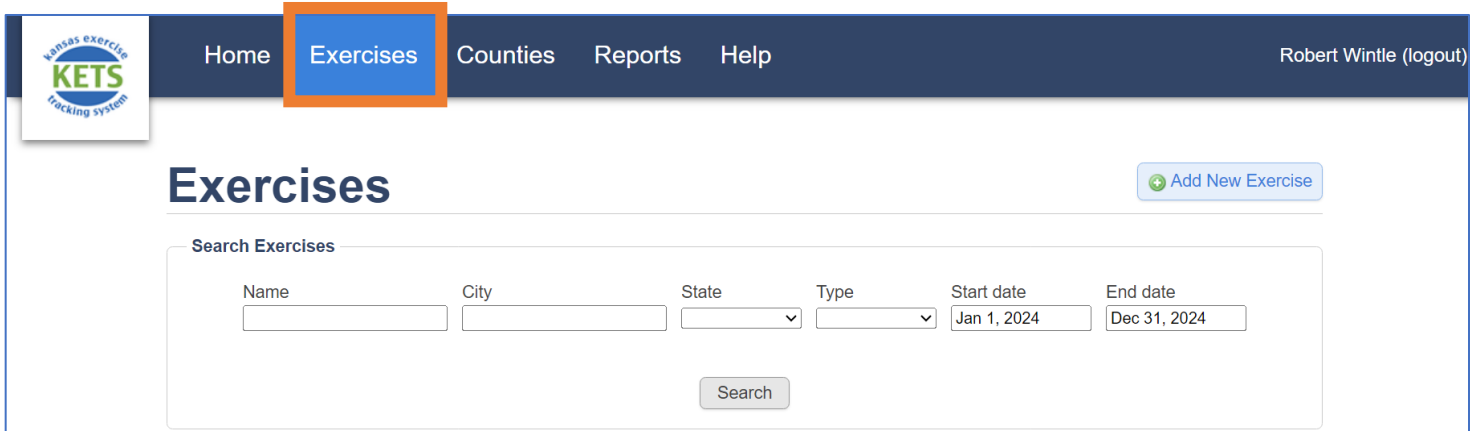


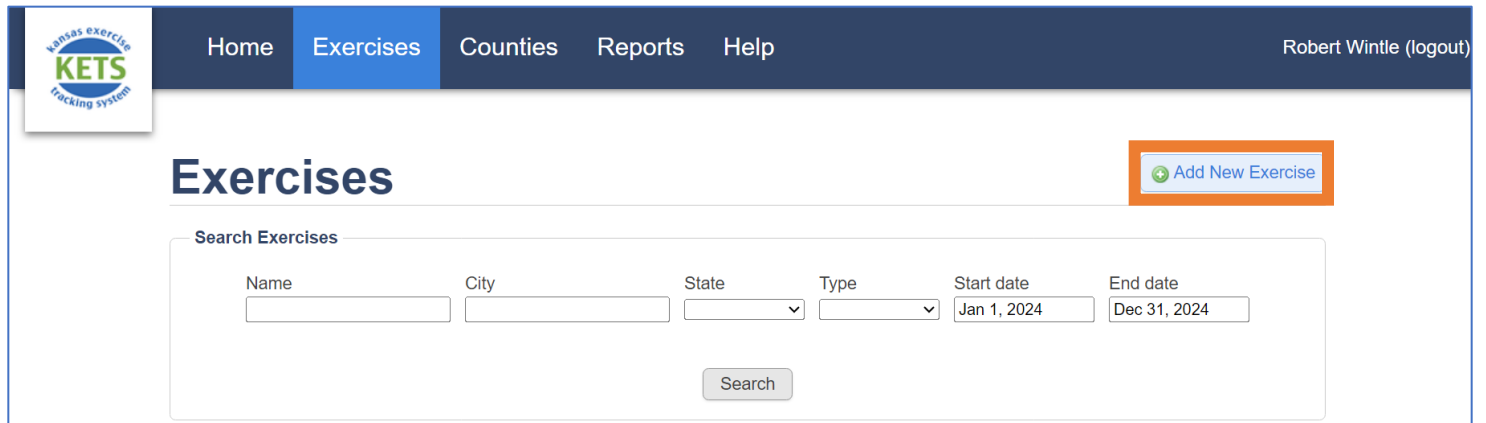
Add New IPPW

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 box. Below the navigation bar, the page title 'Exercises' is displayed. To the right of the title is a button labeled 'Add New Exercise'. Below the title is a search form with fields for Name, City, State, Type, Start date, and End date, and a Search button.

