



Plan Holder Workshop

**CDFW-OSPR
Drills & Exercises Unit
14 CCR § 820.1**

Spring 2023

**Presented by:
Drills & Exercises Unit**

Drills & Exercises Unit

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D&E Unit Supervisor



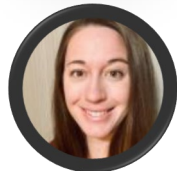
Drill Coordinators

Sacramento



Jennifer Linander

Bakersfield



Amanda Coleman

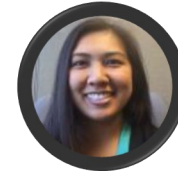
Seal Beach



Kim Penttila



Kelly Kloos



Katherine Hummel



Deanna Harkink

Agenda

- Review regulatory content for § 820.1
 - Present subsections (a) through (n), in order
 - Overview of key differences from § 820.01 and § 820.02
 - Closing Remarks
- Notes:
 - It is expected everyone read § 820.1 prior to this workshop, therefore questions that can be answered by the regulations will be referred back to the regulations
 - Only select requirements have been included in this presentation; refer to the regulatory text for all requirements

(a) Applicability and Definitions

- D&E requirements pertain to owners or operators of facilities, vessels, and mobile transfer units requiring an oil spill contingency plan
- Drill = equipment deployment drill; Exercise = tabletop exercise
- OSPR Regions (North, Central, South) are defined
- Tier classifications are defined and are consistent with SMT certification

RWCSV (bbls)	Tier I	Tier II	Tier III
Marine	≥ 600	250-599	≤ 249
Inland	≥ 1,000	500-999	≤ 499

- The Administrator may determine a different tier is more appropriate
- The Administrator may require an unannounced drill or exercise
- Terms used in § 820.1 are defined (e.g., CalTriVEX, CoreVEX, OSPRIE)

(b) Type and Frequency of Drills, Exercises, and Additional Notifications

- A tabletop exercise must be held annually
Over any consecutive 3-year period:
 - Facility Cplans operating in more than one region must alternate the exercise location between those regions (North, Central, and South)
 - Vessel Cplans must have one CalTriVEX and two CoreVEX
- An equipment deployment drill, if required, must be conducted in the first six months of the calendar year
 - If it doesn't pass, another drill must be held in the second six months
 - If a drill is not held in the first six months, one cannot be held in the second six months

(b) Type and Frequency of Drills, Exercises, and Additional Notifications

- Additional Notifications (formerly Quarterly Notifications)
 - Facility Notifications are required quarterly
 - ✧ For Cplans operating in more than one region, notifications must be done in each region, each quarter
 - ✧ Successful exercise notifications will fulfill this requirement for the applicable region and quarter
 - Vessel Notifications are required quarterly, or at least 72 hours prior to entering waters of the state if that is less often (no change from § 820.01)
 - More information about Additional Notification in subsection (g)

(b) Type and Frequency of Drills, Exercises, and Additional Notifications

- Drill, exercise, and additional notification objectives and requirements are described in subsections (c) through (g)
- Requirements for Oil Spill Response Organization (OSRO) Ratings, Shoreline Protection, and Spill Management Team (SMT) Certification are contained within other regulatory sections

(c)-(e) Tiers I-III Exercises

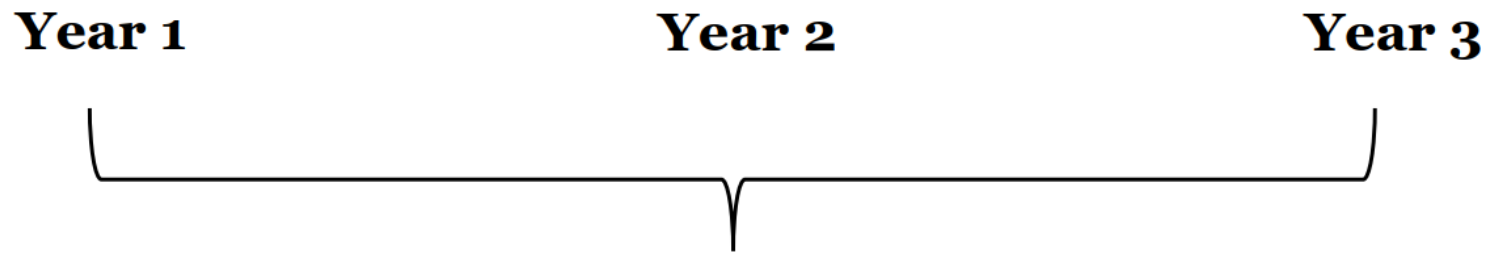
- Terminology...*specific terms used throughout these regulations:*
 - “Designate a (position)” means to have someone dedicated to that position
 - ✧ E.g., no wearing multiple hats; LOFR cannot also be PIO
 - “Designate staff to work (in a unit or with a position)” means to have someone dedicated to a specific role
 - ✧ E.g., LOFR cannot work with OSPR’s Volunteer Coordinator
 - “Document on (ICS form)” means the required items need to be documented on the specific ICS form to be eligible for credit
 - ✧ E.g., notifications can be on a notifications sheet, but must also be documented on page two of the ICS 201 for credit
 - “Document” means the required items need to be documented somewhere, but not in any specific location
 - ✧ E.g., LOFR can document contact with stakeholders using an ICS 214, a stakeholder matrix, or page two of the ICS 201

