


Step 5: Upload Your County's Documentation


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

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

Uploading Documentation for Your County

1. Click County in the top menu bar.
2. Click the submit icon  for the exercise you want to upload documentation for.


Step 2: Pending Documentation

Exercise	Location	Type	Start Date	End Date	Submit
Emergency Kansas Game Exercise	Crisis City	Game	5-1-2015	5-1-2015	
Sunflower County TEPW 2015	Crisis City	TEPW	8-20-2015	8-20-2015	

3. Use the File Uploads box to upload your documents. Select the File Type(s), click **Next**, selecting the file from your computer, and then click Add File.

File Uploads

 - Upload AARs, IPs, or other applicable documents
Exercise: Sample Exercise



Do not upload sign-in sheets here! 

Choose File Types (mark all that apply):

- After Action Report
- Improvement Plan
- Other (e.g. meeting minutes)

[Next →](#)

Uploaded Documents:

File	Type	Download	Delete
AAR and IP Demo.docx	AAR, IP		

- It is **required** to upload an AAR and IP for each exercise funded by EMPG. For an Emergency Operations Plan (EOP) seminar or workshop **only**, you may submit meeting minutes as your AAR and IP from the LEPC meeting with your whole community partners.
 - If your AAR and IP are contained in the same document, check both File Type boxes before clicking **Next**. You do NOT need to upload the same document twice.
- **For a TEPW:** It is **required** to upload a multi-year Training and Exercise Plan (TEP) Calendar and assign the core capabilities identified in the TEPW.

- Once all required documents have been uploaded, the exercise can be submitted. Once you submit the exercise you cannot edit it. Only an Administrator will be able to make any edits to the exercise at that point.

Submit Exercise for Approval


Was this exercise listed on your TEPW Calendar?: Yes No

Is the exercise part of a progressive exercise series?: 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

- Indicate whether the exercise was on your TEPW Calendar and if the exercise is part of the Progressive Exercise Series.
 - Check the box to accept the terms.
 - Click Submit Exercise.
- A light blue status bar appears with the message “Exercise has been submitted and is pending approval.” will be displayed.

 **Exercise has been submitted and is pending approval.**

Is part of a progressive exercise series? Yes

Counts towards county's TEP? Yes

- Uploaded documents can still be downloaded by clicking the download icon or the name of the file.
- On the County page, the exercise will move from the Accepted Exercises category into the Submitted Exercises category and will have the status “Awaiting review from an administrator.”
 - An Administrator will review and approve the exercise documentation. You will receive an email notification when it has been approved and the status of the exercise will change to “Exercise has been approved!”