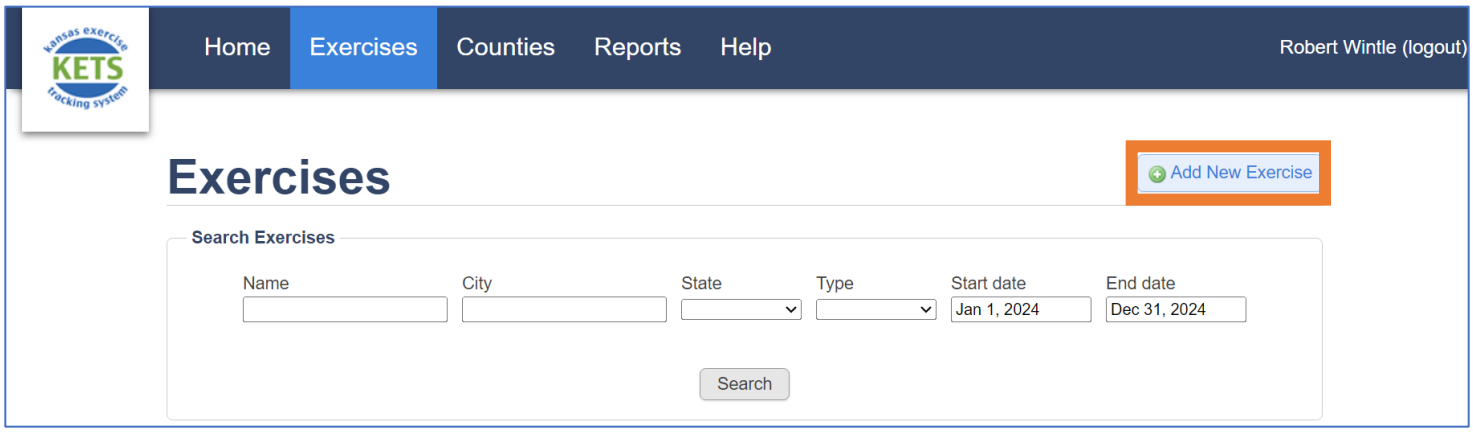
Add New IPPW

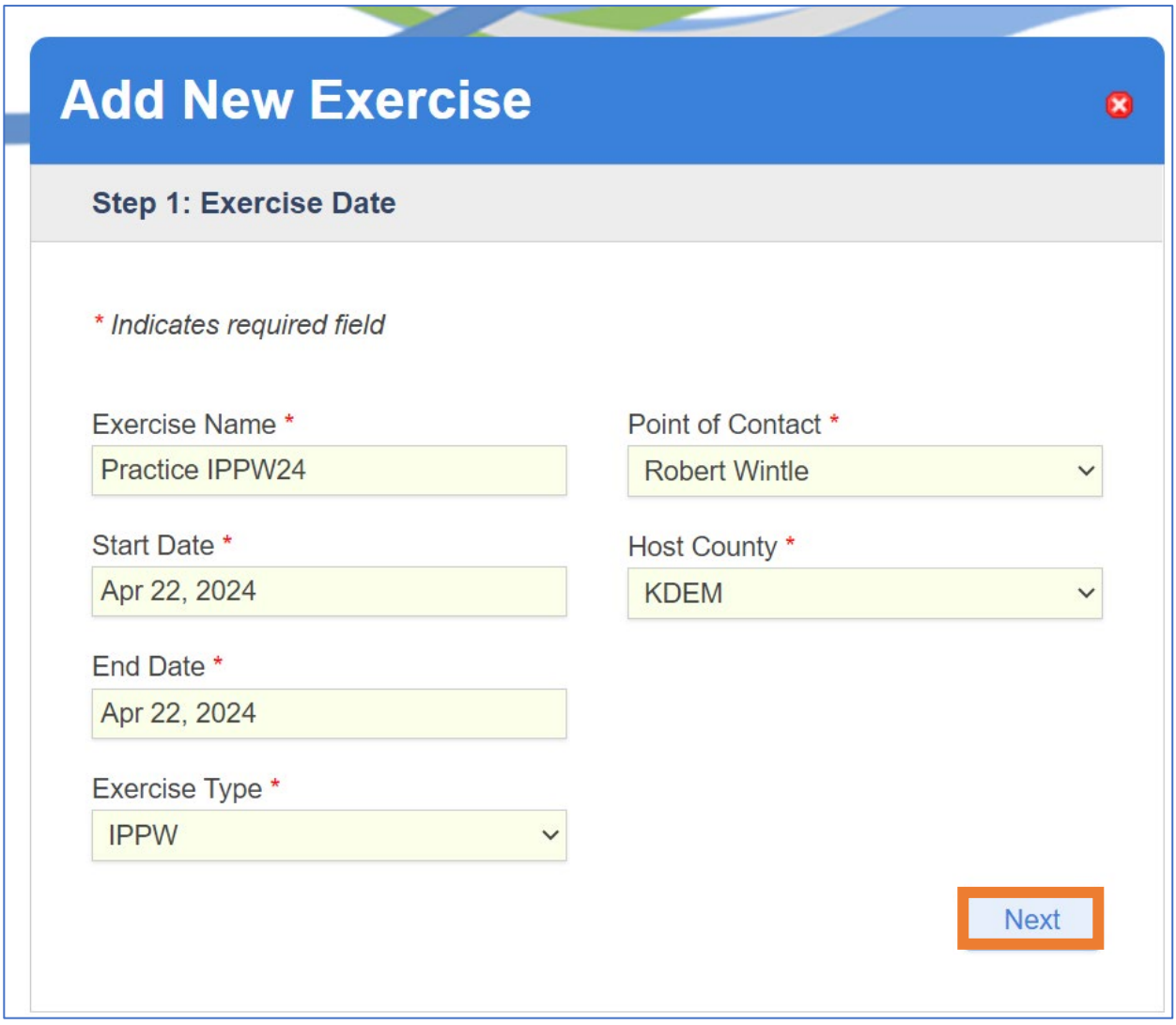
1. Click **Exercises** in the header menu.