(c)-(e) Tiers I-III Exercises

- Terminology, *continued*:
 - “Contact information must be accurate in the (Cplan)” means that even if the required action is completed, if contact information is not correct in the Cplan, credit cannot be earned
 - ✧ E.g., if information is incorrect, then the Cplan would need to be updated prior to the next exercise to be eligible for credit during that exercise
 - “Display” means to have something posted so response personnel can see the information
 - ✧ E.g., on a situation status display located in a common area of the incident command post

(c)-(e) Tiers I-III Exercises

Rolling 3-year Cycle



- First 3-year period (Facilities)
 - Objectives (1) and (2) must be tested and achieved every year; any other objectives may also be tested
 - Any objectives, excluding (1) and (2), that were not achieved in years 1 and 2 must be tested and achieved in year 3
 - *The more objectives you earn credit for in the first two years, the less you will need to achieve in year 3*

(c)-(e) Tiers I-III Exercises

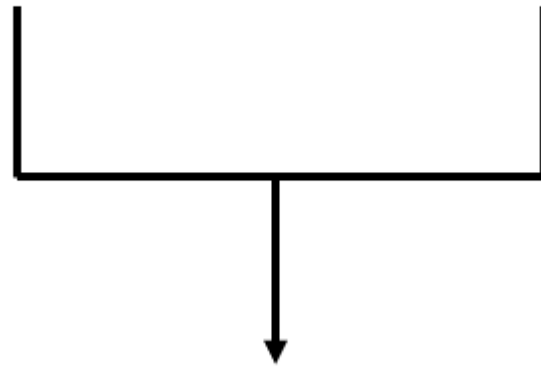
Rolling 3-year Cycle

- Subsequent 3-year periods (Facilities)
 - Objectives (1) and (2) must be tested and achieved every year; any other objectives may be tested
 - Any objectives, excluding (1) and (2), that were not achieved in the previous 2 years must be tested and achieved
 - *The more objectives you earn credit for in any given year, the less you will need to achieve the following year*

(c)-(e) Tiers I-III Exercises

Rolling 3-year Cycle

★ 2023 ★ 2024 ★ 2025



- *In 2023 and 2024, objectives (1) & (2) are mandatory; any other objectives are optional*
- *In 2025, objectives (1) & (2) are mandatory **plus** any not achieved in 2023 and 2024*

All other objectives must be achieved

i.e. any objectives, excluding (1) and (2), not achieved in the previous 2 years are mandatory

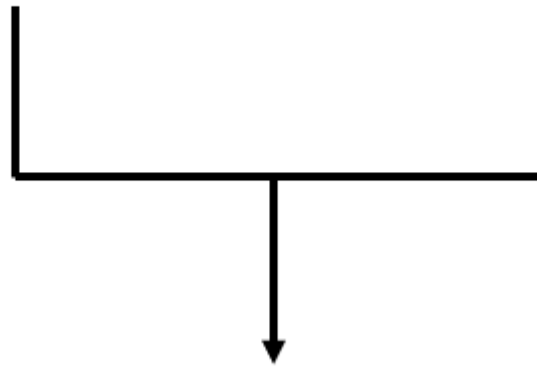
★ Objectives (1) and (2) must be achieved

(c)-(e) Tiers I-III Exercises

Rolling 3-year Cycle

2023 ★ 2024 ★ 2025 ★ 2026

- In 2026 we will be looking back at what was achieved in 2024 and 2025*



All other objectives must be achieved

i.e. any objectives, excluding (1) and (2), not achieved in the previous 2 years are mandatory

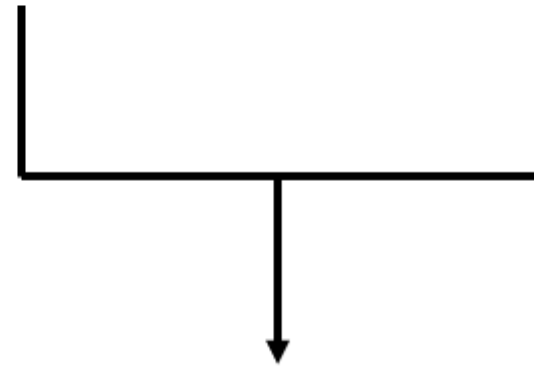
★ Objectives (1) and (2) must be achieved

(c)-(e) Tiers I-III Exercises

Rolling 3-year Cycle

2023 2024 ★ 2025 ★ 2026 ★ 2027

- *In 2027, we will be looking back at what was achieved in 2025 and 2026, etc.*



All other objectives must be achieved

i.e. any objectives, excluding (1) and (2), not achieved in the previous 2 years are mandatory

★ Objectives (1) and (2) must be achieved

(c) Tier I Tabletop Exercises

- *We will be reviewing the key differences between previous and current regulations; for specific requirements, please refer to the current regulations*
- For facilities:
 - Objectives (1) Notifications and (2) Staff Mobilization are mandatory at every exercise
 - All objectives (3) through (10) are on a rolling 3-year cycle
- For vessels:
 - During a CalTriVEX **all** objectives (1) through (11) are mandatory
 - During a CoreVEX both objectives in (12)(A) are mandatory

