



2800 SW Topeka Boulevard
Topeka, Kansas 66611
Phone (785) 646-1412
Fax (785) 646-1914

Kansas Emergency Management Training

Visit our website for a full listing of courses available in Kansas <http://www.kansastag.gov/KDEM.asp?PageID=266>

Emergency Operations Plan (EOP) Workshop

**Register online at <https://ks.train.org>
search for Course ID 1068381**

October 11, 2017 • 9am to 4pm

Pratt Municipal Building, Training Room
117 W. 3rd Street, Pratt

This workshop is designed to assist counties in completing their EOP using the kansasplanner.com system. This will be a one-day workshop and it is open to all Kansas counties.

Target Audience

Participants should include any county with an expired EOP, or counties with EOPs that expire in the next 12 months. County Emergency Managers who want to learn how to keep their EOPs continuously up to date.

Before the Workshop

Participants should work on completing the workbook (located in the File Archives of the system) as away of preparing for the class.

During the Workshop

- The workshop will cover all of the line items in the Kansas Planning Standards and have discussion on any questions
- As the Planning Standards are covered, counties

will record the information into the kansasplanner.com system

- KDEM will facilitate entering information into the kansasplanner.com system by showing where and how to enter information, and answer questions that people may have about what to put into they system.

This process has been completed at previous workshop and provides a strong foundation for counties to finish their Emergency Operations Plan. Counties that attend the workshop will complete a significant portion of their EOP during the two days.

For specific questions about this workshop, please contact **Susan McMahan** at (785) 646-3025 or susan.j.mcmahan.nfg@mail.mil.

Lodging arrangements will not be offered for this training.

Register at
<https://ks.train.org>

Search for Course
ID **1068381**

Need help?

Isabel Herrera
Schultes

[maria.i.herrera13.](mailto:maria.i.herrera13.nfg@mail.mil)

nfg@mail.mil

(785) 646-1412

KS-TRAIN Help
Desk

helpdesk@kdhek

s.gov (785) 296-

5655.

*For questions about
this training you*

can contact Susan

McMahan at

[susan.j.mcmahan.nfg](mailto:susan.j.mcmahan.nfg@mail.mil)

g@mail.mil or

(785) 646-3025.



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FAQs about KS-TRAIN and New User Accounts

• How do I sign up for a TRAIN user account?

Log onto <https://ks.train.org>. Click on “Create an Account,” which appears underneath the login on the left hand side of the screen. Review and accept the Terms and Conditions. Fill out all of the necessary information on the subsequent pages. (If you’d like, you can also fill in the optional information.) When you have finished, click “Continue” to enter the site.

• How do I find courses to take?

There are several ways to do this. If you have a Course ID Number: enter this number in the “Search by Course ID” box (the second pale-blue box below the Kansas Seal). If you don’t know the Course ID number you can click the “Course Search” link at the top of the screen. From this page you can click “Browse” to view all course offerings in TRAIN, or you can use any of the tools in the “Search Options” list to help narrow your results.

• I’ve registered for a course – where do I find confirmation of this?

All of your course registrations can be found by clicking “My Learning” from the home page. This will include all in-progress courses. **With courses offered by Kansas Emergency Management; you can expect to receive an email confirmation from our office within 3 working days after you submit your registration for approval.**

• I signed up for a “Live” course and can no longer attend. Who should I contact?

You can withdraw yourself from any course by going to the Course Management page and clicking the “Withdraw” button. You can also contact Isabel Herrera Schultes at maria.i.herrera13.nfg@mail.mil or 785-274-1412 if you need help withdrawing.

Please contact our office if you have any questions about this course.