2. Click **Add New Exercise**.

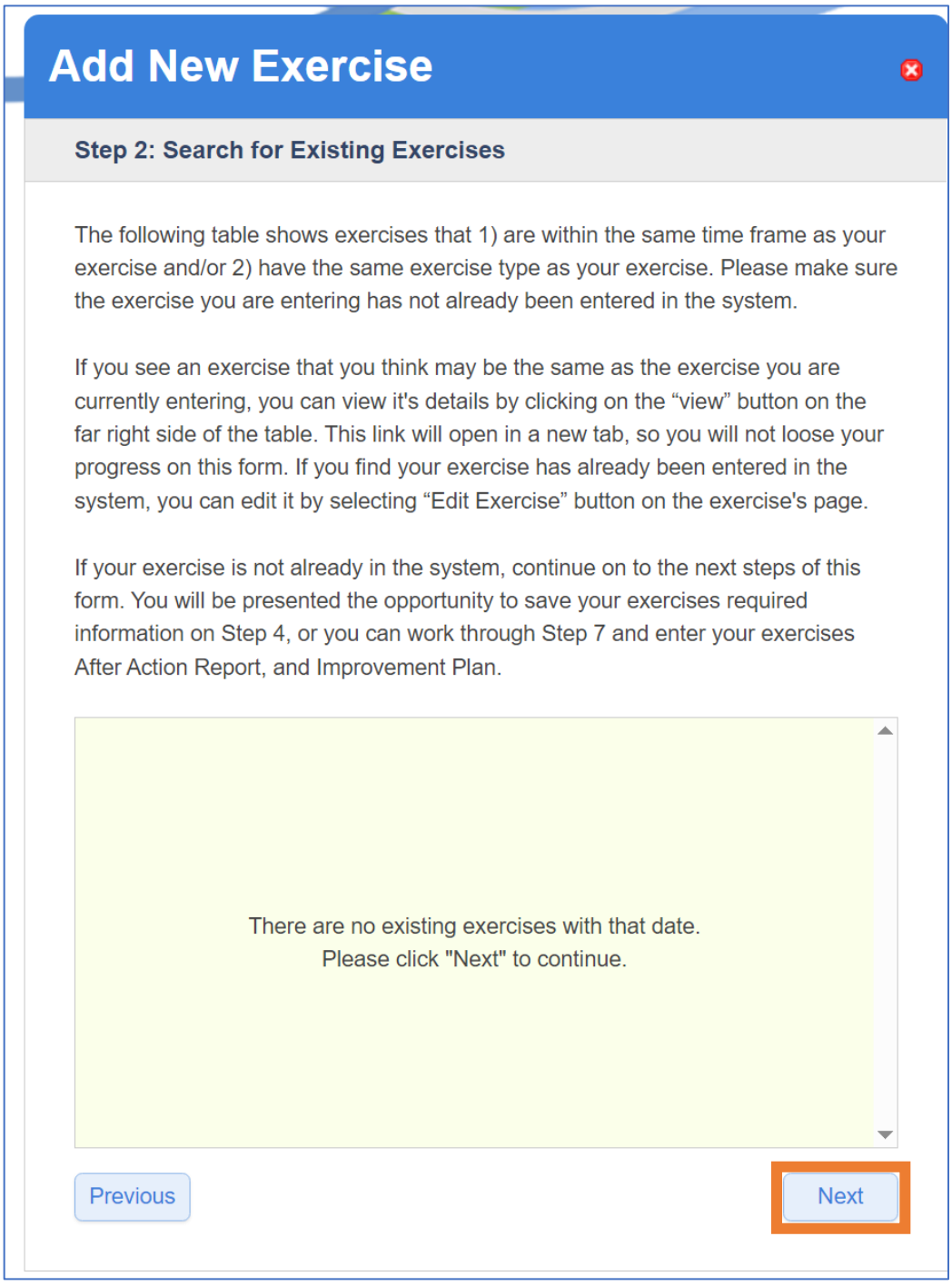


3. **Step 1: Exercise Date.**
    - Enter Name, Start and End dates.
        - Exercise Name should be unique and descriptive to distinguish from other similar exercises.
    - Exercise Type field, Click , Select IPPW
    - Point of Contact field, Click , Select Name
    - Host County field, Click , Select your county
    - Click Next
    - 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.



4. **Step 2: Search for Existing Exercises.**

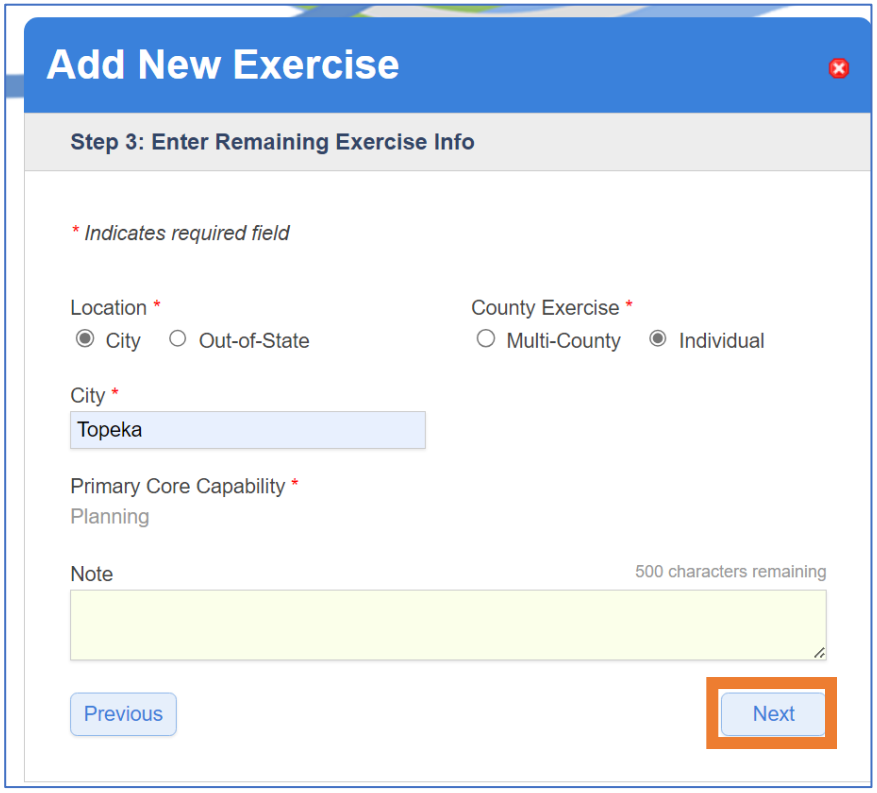
   - Exercises with dates close to the one being added will appear. **Check to make sure the exercise being added is not already in KETS**.
   - Click Next.



Step 3: Enter Remaining Exercise Information.

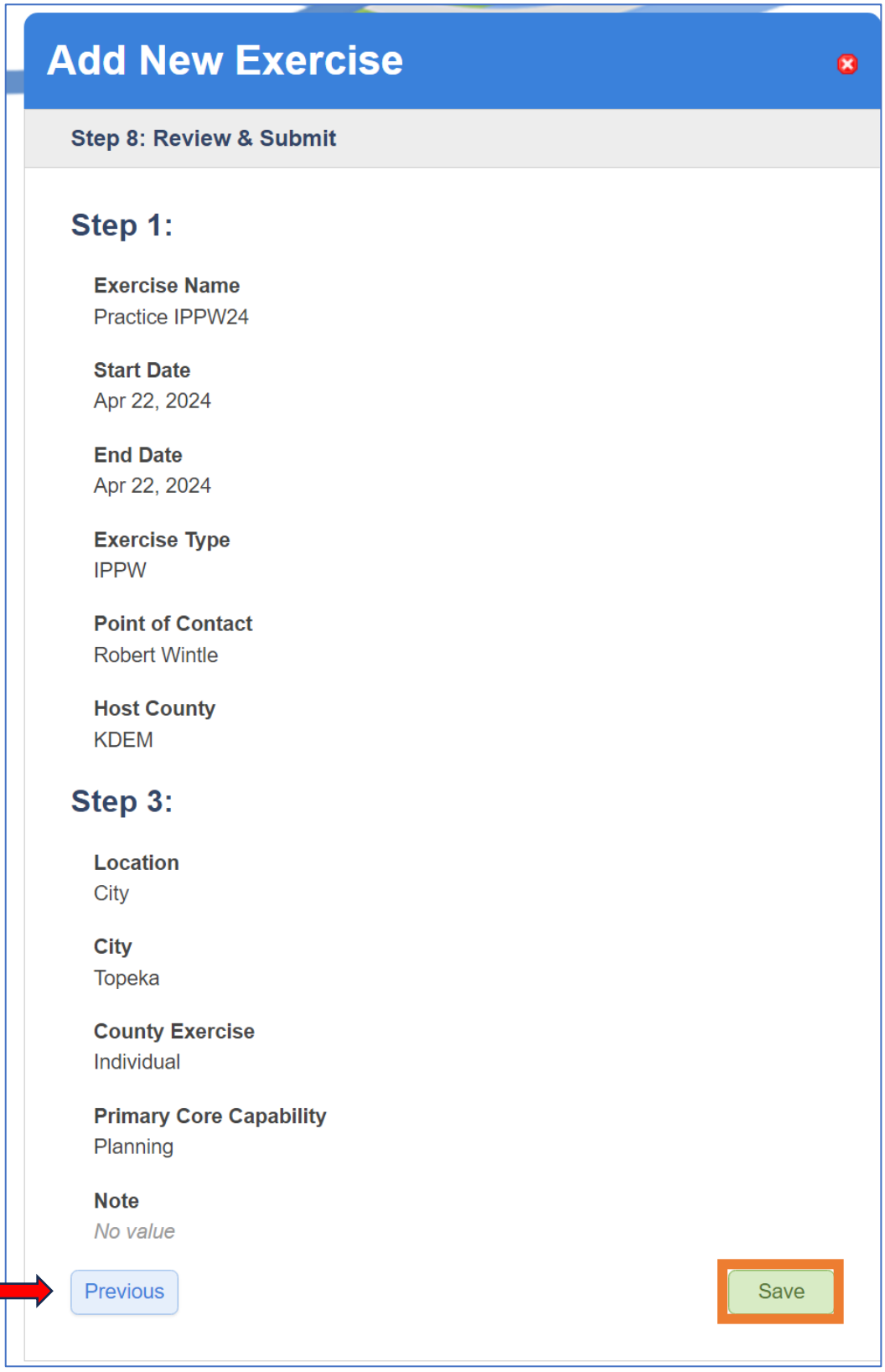
- Location
  - Select **City**
- City
  - Enter your City
- Primary Core Capability will be Planning
- County Exercise
  - Select Individual
- Click Next

(Note: IPPW exercises do not complete this step; IPPWs always have the Primary Core Capability set to "Planning")