(c) Tier I Tabletop Exercises

(1)	Notifications		(8)	Planning Section
(2)	Staff Mobilization		(8.1)	Situation Unit
(3)	Incident Command System	Total # of objectives (facilities):	(8.2)	Resource Unit
(3.1)	Unified Command		(8.3)	Environmental Unit
(4)	Safety Officer	26	(8.3.1)	Waste Management
(4.1)	Safety of the Public		(8.4)	Documentation Unit
(5)	Public Information Officer	Total # of objectives (vessels):	(8.5)	Volunteer Unit
(6)	Liaison Officer		(9)	Logistics Section
(7)	Operations Section	27	(9.1)	Communications Unit
(7.1)	Source Control		(9.2)	Personnel Support
(7.2)	Assessment		(9.3)	Response Infrastructure
(7.3)	Firefighting		(10)	Finance Section
(7.4)	Wildlife Care		(11)	Vessel Lightering and Salvage
(7.5)	Protective Strategies			<i>(Vessel plans only)</i>

(c) Tier I Tabletop Exercises

- (1) Notifications, *must be achieved at every exercise*
 - Initiate actual telephonic notifications to the QI, OSRO, CalOES, and NRC within 30 minutes of the scenario being briefed
 - To be witnessed by a drill coordinator upon their request; *to be determined during planning meetings prior to the exercise*
 - Document notifications, time stamps, and control numbers on page 2 of the ICS 201
- (2) Staff Mobilization, *must be achieved at every exercise*
 - Assemble the initial response personnel identified in the Cplan
 - Make actual telephonic notification to the SMT identified in the Cplan
 - Most current approved Cplan must be available and used during exercise

(c) Tier I Tabletop Exercises

- (3) Incident Command System
 - Accurately document all participating contractors and agencies on an organization chart (ICS 201-3 or ICS 207); *i.e., completely populate the ICS form*
- (3.1) Unified Command
 - Address emerging concerns; *e.g., special considerations due to COVID-19*
- (4) Safety Officer
 - Safety plan (including ICS 208) **must be UC approved**; *if a member of the UC wants to see changes before signing it, then those changes need to be made for the plan to be approved and earn credit for this objective*
 - Utilize an ICS 215a
- (4.1) Safety of the Public
 - Make actual telephonic notification to the CUPA
 - Identify and document AQMD and RWQCB

(c) Tier I Tabletop Exercises

- (6) Liaison Officer
 - Actions must be taken to initiate contact with stakeholders; no simulation
- (7) Operations Section
 - Provide a list of available tactical resources, their location, deployment time frames, and operational actions; must remain updated on ICS 201 and map
 - Utilize an ICS 234 and ICS 215
- (7.2) Assessment
 - Make a telephonic update to CalOES, document on ICS 201-2
- (7.3) Firefighting
 - In lieu of 911, must call a non-emergency number for local FD
- (7.4) Wildlife Care
 - No credit if wildlife care number in Cplan is incorrect

(c) Tier I Tabletop Exercises

- (7.5) Protective Strategies
 - Implement protective strategies; *does not mean actually deploying boom, refers to what's happening in the ICP*
 - Display sensitive sites, protective strategies, and spill location on a map
- (8.1) Situation Unit
 - SitStat display must be in a common area of the incident command post
 - Include an incident status summary (i.e., ICS 209) and **approved** safety plan
- (8.2) Resource Unit
 - Ensure all response personnel sign in using a sign-in sheet (i.e., ICS 211p)
- (8.3) Environmental Unit
 - Develop four trajectories using time frames appropriate for the scenario; *don't need to be generated during the exercise, can be developed during planning, but participant action is necessary to obtain them for credit*

(c) Tier I Tabletop Exercises

- (8.4) Documentation Unit
 - DOCL must brief documentation procedures
 - All documentation can be accessed by all response personnel
 - All documentation must be provided to the drill coordinator upon request
 - Transition to a federal or state agency DOCL upon their arrival; *N/A if no agency DOCL participating*
- (9) Logistics Section
 - Generate at least four ICS 213RRs (personnel, facilities, services, materials; *these are things expected to be on the ICS 213RRs*)
- (9.1) Communications Unit
 - Utilize an ICS 205 and 205a

(c) Tier I Tabletop Exercises

- (9.2) Personnel Support
 - Support for current and subsequent operational period; *you need to support the responders currently working as well as the responders that will be working during the next operational period*
- (9.3) Response Infrastructure
 - Ensure wireless internet is accessible by all response personnel and can support all response activities at the ICP; *there is no minimum bandwidth to achieve this, but all participants need to be able to use the wireless internet to fulfill their roles and responsibilities*
- (10) Finance Section
 - Calculate total costs and expenses associated with the incident and incurred by all responding organizations and agencies, including third-party claims (cka, burn rate)
 - ✧ Burn rate must cover current and subsequent operational period

(c) Tier I Tabletop Exercises

Vessels only

- (11) Vessel Lightering and Salvage; *previously separate objectives*
 - Make actual telephonic notifications to VES and lightering providers
 - Develop lightering and salvage plans
- (12) CoreVEX
 - (A)1. Notifications – make actual telephonic notifications to **verify contact information** to OSRO, CalOES, and NRC; *you do not have to go through the whole reporting process, just confirm you reached the correct organization or agency and document the name of who you spoke to*
 - (A)2. Staff Mobilization – Assemble responders at an ICP and maintain an exercise participants list
 - *These are the only two objectives required and eligible for credit, so only documentation supporting these two objectives should be submitted with the credit request*