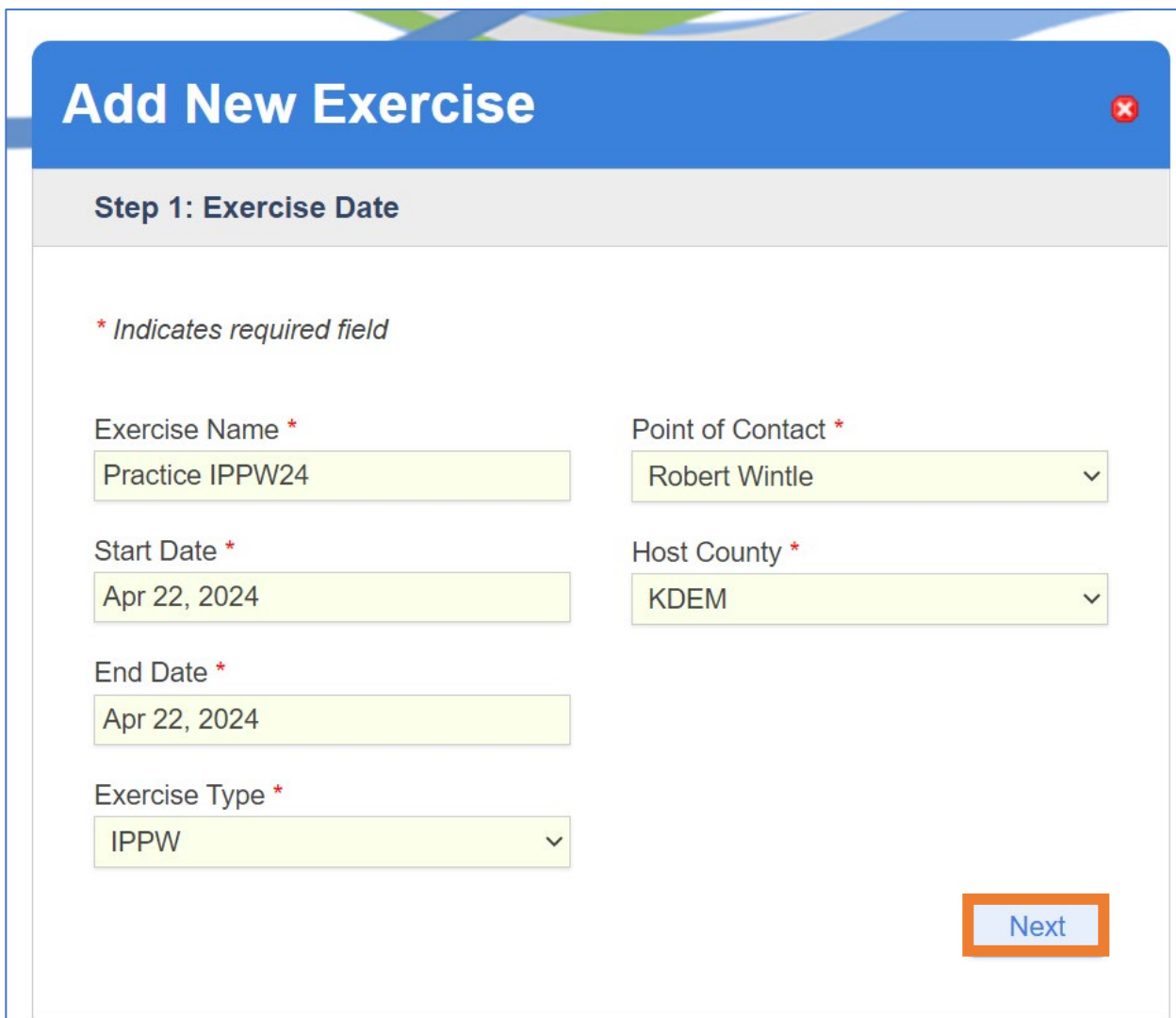
2. Click **Add New Exercise**.