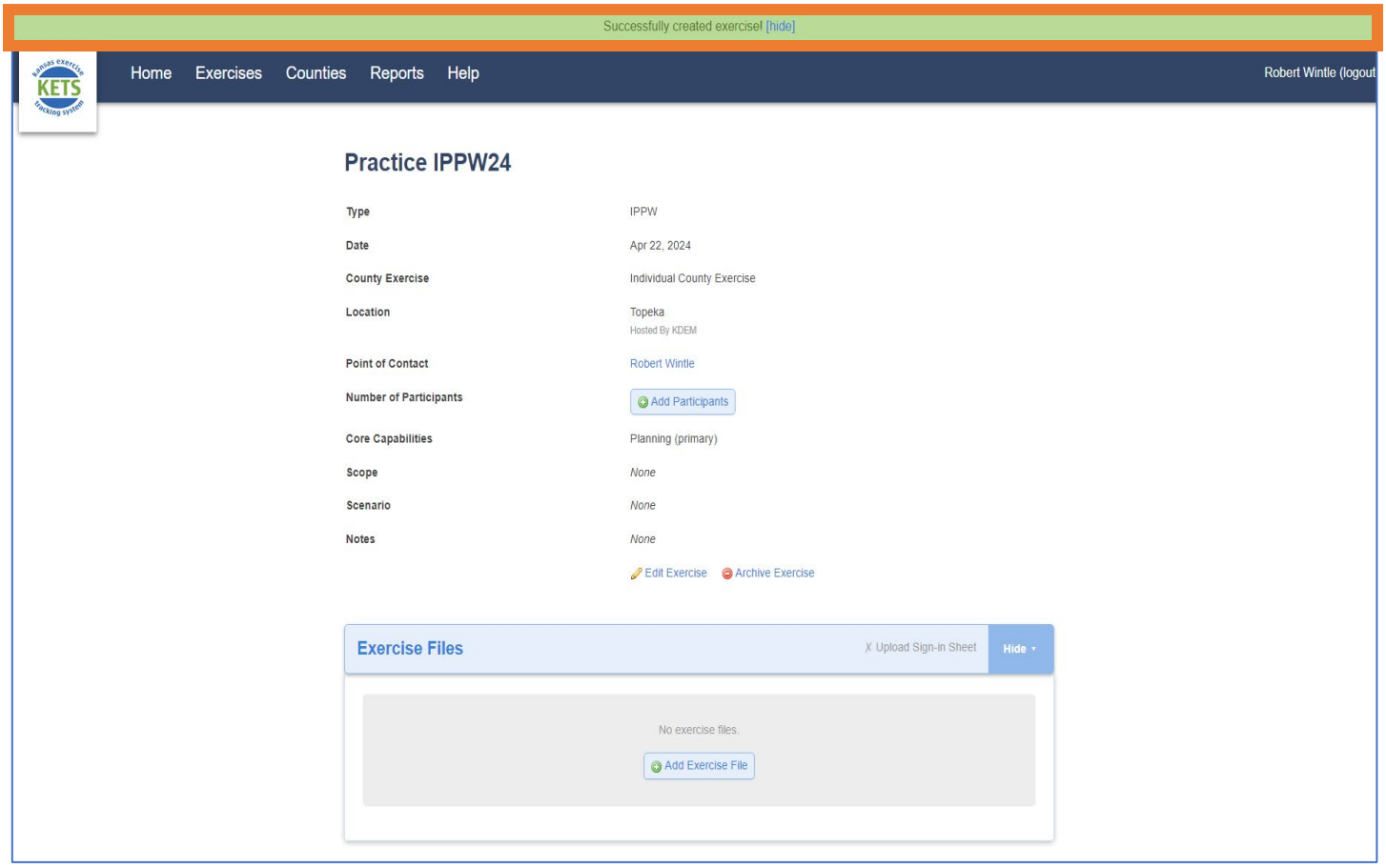


Step 4: Review & Submit.

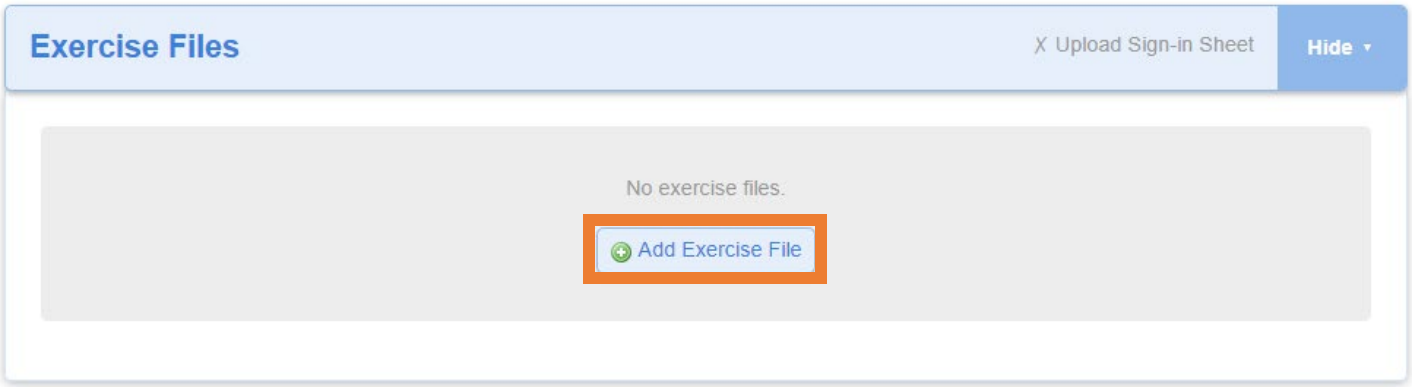
- Double check exercise information before clicking **Save**.
- To make changes, click **Previous** to return to the Enter Remaining Exercise Info form.

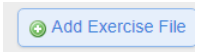


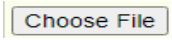
- After clicking Save, a green banner will show at the top with the message “Successfully created exercise!”. The system will direct to the exercise’s summary page.