(d) Tier II Tabletop Exercises

- *We will be reviewing the key differences between previous and current regulations; for specific requirements, please refer to the current regulations*
- For facilities:
 - Objectives (1) Notifications and (2) Staff Mobilization are mandatory at every exercise
 - All objectives (3) through (10) are on a rolling 3-year cycle

(d) Tier II Tabletop Exercises

- | | | | | |
|-------|----------------------------|------------------------------------------|---------|-------------------------|
| (1) | Notifications | | (8) | Planning Section |
| (2) | Staff Mobilization | | (8.1) | Situation Unit |
| (3) | Incident Command System | | (8.2) | Resource Unit |
| (3.1) | Unified Command | | (8.3) | Environmental Unit |
| (4) | Safety Officer | Total # of
objectives:
26 | (8.3.1) | Waste Management |
| (4.1) | Safety of the Public | | (8.4) | Documentation Unit |
| (5) | Public Information Officer | | (8.5) | Volunteer Unit |
| (6) | Liaison Officer | | (9) | Logistics Section |
| (7) | Operations Section | | (9.1) | Communications Unit |
| (7.1) | Source Control | | (9.2) | Personnel Support |
| (7.2) | Assessment | | (9.3) | Response Infrastructure |
| (7.3) | Firefighting | | (10) | Finance Section |
| (7.4) | Wildlife Care | | | |
| (7.5) | Protective Strategies | | | |

(d) Tier II Tabletop Exercises

- (1) Notifications, *must be achieved at every exercise*
 - Initiate actual telephonic notifications to the QI, OSRO, CalOES, and NRC within 30 minutes of the scenario being briefed
 - To be witnessed by a drill coordinator upon their request; *to be determined during planning meetings prior to the exercise*
 - Document notifications, time stamps, and control numbers on page 2 of the ICS 201
- (2) Staff Mobilization, *must be achieved at every exercise*
 - Assemble the initial response personnel identified in the Cplan
 - Make actual telephonic notification to the SMT identified in the Cplan
 - Most current approved Cplan must be available and used during exercise

(d) Tier II Tabletop Exercises

- (3) Incident Command System
 - Accurately document all participating contractors and agencies on an organization chart (ICS 201-3 or ICS 207); *i.e., completely populate the ICS form*
- (3.1) Unified Command
 - Address emerging concerns; *e.g., special considerations due to COVID-19*
- (4.1) Safety of the Public
 - Make actual telephonic notification to the CUPA
 - Identify and document AQMD and RWQCB
- (6) Liaison Officer
 - Actions must be taken to initiate contact with stakeholders; no simulation

(d) Tier II Tabletop Exercises

- (7) Operations Section
 - Provide a list of available tactical resources, their location, deployment time frames, and operational actions; must remain updated on ICS 201 and map
 - Utilize an ICS 234
- (7.2) Assessment
 - Make a telephonic update to CalOES, document on ICS 201-2
- (7.3) Firefighting
 - In lieu of 911, must call non-emergency number for local FD
- (7.4) Wildlife Care
 - No credit if wildlife care number in Cplan is incorrect

(d) Tier II Tabletop Exercises

- (7.5) Protective Strategies
 - Implement protective strategies; *does not mean actually deploying boom, refers to what's happening in the ICP*
 - Display sensitive sites, protective strategies, and spill location on a map
- (8.1) Situation Unit
 - SitStat must be in a common area of the incident command post
- (8.2) Resource Unit
 - Ensure all response personnel sign in using a sign-in sheet (i.e., ICS 211p)
- (8.3) Environmental Unit
 - Develop two trajectories using time frames appropriate for the scenario; *don't need to be generated during the exercise, can be developed during planning, but participant action is necessary to obtain them for credit*

(d) Tier II Tabletop Exercises

- (8.4) Documentation Unit
 - Docs Unit staff must brief documentation procedures
 - All documentation can be accessed by all response personnel
 - All documentation must be provided to the drill coordinator upon request
 - Transition to a federal or state agency DOCL upon their arrival; *N/A if no agency DOCL participating*
- (9) Logistics Section
 - Generate at least two ICS 213RRs (personnel, facilities, services, materials; *these are things expected to be on the ICS 213RRs*)
- (9.1) Communications Unit
 - Utilize an ICS 205a

(d) Tier II Tabletop Exercises

- (9.2) Personnel Support
 - Support for current and subsequent operational period; *you need to support the responders currently working as well as the responders that will be working during the next operational period*
- (9.3) Response Infrastructure
 - Ensure wireless internet is accessible by all response personnel and can support all response activities at the ICP; *there is no minimum bandwidth to achieve this, but all participants need to be able to use the wireless internet to fulfill their roles and responsibilities*
- (10) Finance Section
 - Calculate total costs and expenses associated with the incident and incurred by all responding organizations and agencies, including third-party claims (cka, burn rate)
 - ✧ Burn rate must cover current and subsequent operational period

(e) Tier III Tabletop Exercises

- *We will be reviewing the key differences between previous and current regulations; for specific requirements, please refer to the current regulations*
- For facilities, including mobile transfer units (MTUs):
 - Objectives (1) Notifications and (2) Staff Mobilization are mandatory at every exercise
 - All objectives (3) through (9) are on a rolling 3-year cycle