The screenshot shows the same KETS Exercises page, but now the 'Add New Exercise' button is highlighted with an orange box. The search form below the title remains visible and unchanged.

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.



Add New Exercise 

Step 1: Exercise Date

** Indicates required field*

Exercise Name *	Point of Contact *
<input type="text" value="Practice IPPW24"/>	<input type="text" value="Robert Wintle"/>
Start Date *	Host County *
<input type="text" value="Apr 22, 2024"/>	<input type="text" value="KDEM"/>
End Date *	
<input type="text" value="Apr 22, 2024"/>	
Exercise Type *	
<input type="text" value="IPPW"/>	

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.

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 it's 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 loose 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.

PreviousNext

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")

Add New Exercise

Step 3: Enter Remaining Exercise Info

** Indicates required field*

Location * County Exercise *

City Out-of-State Multi-County Individual

City *

Primary Core Capability *

Planning

Note 500 characters remaining

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.

Add New Exercise ✕

Step 8: Review & Submit

Step 1:

Exercise Name
Practice IPPW24

Start Date
Apr 22, 2024

End Date
Apr 22, 2024

Exercise Type
IPPW

Point of Contact
Robert Wintle

Host County
KDEM

Step 3:

Location
City

City
Topeka

County Exercise
Individual


Primary Core Capability
Planning

Note
No value

[Previous](#) [Save](#)

- 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 Counties Reports Help Robert Wintle (logout)

Practice IPPW24

Type	IPPW
Date	Apr 22, 2024
County Exercise	Individual County Exercise
Location	Topeka Hosted By KDEM
Point of Contact	Robert Wintle
Number of Participants	Add Participants
Core Capabilities	Planning (primary)
Scope	None
Scenario	None
Notes	None

[Edit Exercise](#) [Archive Exercise](#)

Exercise Files

X Upload Sign-in Sheet [Hide](#)

No exercise files.

[Add Exercise File](#)

Step 5: Exercise Files / Participants

Exercise Files X Upload Sign-in Sheet Hide ▾

No exercise files.

[+ Add Exercise File](#)

- Click [+ Add Exercise File](#)
- Select "Sign-in sheet"
- Add total number of participants
- Click [Choose File](#)
- Click [Create Attachment](#)

Select File Type(s)
 Sign-in sheet

What was the total number of participants?

- C/E Handbook
- ExPlan
- SitMan
- Media Release
- MSEL
- Other

Select File
[Choose File](#) Sign-in sheet.docx

[Create Attachment](#)

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

Exercise Files ✓ Upload Sign-in Sheet Hide ▾

Filename	Type	Uploaded	
Sign-in sheet.docx	Sign-in sheet	Apr 23, 2024 9:49 AM	

[+ Add Exercise File](#)


Participants


X Add Participants

Hide ▾

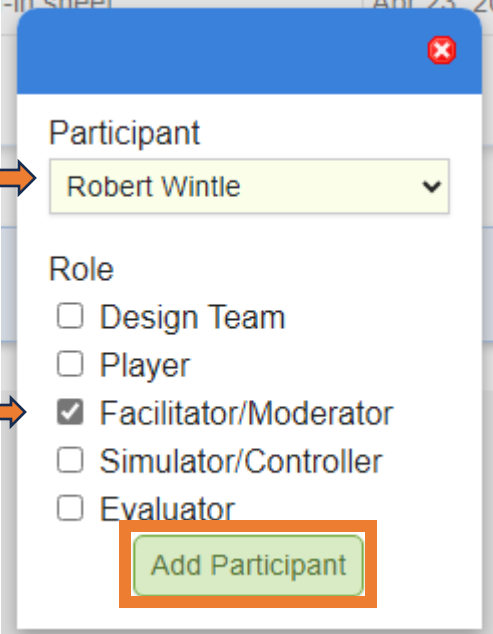
No participants yet.