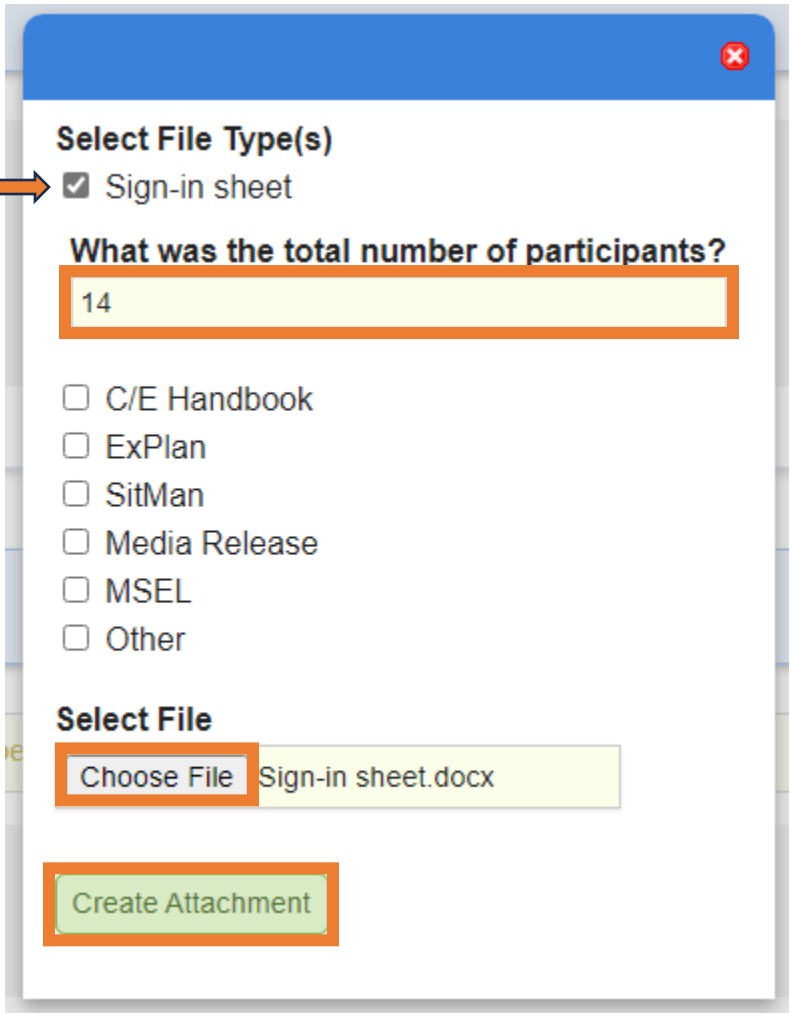
Step 5: Exercise Files / Participants



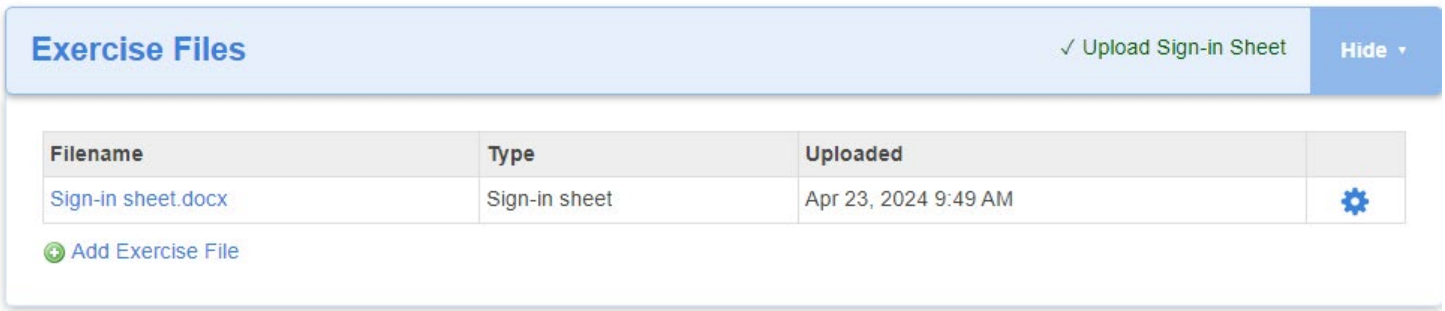
- Click 

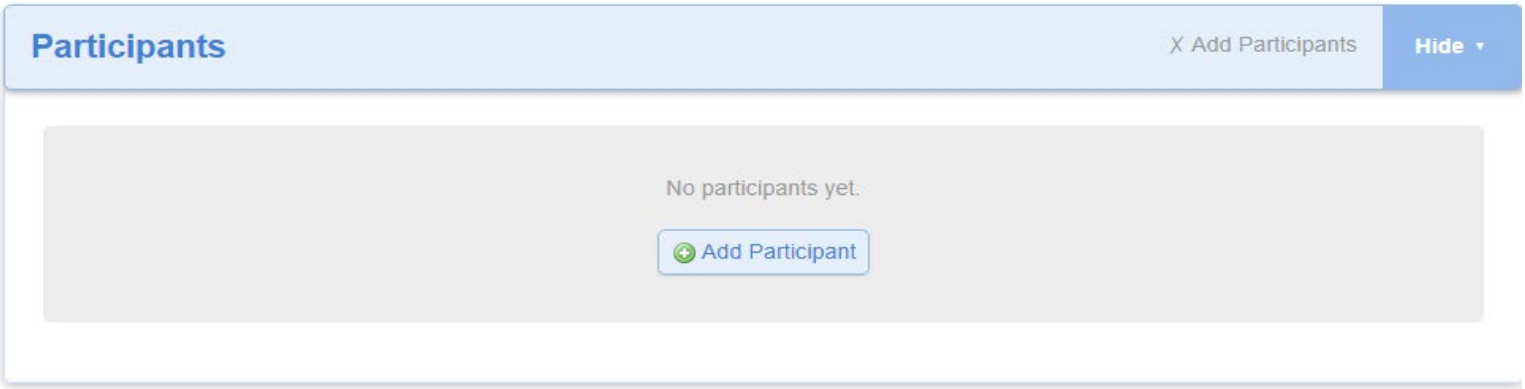
- Select "Sign-in sheet"
- Add total number of participants
- Click 

- Click

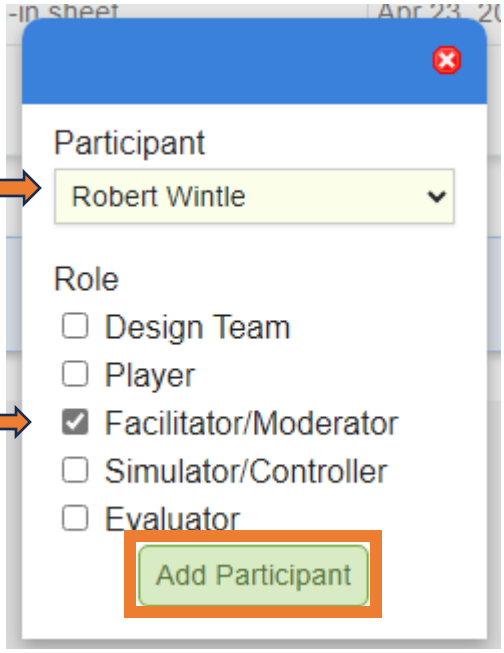


(*Note: To add participants to the IPPW you must add the sign-in sheet to the Exercise Files field first.)*



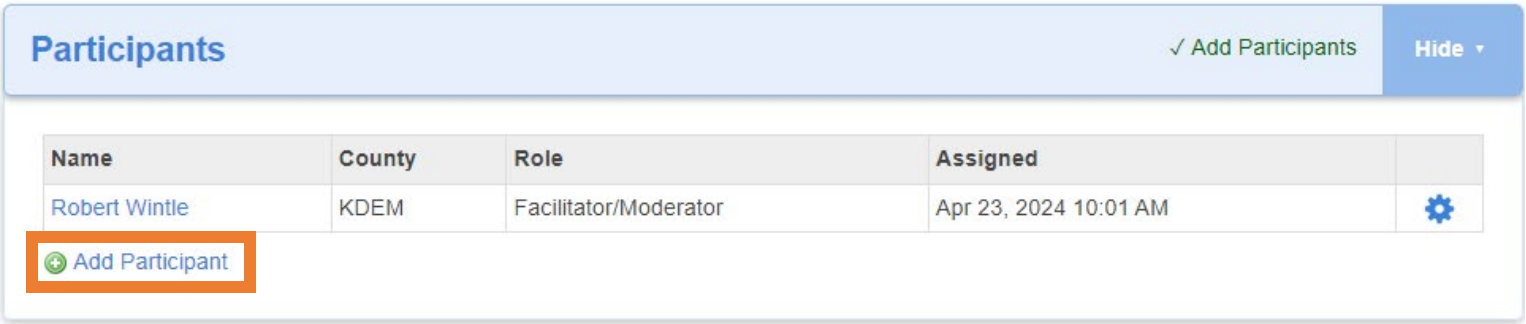


- Click Add Participant
- Add EMPG Funded Participant
- Select their Role
- Click Add Participant



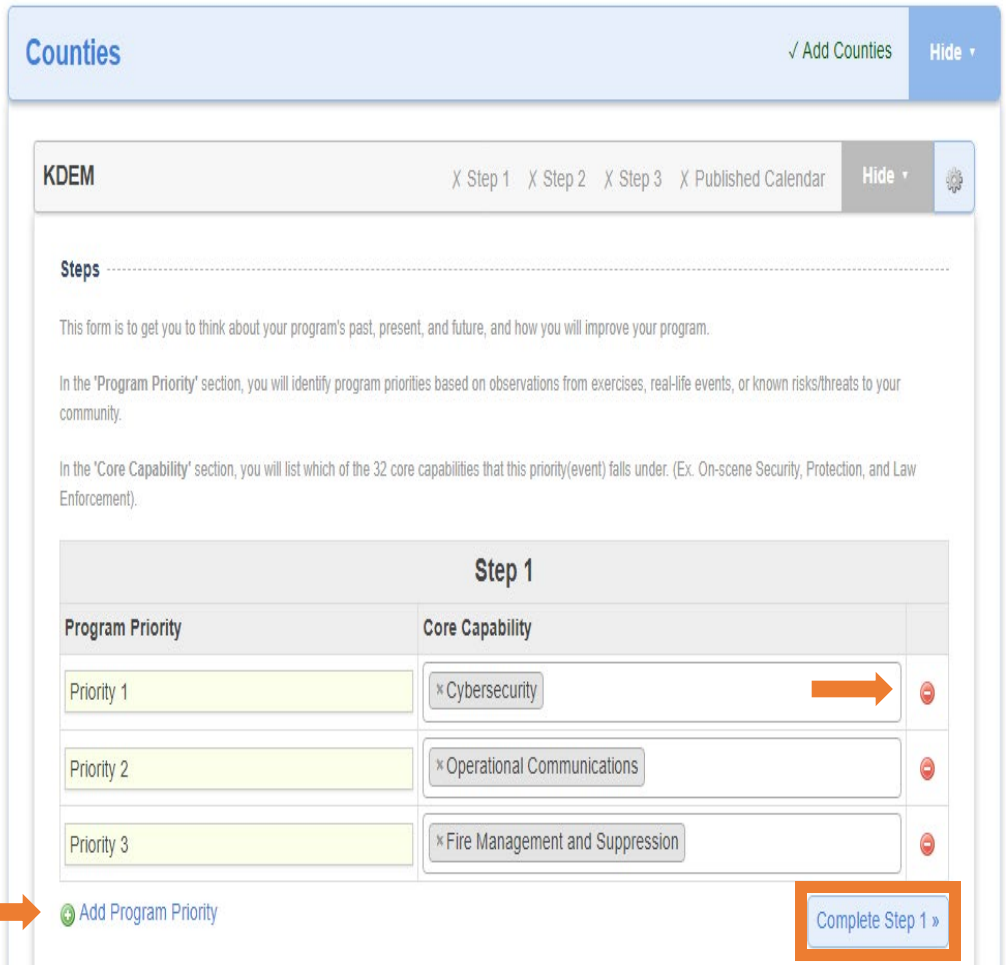
(Note: If more than one person is funded by EMPG Grant dollars Click Add Participant *located at the bottom left corner of the participants field and repeat the same steps as before.)*