(e) Tier III Tabletop Exercises

- | | | | |
|-------|----------------------------|-------|---------------------|
| (1) | Notifications | (8) | Planning Section |
| (2) | Staff Mobilization | (8.1) | Situation Unit |
| (3) | Incident Command System | (8.2) | Environmental Unit |
| (3.1) | Unified Command | (8.3) | Documentation Unit |
| (4) | Safety Officer | (9) | Communications Unit |
| (4.1) | Safety of the Public | | |
| (5) | Public Information Officer | | |
| (6) | Liaison Officer | | |
| (7) | Operations Section | | |
| (7.1) | Source Control | | |
| (7.2) | Assessment | | |
| (7.3) | Wildlife Care | | |
| (7.4) | Protective Strategies | | |

**Total # of
objectives:
18**

(e) Tier III Tabletop Exercises

- (1) Notifications, *must be achieved at every exercise*
 - Initiate actual telephonic notifications to the QI, OSRO, CalOES, and NRC within 30 minutes of the scenario being briefed
 - To be witnessed by a drill coordinator upon their request; *to be determined during planning meetings prior to the exercise*
 - Document notifications, time stamps, and control numbers on page 2 of the ICS 201
- (2) Staff Mobilization, *must be achieved at every exercise*
 - Assemble the initial response personnel identified in the Cplan
 - Make actual telephonic notification to the SMT identified in the Cplan
 - Most current approved Cplan must be available and used during exercise

(e) Tier III Tabletop Exercises

- (3) Incident Command System
 - Accurately document all participating contractors and agencies on an organization chart (ICS 201-3); *i.e., completely populate the ICS form*
- (3.1) Unified Command
 - RPIC must develop initial incident objectives and response priorities and review them with the FOSC or SOSC (*whoever is present from UC*); hold an initial UC meeting
 - Address emerging concerns; *e.g., special considerations due to COVID-19*
- (4.1) Safety of the Public
 - Identify and document the CUPA, AQMD, and RWQCB

(e) Tier III Tabletop Exercises

- (5) Public Information Officer
 - Develop an initial press release (not a holding statement) for approval by RPIC, or UC when present
- (6) Liaison Officer
 - Actions must be taken to initiate contact with stakeholders; no simulation
- (7) Operations Section
 - Provide a list of available tactical resources, their location, deployment time frames, and operational actions; must remain updated on ICS 201 and map
- (7.3) Wildlife Care
 - No credit if wildlife care number in Cplan is incorrect
- (7.4) Protective Strategies
 - Implement protective strategies; *does not mean actually deploying boom, refers to what's happening in the ICP*
 - Display sensitive sites, protective strategies, and spill location on a map

(e) Tier III Tabletop Exercises

- (8.1) Situation Unit
 - SitStat must be in a common area of the incident command post
- (8.2) Environmental Unit
 - Identify sensitive sites; *can be on an ICS 232, but this form is not required*
- (8.3) Documentation Unit
 - Exercise participant must brief documentation procedures
 - All documentation can be accessed by all response personnel
 - All documentation must be provided to the drill coordinator upon request
- (9) Communications Unit
 - Document using a sign-in sheet (i.e., ICS 211p)

(f) Equipment Deployment Drills

- Drills are evaluated on a pass/fail basis
- All five objectives must be tested and achieved during every drill
 - (1) Notifications*
 - (2) Staff Mobilization
 - (3) Safety
 - (4) Communications
 - (5) Equipment Deployment

**Notifications done for drills will not count towards a Facility Notification*

(f) Equipment Deployment Drills

- (1) Notifications...*same requirements as exercises, except for ICS 201 page 2*
 - Initiate actual telephonic notifications to the QI, OSRO, CalOES, and NRC within 30 minutes of the scenario being briefed
 - To be witnessed by a drill coordinator upon their request; ; *to be determined during planning meetings prior to the drill*
 - Document notifications, time stamps, and control numbers
- (3) Safety
 - A safety brief must be witnessed by a drill coordinator

(f) Equipment Deployment Drills

- (5) Equipment Deployment
 - Must deploy up to 600 feet of boom to achieve containment within 30 minutes of the boom entering the water
 - ✧ For lengths less than 600 feet, time limit is still 30 minutes
 - For more than 600 feet, additional time will be given proportional to the additional boom being deployed
 - Examples:
 - ✧ 800 feet of boom being deployed = 40 minutes
 - ✧ 1,000 feet of boom being deployed = 50 minutes
 - ✧ 1,200 feet of boom being deployed = 60 minutes

(f) Equipment Deployment Drills

- Reminders and Recommendations
 - 30-min clock starts as soon as the scenario is briefed
 - Conduct a safety brief prior to the scenario being read to maximize time for notifications and deployment
 - A drill coordinator must witness the safety brief or (3) Safety is not achieved and the deployment automatically fails
 - *Remember, drills are pass/fail, meaning you must achieve all 5 objectives to earn credit*

(g) Additional Notifications

- *Additional Notifications is the new name for “Quarterly Notifications” so requirements for facilities and vessels can be clarified*
- (1) Facility Notifications – Initiate actual telephonic notifications to the QI and OSRO within 30 minutes of spill discovery (spill scenario); document notifications and time stamps; notifications to CalOES and NRC are optional
 - Spill scenario needs to include time of spill discovery
- (2) Vessel Notifications – Initiate actual telephonic notification to the QI; notification, time stamp, and QI name must be documented in the vessel’s log; QI notifications to the OSRO, CalOES, and NRC are optional
- *Facility Notifications must be done quarterly; Vessel Notifications are quarterly or at least 72 hours before entering waters of the state*

