

## TEP-EZ Form Instructions

**Training and Exercise Schedule**  
 Submit completed form by email to [HSEM.Training@state.mn.us](mailto:HSEM.Training@state.mn.us)

Use this form to report planned training and exercise activities sponsored by your jurisdiction. These activities will be added to the state multi-year training and exercise program list. Float your cursor over the fields for helpful information.

Today's Date:

HSEM Region:  RPC:  Lead Jurisdiction:

Name:  Email:

Year	Month	Day	Participating Counties	Type	Official Exercise Name	Core Capability	Point of Contact	POC Email
2016	February	1	Koochiching, Lake of the Woods, Itasca	Tabletop	North Winds	Critical Transportation, Housing, Mass Care Services, Mass Search and Rescue Operations	E. Mergency Manager	e.mergency.manager@mycounty.org
2016	April		Koochiching, St. Louis	Drill	Northeast Winds	Access Control and Identity Verification, Fatality Management Services, Infrastructure Systems, Mass Care Services, Mass Search and Rescue Operations	E. Mergency Manager	e.mergency.manager@mycounty.org

Before you **Submit by Email**, please **Save Form** with the file name to the right

Use your mouse or the **Tab** key on your keyboard to move from field to field. Hover over a field for help text. Click in the **Date** field and use the dropdown calendar to select the current date (not the date of the exercise). Selecting an **HSEM Region** from the dropdown box triggers several actions:

- fills in the **Regional Program Coordinator (RPC)** name field
- customizes the options in the **Lead Jurisdiction** dropdown box
- sets the **Submit by Email** button to send a copy to the appropriate RPC's email address

Select the **Lead Jurisdiction**. If your jurisdiction is not listed, chose the correct **HSEM Region**.

Enter your **Name** and **Email** address.

Fill in the table for each training or exercise you have scheduled:

- Use the plus (+) or minus (-) to add or delete a row (there is no way to "undelete" a row, so it's a good idea to save the form before you delete).
- Select the **Year**, **Month** and **Day** from the dropdown boxes
- Add other **Participating Counties** (jurisdictions), separated by commas.
- Select the **Type** of training or exercise.
- Enter the **Official Exercise** (or training) **Name**
- Enter the **Core Capability**(ies) addressed by the training or exercise
- Enter the **Point of Contact's** name and **Email** address.

When you fill in the required fields, the **File Name** (TEP-[LeadJurisdiction-ReportDate]) appears at the bottom. Copy the text inside the box and click **Save Form**. Paste the text in the appropriate field of the Save As dialog box. This step gives the file a unique name, making it easier to sort and retrieve.

Click **Submit by Email** when the form is complete. It will generate a message to HSEM Training and the RPC.

**Known Issue:** Use Adobe Reader or Acrobat version 9.1 or higher to fill out the form. Other pdf file readers may not work or display the form properly. If you open the form in Chrome or Firefox, save it to your computer or [change your default settings](#) to open pdf files in Adobe Reader or Acrobat.