(Note: This is only for persons who are funded by EMPG Grant dollars.)



Step 6: Adding IPPW

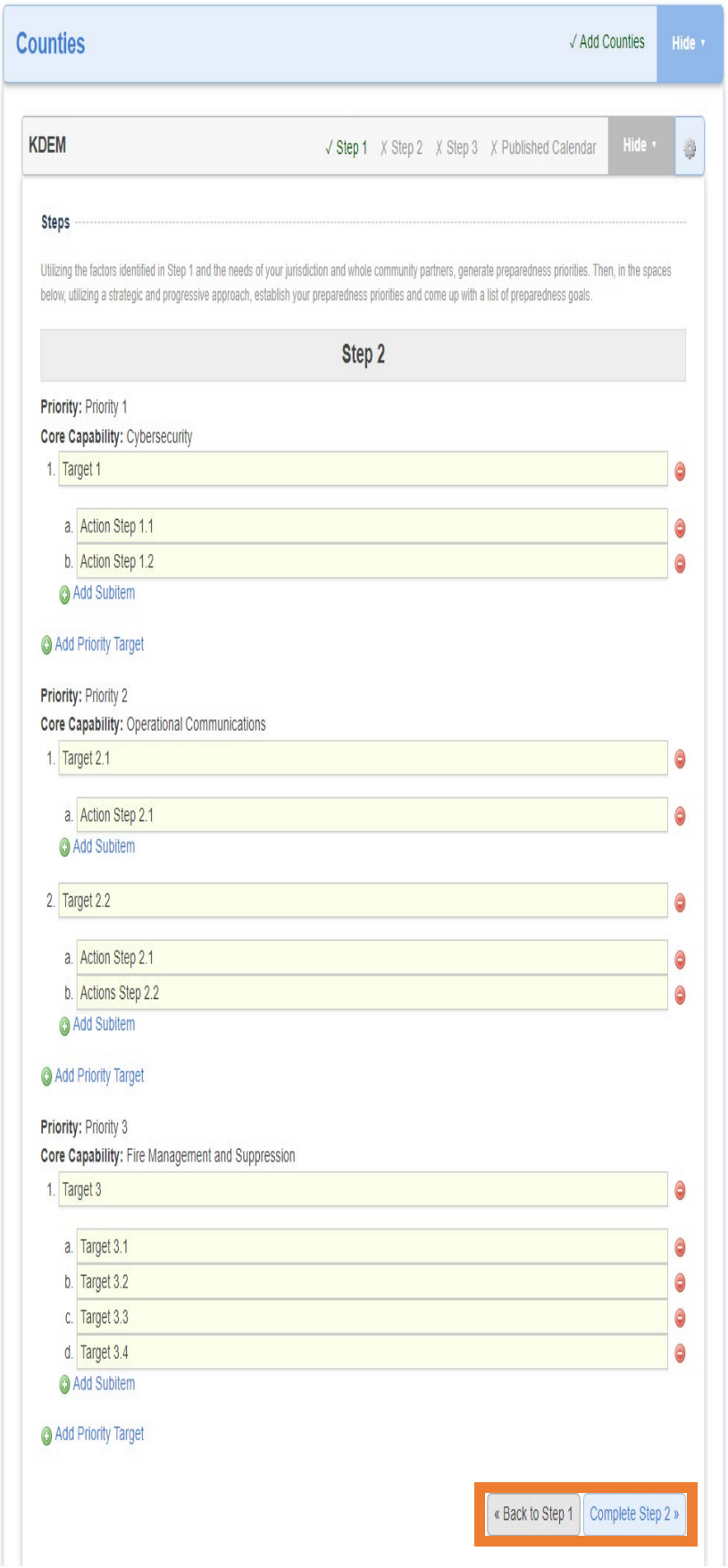
- A minimum of 3 program priorities are required. If your county has more click Add Program Priority for each additional.
- To add Core Capability click in the empty box and select from the drop down list.
- To remove a priority and Capability click
- After you finish adding your program priorities click Complete Step 1 »



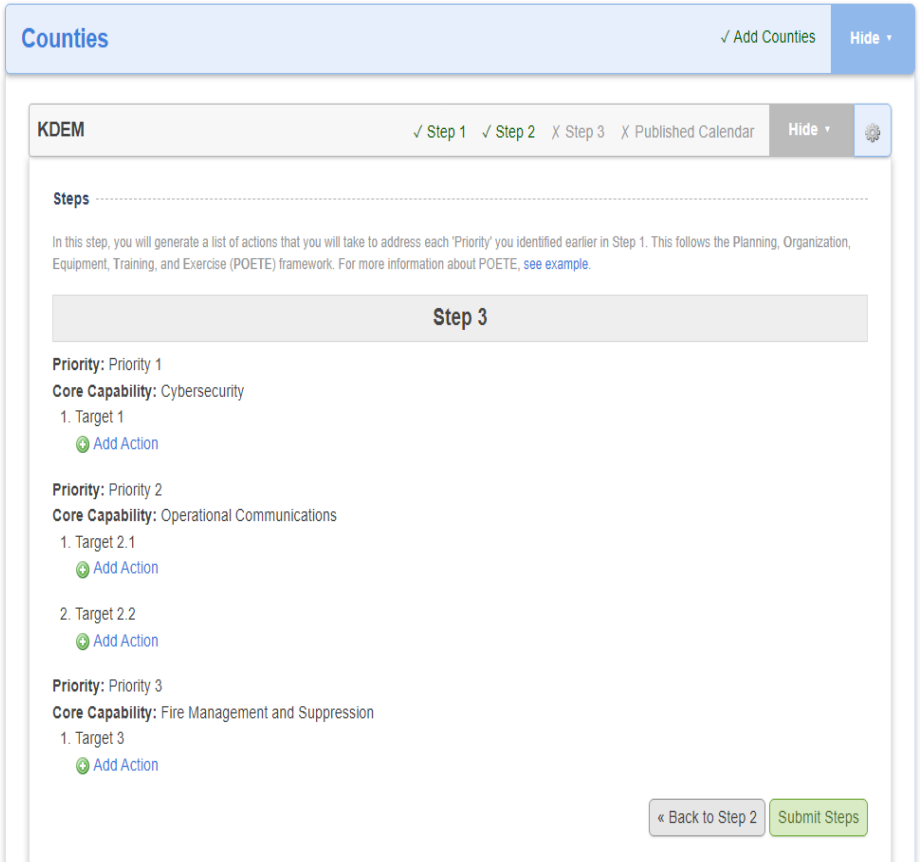
- Add the priority targets or goals you and stake holders developed under the coordinating priorities and capabilities identified in step 1.
- Each priority target requires a minimum of one sub-item to be enter.
- To add more than three sub-items click Add Subitem
- To add more than one priority target click Add Priority Target
- When all your information has been added click Complete Step 2 »

(Note: Information entered in Step 1 will automatically move to Step 2. If you notice an error, you will need to use the Back to Step 1 button to make changes.)

(Note: Before completing this step, you must remove the empty subitem lines by clicking .)