(h) Commencement

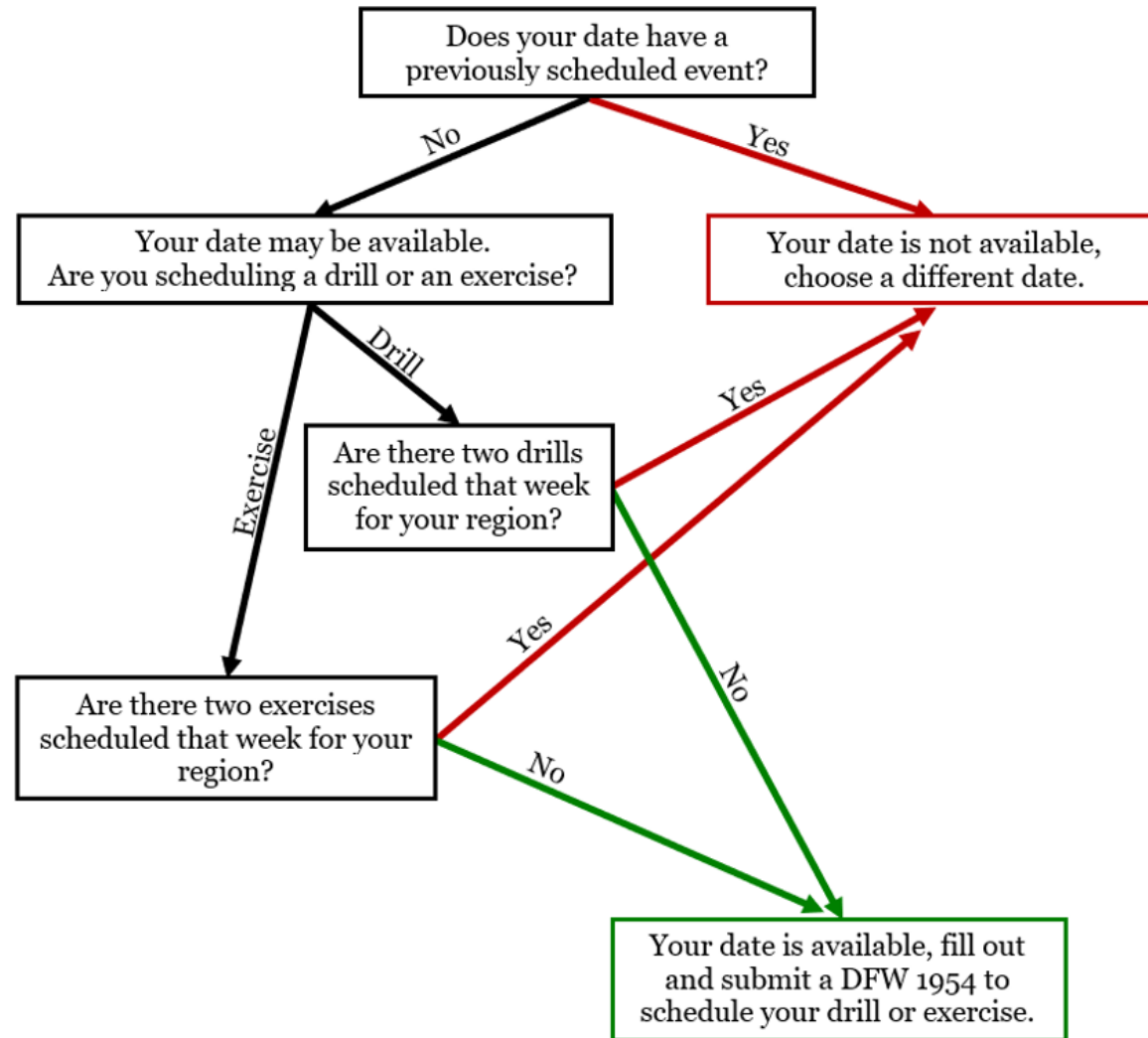
- For new plan holders/Cplan numbers
- If Cplan approved Jan 1 – Sep 30, requirements in § 820.1 apply for the current calendar year
 - E.g., approved Jun 30, 2023 = requirements became effective Jan 1, 2023
- If Cplan approved Oct 1 – Dec 31, requirements in § 820.1 apply for the following calendar year
 - E.g., approved Nov 30, 2023 = requirements become effective Jan 1, 2024
- *Note: for new plan holders, requirements become effective when you receive a Receipt Letter with your Cplan number*
- *Note: all existing plan holders, requirements became effective Jan 1, 2023*

(i) Scheduling

- New D&E Notification Form (DFW 1954), submit **only** via email
 - Incomplete (or inaccurate) forms will be returned for resubmittal; *plan holder name on the DFW 1954 should match the name on the Cplan*
- Advanced notice for most drills and exercises does not change
 - CoreVEX are 60 days in advance (even if out-of-state)
 - CalTriVEX are 120 days in advance
- Check the drill calendar for date availability prior to submitting a DFW 1954
 - Dates with previously scheduled events are not available
 - A maximum of two drills and two exercises per week per region
 - CoreVEX exempt from the above
- Events must be on the Drill or CoreVEX Calendar to be eligible for credit
- Rescheduling – notify D&E as soon as possible; rescheduling must comply with the notification requirement in this subsection