 Add Participant

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

(Note: If more than one person is funded by EMPG Grant dollars Click  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.)




Participant

Robert Wintle ▾

Role

- Design Team
- Player
- Facilitator/Moderator
- Simulator/Controller
- Evaluator



Two orange arrows point from the text instructions to the 'Add Participant' button in the modal and the 'Facilitator/Moderator' role selection.

Participants



✓ Add Participants

Hide ▾

Name	County	Role	Assigned	
Robert Wintle	KDEM	Facilitator/Moderator	Apr 23, 2024 10:01 AM	

 Add Participant

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 »



Counties

✓ Add Counties Hide ▾

KDEM

X Step 1 X Step 2 X Step 3 X Published Calendar Hide ▾ 

Steps





.....


This form is to get you to think about your program's past, present, and future, and how you will improve your program.

In the 'Program Priority' section, you will identify program priorities based on observations from exercises, real-life events, or known risks/threats to your community.




In the 'Core Capability' section, you will list which of the 32 core capabilities that this priority(event) falls under. (Ex. On-scene Security, Protection, and Law Enforcement).

Step 1


Program Priority	Core Capability	
Priority 1	× Cybersecurity	 
Priority 2	× Operational Communications	
Priority 3	× Fire Management and Suppression	

 Add Program Priority

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 

(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  .)

Counties
✓ Add Counties
Hide ▾

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

Steps

Utilizing the factors identified in Step 1 and the needs of your jurisdiction and whole community partners, generate preparedness priorities. Then, in the spaces below, utilizing a strategic and progressive approach, establish your preparedness priorities and come up with a list of preparedness goals.


Step 2


Priority: Priority 1
Core Capability: Cybersecurity

1. Target 1

a. Action Step 1.1

b. Action Step 1.2


 Add Subitem

 Add Priority Target

Priority: Priority 2
Core Capability: Operational Communications

1. Target 2.1


a. Action Step 2.1


 Add Subitem

2. Target 2.2

a. Action Step 2.1

b. Actions Step 2.2

 Add Subitem

 Add Priority Target

Priority: Priority 3
Core Capability: Fire Management and Suppression


1. Target 3


a. Target 3.1

b. Target 3.2


c. Target 3.3

d. Target 3.4

 Add Subitem

 Add Priority Target


« Back to Step 1
Complete Step 2 »

- In Step 3 you will add your action steps to the POETE by clicking  [Add Action](#)

Counties

✓ Add Counties Hide ▾


KDEM


✓ Step 1 ✓ Step 2 ✗ Step 3 ✗ Published Calendar Hide ▾ 


Steps


In this step, you will generate a list of actions that you will take to address each 'Priority' you identified earlier in Step 1. This follows the Planning, Organization, Equipment, Training, and Exercise (POETE) framework. For more information about POETE, [see example](#).

Step 3


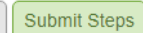
Priority: Priority 1
Core Capability: Cybersecurity
1. Target 1
 [Add Action](#)

Priority: Priority 2
Core Capability: Operational Communications
1. Target 2.1


2. Target 2.2



Priority: Priority 3
Core Capability: Fire Management and Suppression
1. Target 3


« Back to Step 2 Submit Steps

- 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 

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

Counties
✓ Add Counties
Hide ▾

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




Steps

In this step, you will generate a list of actions that you will take to address each 'Priority' you identified earlier in Step 1. This follows the Planning, Organization, Equipment, Training, and Exercise (POETE) framework. For more information about POETE, [see example](#).