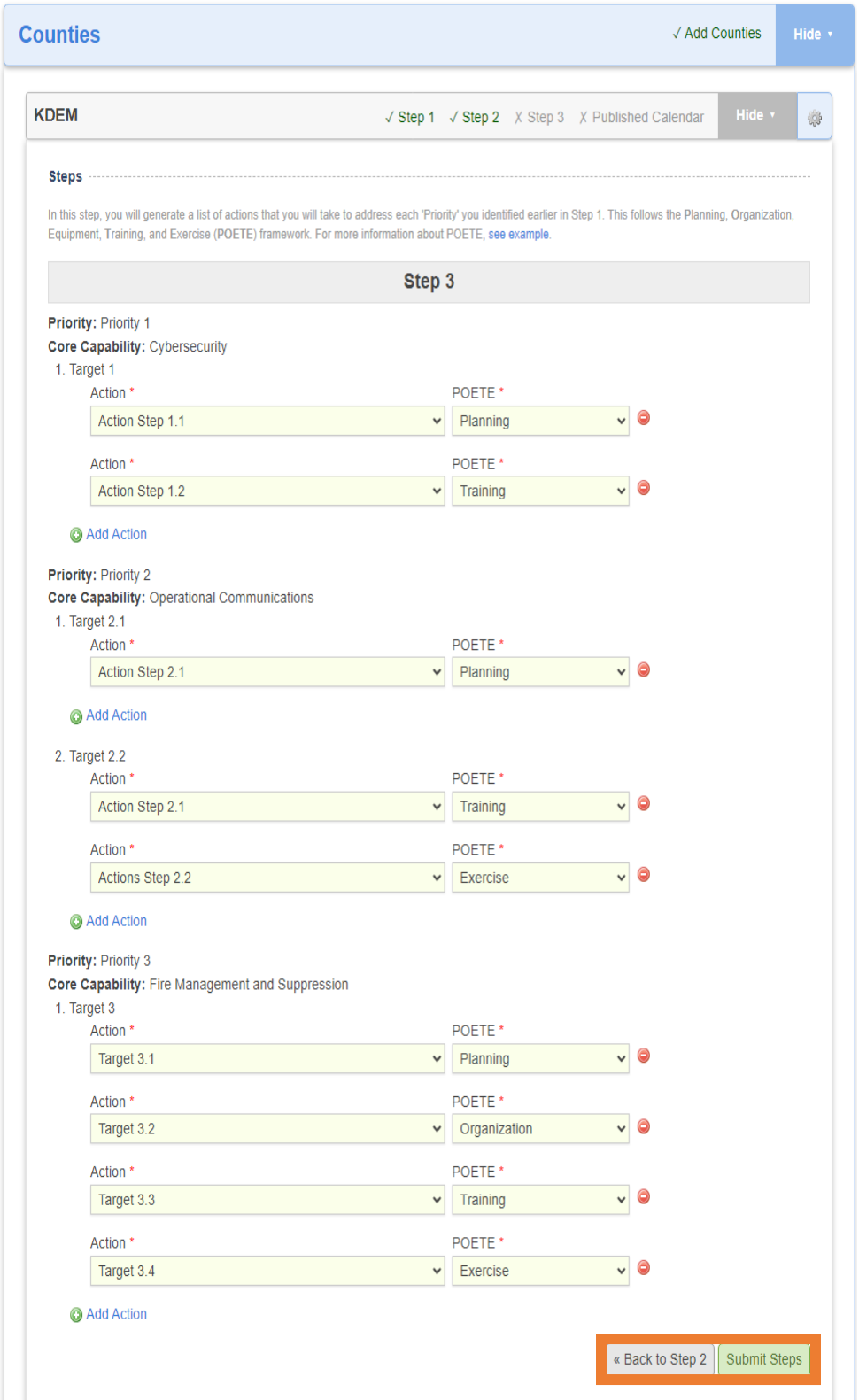


- In Step 3 you will add your action steps to the POETE by clicking Add Action

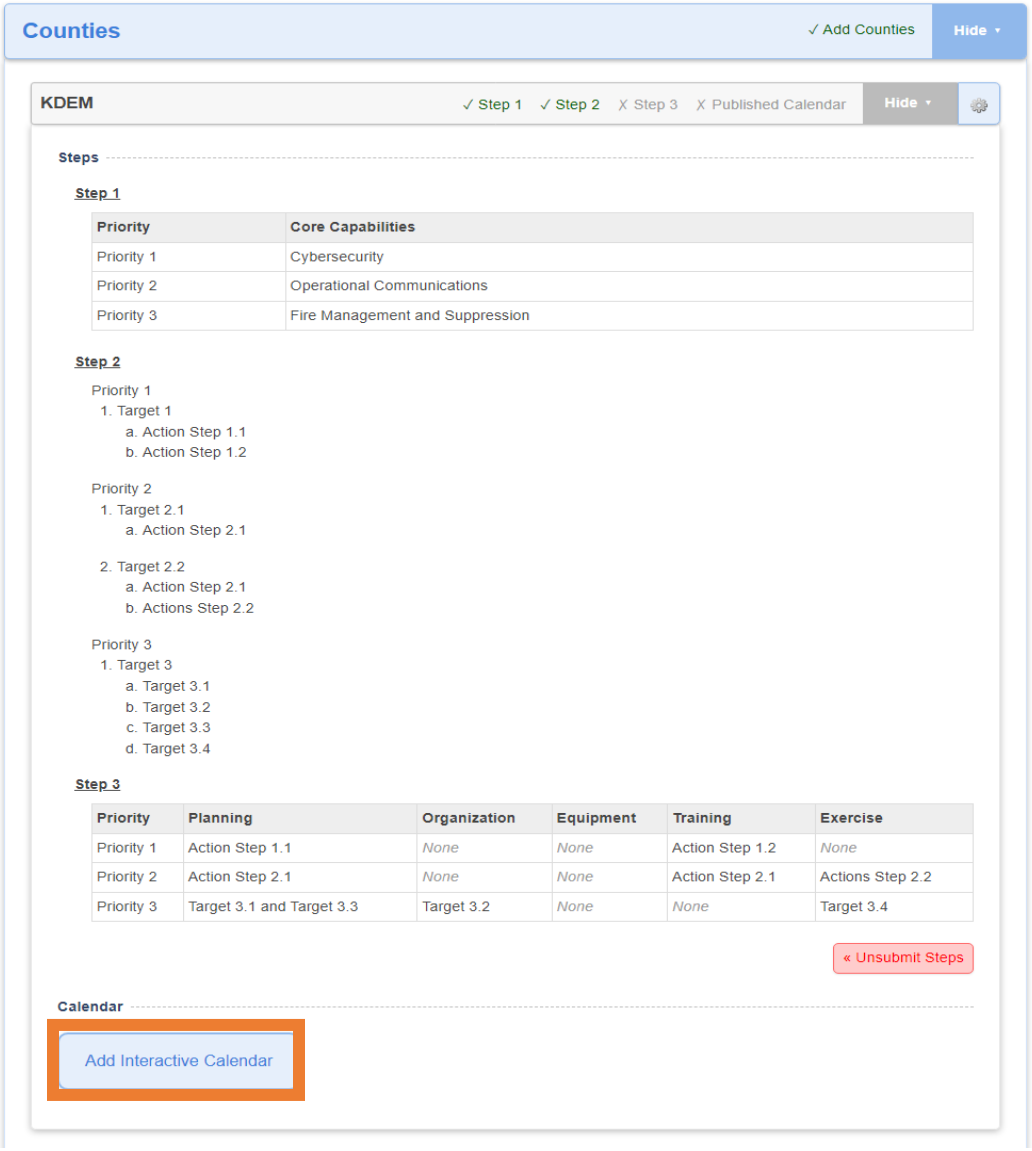


- All the action steps identified in Step 2 will appear in a drop down and must be assigned to the POETE by clicking
- When you have completed assigning the action steps to the POETE click Submit Steps

(Note: To change any information entered in previous steps you will need to click the Back to Step 2 button.)