(i) Scheduling

Check online drill calendar for date availability



(j) Design

- At least one planning meeting with a drill coordinator is required for all drills and exercises
 - This can be a simple phone call with a coordinator to review staffing and logistics
- For CalTriVEX, a drill coordinator must be invited to at least three planning meetings
 - E.g., initial planning meeting, midterm planning meeting, final planning meeting
- CoreVEX are exempt from the above

(k) Documentation

- ICS Forms
 - All fields must be populated; can use “—” or “N/A” if no info available
 - Must be the exact form referenced in the regulations
 - Form layout cannot be altered
 - Supplemental pages/information can be attached to the ICS form
 - ICS software can be used if the output meets these requirements
- Examples...

Form Example

1. Incident Name Martinez Exercise 2023		2. Operational Period (Date / Time) From: 03/10/23 To: 03/11/23		MEDICAL PLAN ICS 206-CG							
3. Medical Aid Stations											
Name	Location	Contact #	Paramedics On site (Y/N)								
4. Transportation											
Ambulance Service	Address	Contact #	Paramedics On board (Y/N)								
Eagle Ambulance	1234 Em...	707-123-4543									
American Medical Response		707-833-1234									
5. Hospitals											
Hospital Name	Address	Contact #	Travel Time		Burn Ctr?	Helipad?					
			Air	Ground							
Kaiser Permanente	4561 Med Cetner Dr, B...	94510 707...		30 mins							
6. Special Medical Emergency Procedures											
7. Prepared by: (Medical Unit Leader) Medical Man			Date/Time			8. Reviewed by: (Safety Officer)			Date/Time		
MEDICAL PLAN						ICS 206-CG (Rev.07/04)					

ICS 206

- Operational Period doesn't have a time
- Medical Aid Stations section has not been addressed
- Information is missing for Ambulances and Hospitals
- No information in the Special Medical Emergency Procedures field
- There are other fields without any information
- **This form is not acceptable**

Form Example

1. Incident Name Martinez Exercise 2023		2. Operational Period (Date / Time) From: 03/10/23, 0600 To: 03/11/23, 0600		MEDICAL PLAN ICS 206-CG		
3. Medical Aid Stations						
Name	Location	Contact #	Paramedics On site (Y/N)			
N/A	N/A	N/A	N/A			
4. Transportation						
Ambulance Service	Address	Contact #	Paramedics On board (Y/N)			
Eagle Ambulance	1234 Emergency Dr, Martinez, CA 94553	707-123-4543	Y			
American Medical Response	5678 Lasso Ln, Concord, CA 94520	707-833-1234	Y			
5. Hospitals						
Hospital Name	Contact #	Travel Time		Burn Ctr?	Helipad?	
		Air	Ground			
Contra Costa Med Center	9887 Alhambra Ave, Martinez, CA 94553	925-300-5446	5 mins	15 mins	N	Y
Kaiser Permanente	4561 Med Center Dr, Berkeley, CA 94704	707-633-8745	N/A	30 mins	Y	N
6. Special Medical Emergency Procedures N/A						
7. Prepared by: (Medical Unit Leader) Medical Man		Date/Time 03/09/23, 1300	8. Reviewed by: (Safety Officer) Safety Sam		Date/Time 03/09/23, 1400	
MEDICAL PLAN			ICS 206-CG (Rev.07/04)			

ICS 206

- Every section has been addressed
- Fields at the top and bottom of the form have been completely filled out
- **This form is acceptable**



Form Example

ICS 207

- Operational Period and Date/Time Prepared don't have times
- Labelled positions don't have names or placeholders (e.g., tacs, N/A)
- There are boxes/fields that have been deleted
- **This form is not acceptable**

1. Incident Name
Ventura Exercise 2023

2. Operational Period (Date/Time)
From: 04/21/23 To: 04/22/23

INCIDENT ORGANIZATION CHART ICS 207-CG

3.

Incident Commander(s)/Unified Command
RPIC: Vince Van
SOSC: David McNair

PUBLIC INFORMATION OFFICER
SAFETY OFFICER Safety Sam
INTELLIGENCE OFFICER
LIAISON OFFICER Jenna Driscoll

AGENCY REPS.