Step 3

Priority: Priority 1
Core Capability: Cybersecurity


1. Target 1

Action *		POETE *
<input type="text" value="Action Step 1.1"/>	<input type="text" value="Planning"/>	<input type="text" value="Planning"/>
		
Action *		POETE *
<input type="text" value="Action Step 1.2"/>	<input type="text" value="Training"/>	<input type="text" value="Training"/>
		

[Add Action](#)



Priority: Priority 2
Core Capability: Operational Communications

1. Target 2.1

Action *		POETE *
<input type="text" value="Action Step 2.1"/>	<input type="text" value="Planning"/>	<input type="text" value="Planning"/>
		

[Add Action](#)





2. Target 2.2

Action *		POETE *
<input type="text" value="Action Step 2.1"/>	<input type="text" value="Training"/>	<input type="text" value="Training"/>
		
Action *		POETE *
<input type="text" value="Actions Step 2.2"/>	<input type="text" value="Exercise"/>	<input type="text" value="Exercise"/>
		

[Add Action](#)

Priority: Priority 3
Core Capability: Fire Management and Suppression

1. Target 3

Action *		POETE *
<input type="text" value="Target 3.1"/>	<input type="text" value="Planning"/>	<input type="text" value="Planning"/>
		
Action *		POETE *
<input type="text" value="Target 3.2"/>	<input type="text" value="Organization"/>	<input type="text" value="Organization"/>
		
Action *		POETE *
<input type="text" value="Target 3.3"/>	<input type="text" value="Training"/>	<input type="text" value="Training"/>
		
Action *		POETE *
<input type="text" value="Target 3.4"/>	<input type="text" value="Exercise"/>	<input type="text" value="Exercise"/>
		

[Add Action](#)

« Back to Step 2 | Submit Steps

- 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.

Counties ✓ Add Counties Hide ▾

KDEM ✓ Step 1 ✓ Step 2 X Step 3 X 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

- Target 1
 - Action Step 1.1
 - Action Step 1.2

Priority 2

- Target 2.1
 - Action Step 2.1
- Target 2.2
 - Action Step 2.1
 - Actions Step 2.2

Priority 3

- Target 3
 - Target 3.1
 - Target 3.2
 - Target 3.3
 - 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

Add Interactive Calendar

Add Core Capabilities ✕

5 core capabilities that may be added to this exercise from previous years' IPPWs:

Name	Year(s) Exercised In
Community Resilience	2025, 2026, 2027
Critical Transportation	2025, 2026, 2027
Economic Recovery	2025, 2026, 2027
Cybersecurity	2025, 2027
Environmental Response/Health and Safety	2025, 2026

Would you like to assign these core capabilities to this IPPW?

Yes No

Cancel

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

Calendar

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
2025													Exercise
													Training
											IPPW		IPPW/Other
2026													Exercise
													Training
											IPPW		IPPW/Other
2027													Exercise
													Training
											IPPW		IPPW/Other

Publish Calendar

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

Save Exercises

Exercises for Feb 2025

Name *
Full Scale

Type *
Full-Scale

Core Capabilities *
 Community Resilience
 Critical Transportation
 Economic Recovery

Primary Hazard *
Tornado

Note

Save Exercises

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

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

Publish Calendar

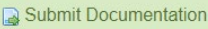
- To make changes to your calendar click Unpublish Calendar button located at the bottom.

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

- 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

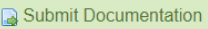
Priority	Planning	Organization	Equipment	Training	Exercise
Priority 1	Action Step 1.1	None	None	Action Step 1.2	None
Priority 2	Action Step 2.1	None	None	Action Step 2.1	Actions Step 2.2
Priority 3	Target 3.1 and Target 3.3	Target 3.2	None	None	Target 3.4

[« 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

Submit Exercise

(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.)

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 type="radio"/> Yes	<input checked="" 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

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

 Home Exercises Counties Reports Help Robert Wintle (logout)

Practice IPPW24

Type	IPPW
Date	Apr 22, 2024
County Exercise	Individual County Exercise
Location	Topeka Hosted By KDEM
Point of Contact	Robert Wintle
Number of Participants	14
Core Capabilities	Planning (primary)
Scope	None
Scenario	None
Notes	None

[✎ Edit Exercise](#) [🗑 Archive Exercise](#)