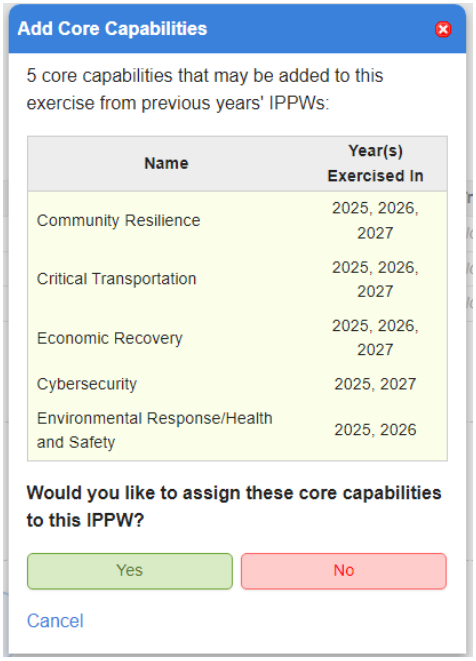


- Final review before adding the interactive Calendar. Use this window to look over all the information you have entered for accuracy. If you notice any errors click « Unsubmit Steps



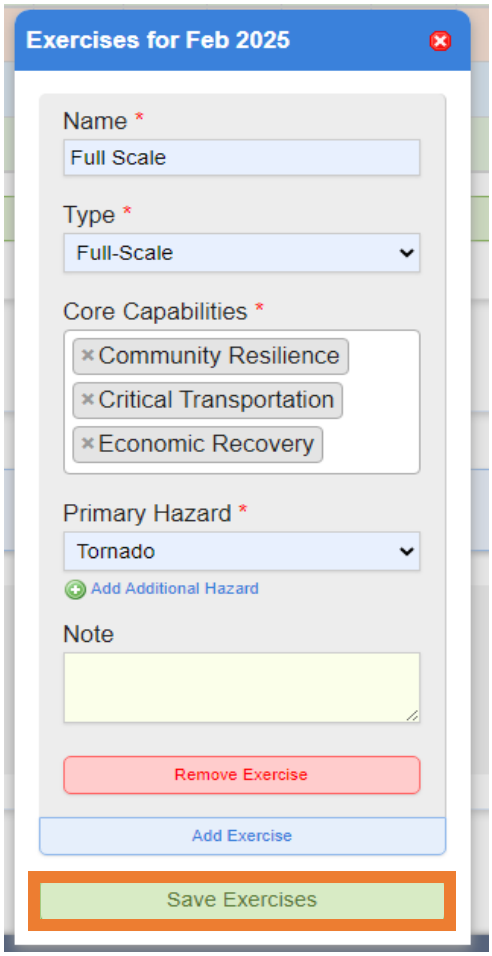
- To add the interactive calendar click Add Interactive Calendar

- A pop-up box will appear asking if you want to add the capabilities enter in previous years calendars. If you select yes, the previous capabilities will be assigned to the current IPPW.



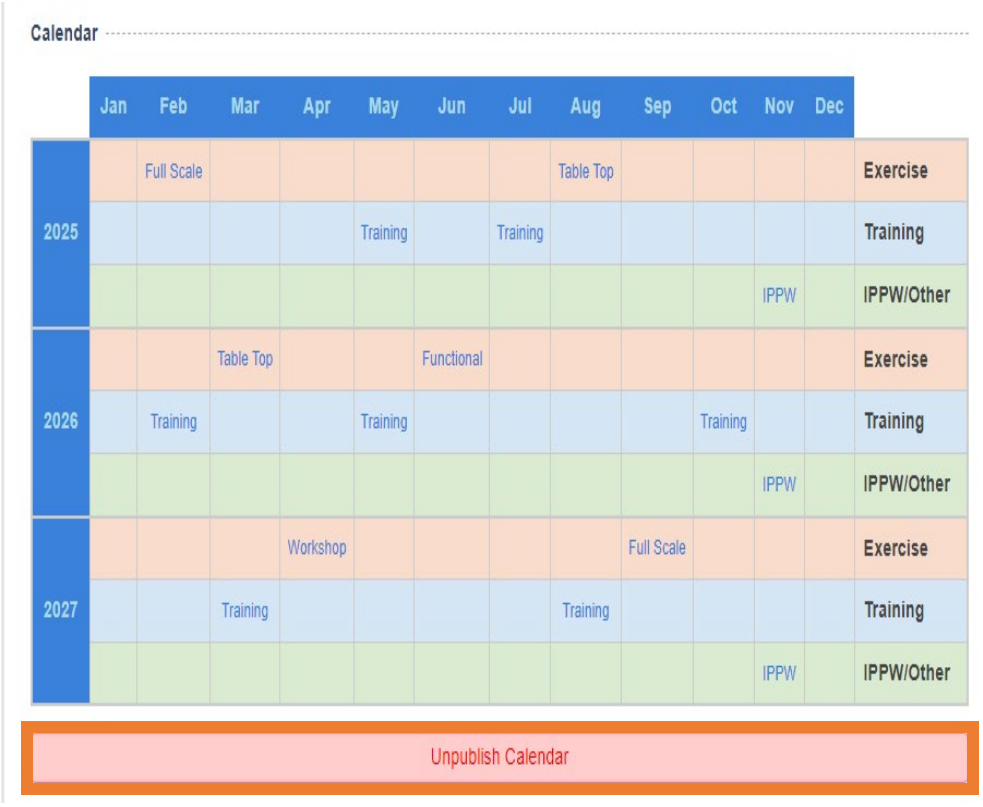
- To add events onto the calendar, click in the empty box that corresponds with the month and year.

- This pop-up box will appear. Fill in information and click. Save Exercises
- Continue this step until calendar is completed.



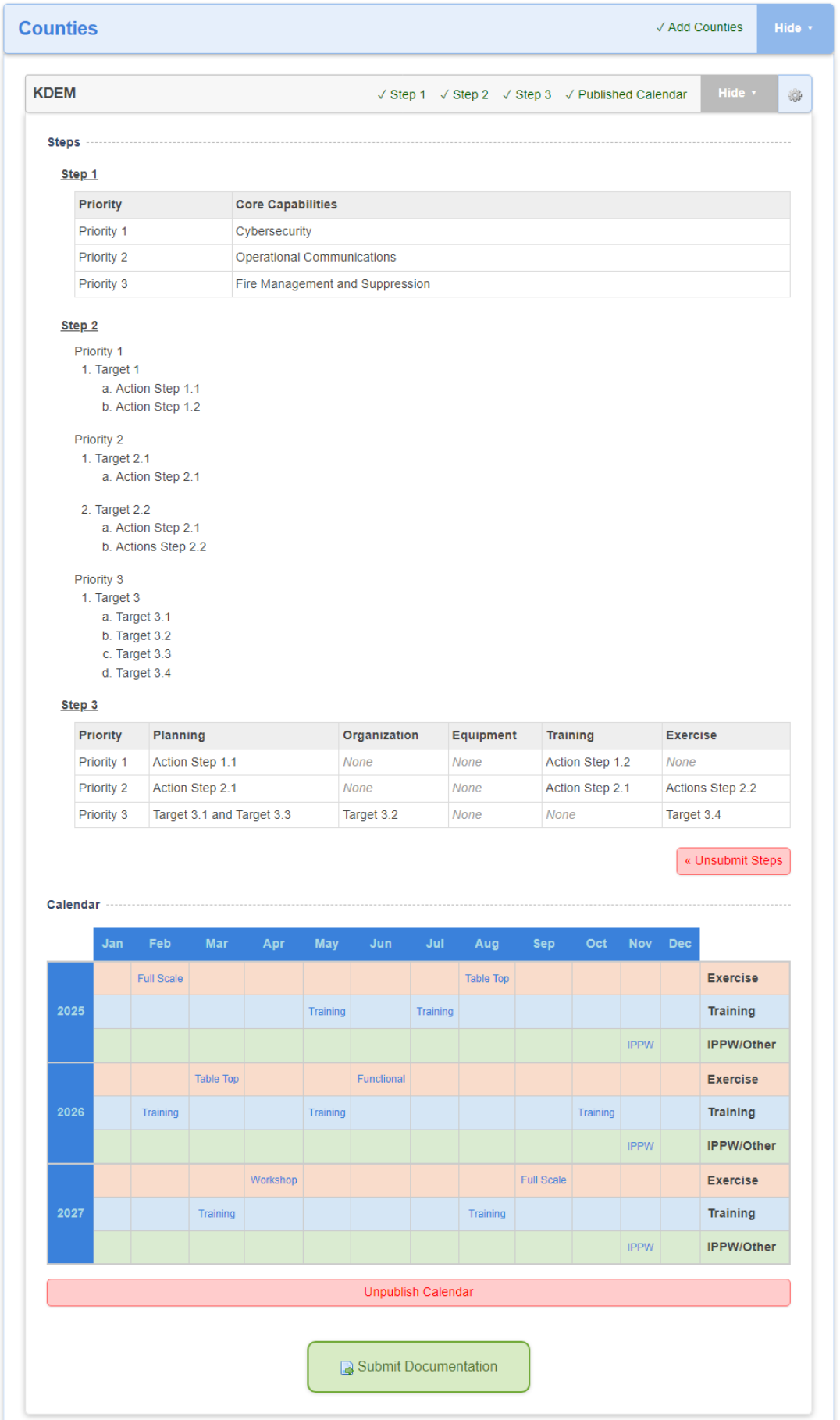
- To save your calendar click Publish Calendar located at the bottom.

- To make changes to your calendar click Unpublish Calendar button located at the bottom.



- After you have published the calendar you will have one more chance to review the submission
- To complete the submission click

Submit Documentation



Counties ✓ Add Counties Hide

KDEM ✓ Step 1 ✓ Step 2 ✓ Step 3 ✓ Published Calendar Hide

Steps

Step 1

Priority	Core Capabilities
Priority 1	Cybersecurity
Priority 2	Operational Communications
Priority 3	Fire Management and Suppression

Step 2

Priority 1
1. Target 1
   a. Action Step 1.1
   b. Action Step 1.2

Priority 2
1. Target 2.1
   a. Action Step 2.1

2. Target 2.2
   a. Action Step 2.1
   b. Actions Step 2.2

Priority 3
1. Target 3
   a. Target 3.1
   b. Target 3.2
   c. Target 3.3
   d. Target 3.4

Step 3

Priority	Planning	Organization	Equipment	Training	Exercise
Priority 1	Action Step 1.1	*None*	*None*	Action Step 1.2	*None*
Priority 2	Action Step 2.1	*None*	*None*	Action Step 2.1	Actions Step 2.2
Priority 3	Target 3.1 and Target 3.3	Target 3.2	*None*	*None*	Target 3.4

« Unsubmit Steps

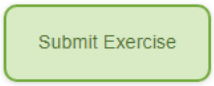
Calendar

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
2025		Full Scale						Table Top					Exercise
					Training		Training						Training
											IPPW		IPPW/Other
2026			Table Top			Functional							Exercise
		Training			Training					Training			Training
											IPPW		IPPW/Other
2027				Workshop					Full Scale				Exercise
			Training					Training					Training
											IPPW		IPPW/Other

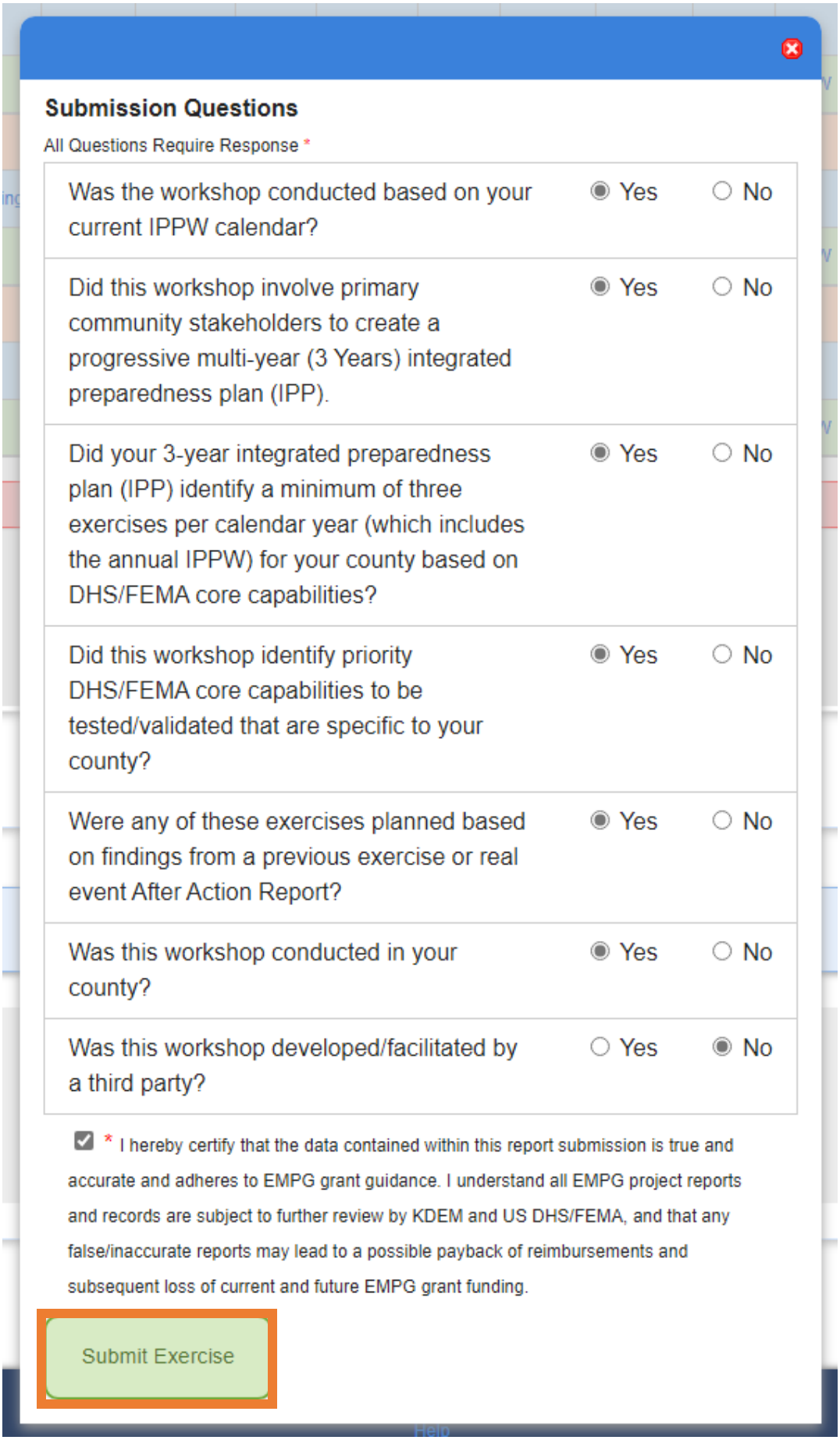
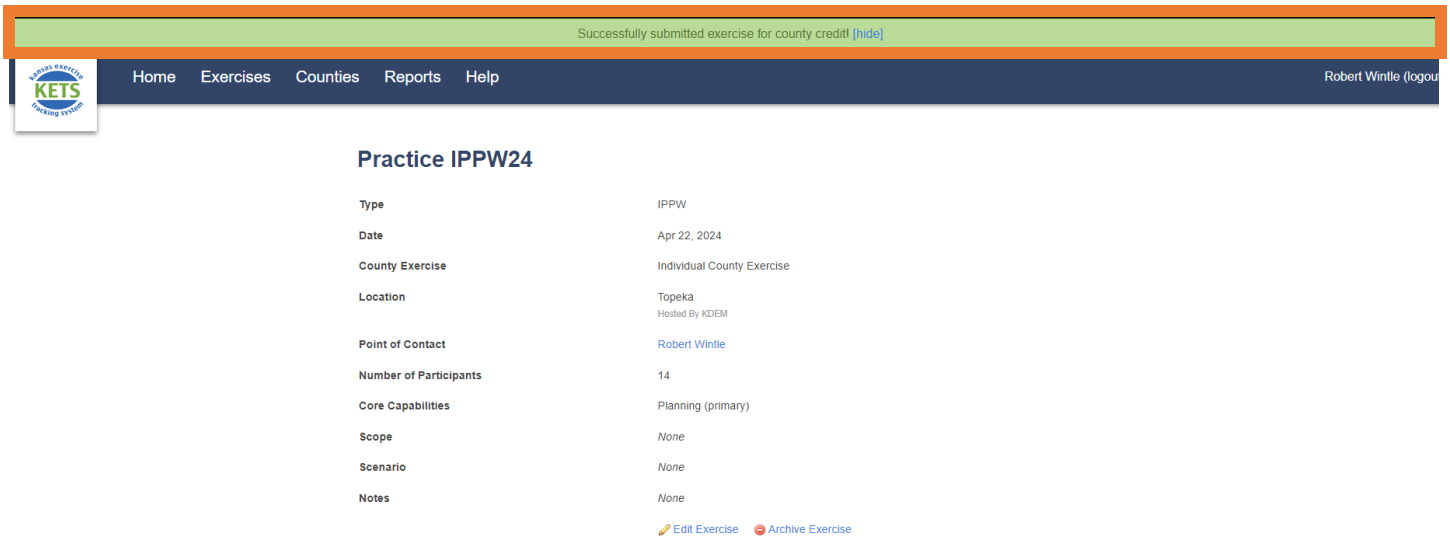
Unpublish Calendar

Submit Documentation

- Complete the Submission Questions and click



(Note: 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.)



- 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.