OPERATIONS SECTION CHIEF
Ollie Operations

PLANNING SECTION CHIEF
Pamela Plann

LOGISTICS SECTION CHIEF
Larry Logistics

FINANCE/ADMIN SECTION CHIEF
Fred Finance

STAGING AREA MANAGER
Tim Staxx

Air Ops Branch Director: Pete Mitchell

RESOURCE UNIT LEADER
Ron Dieter

ENVIRONMENTAL UNIT LEADER
Corey

SUPPORT BRANCH DIRECTOR
COST UNIT LEADER
TIME UNIT LEADER
PROCUREMENT UNIT LEADER
COMPENSATION UNIT LEADER

4. Prepared By: (Resources Unit Leader)
Ron Dieter

5. Date/Time Prepared:
04/20/23

1. Incident Name Ventura Exercise 2023		2. Operational Period (Date/Time) From: 04/21/23, 0600 To: 04/22/23, 0600		INCIDENT ORGANIZATION CHART ICS 207-CG	
3.		Incident Commander(s)/Unified Command RPIC: Vince Van SOSC: David McNair		PUBLIC INFORMATION OFFICER N/A SAFETY OFFICER Safety Sam INTELLIGENCE OFFICER N/A LIAISON OFFICER Jenna Driscoll	
				Indicates initial contact point	
		AGENCY REPS. N/A			
OPERATIONS SECTION CHIEF Ollie Operations		PLANNING SECTION CHIEF Pamela Planner		LOGISTICS SECTION CHIEF Larry Logistics	
		STAGING AREA MANAGER Tim Staxx		FINANCE/ADMIN SECTION CHIEF Fred Finance	
Air Ops Branch Director: Pete Mitchell		SITUATION UNIT LEADER UNIT LEADER DOCUMENTATION UNIT LEADER DEMOBILIZATION UNIT LEADER Environmental Unit Leader: Corey Kong TECHNICAL SPECIALISTS		SUPPORT BRANCH DIRECTOR SUPPLY UNIT LEADER FACILITIES UNIT LEADER VESSEL SUPPORT UNIT LEADER GROUND SUPPORT UNIT LEADER SERVICE BRANCH DIRECTOR FOOD UNIT LEADER MEDICAL UNIT LEADER COMMUNICATIONS UNIT LEADER	
				COST UNIT LEADER TIME UNIT LEADER PROCUREMENT UNIT LEADER COMPENSATION UNIT LEADER	
4. Prepared By: (Resources Unit Leader) Ron Dieter		5. Date/Time Prepared: 04/20/23, 1000			

Form Example

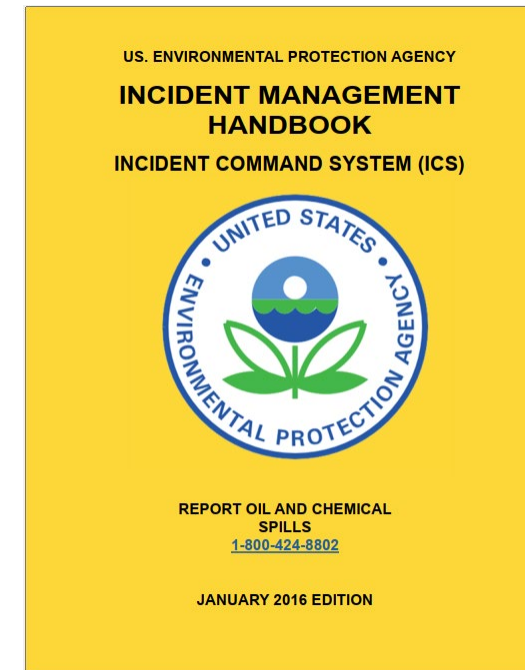
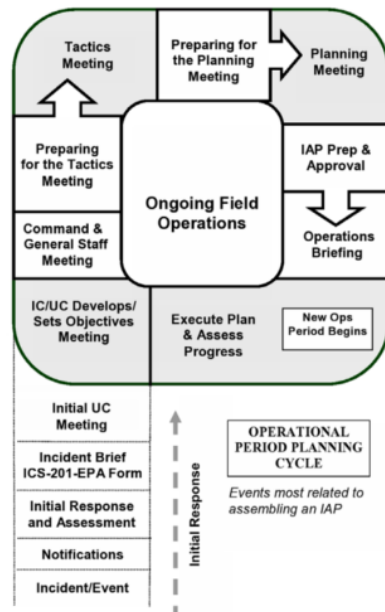
ICS 207

- Every labelled field has been addressed in some way
- Positions that haven't been filled have placeholders (tacs)
- Fields at the top and bottom of the form have been completely filled out
- **This form is acceptable**



(k) Documentation

- Incident Management Handbook (IMH)
 - The USCG or USEPA IMH does not need to be used, but IMH being used cannot remove or re-organize information; *you can add to, but not remove, information and any additions **must** be disseminated*
 - E.g., planning “P” and agendas need to have the same order and information as the USCG/USEPA IMH



(k) Documentation

- Lessons learned; *not a new requirement, but something we'll be looking for*
 - Must identify and document areas for improvement; *same as with any other documentation that is not specified (see slide 8 for more information)*
 - Must submit with credit request and supporting docs pursuant to subsection (l)(1)
 - Expected to incorporate improvements into future drills and exercises
- Retention; *not a new requirement, but something we may request*
 - Must maintain all docs generated during all drills, exercises, additional notifications, and substitutions for at least 3 years and are subject to verification

(I) Credit

- New D&E Credit Request Form (DFW 1955), submit **only** via email
 - CDFW IT policy: no ZIP files; document sharing cannot require login
 - Incomplete or incorrect forms will be returned for resubmittal
 - N/A for Additional Notifications (those will be requested by OSPR)
- Supporting documentation must be legible (i.e., images cannot be blurry) and included with DFW 1955
 - Objectives with insufficient supporting docs will not be eligible for credit
- Companies that facilitate an exercise for multiple vessel plans on or before Oct 31 must submit an updated list of vessel plans by Dec 31
 - After Oct 31, updated list must be submitted with Creq
 - Cplan list must only contain active plan numbers with format XX-XX-XXXX
- Cplan deficiencies noted by a drill coordinator are expected to be addressed prior to the subsequent exercise; e.g., update contact info

(l) Credit

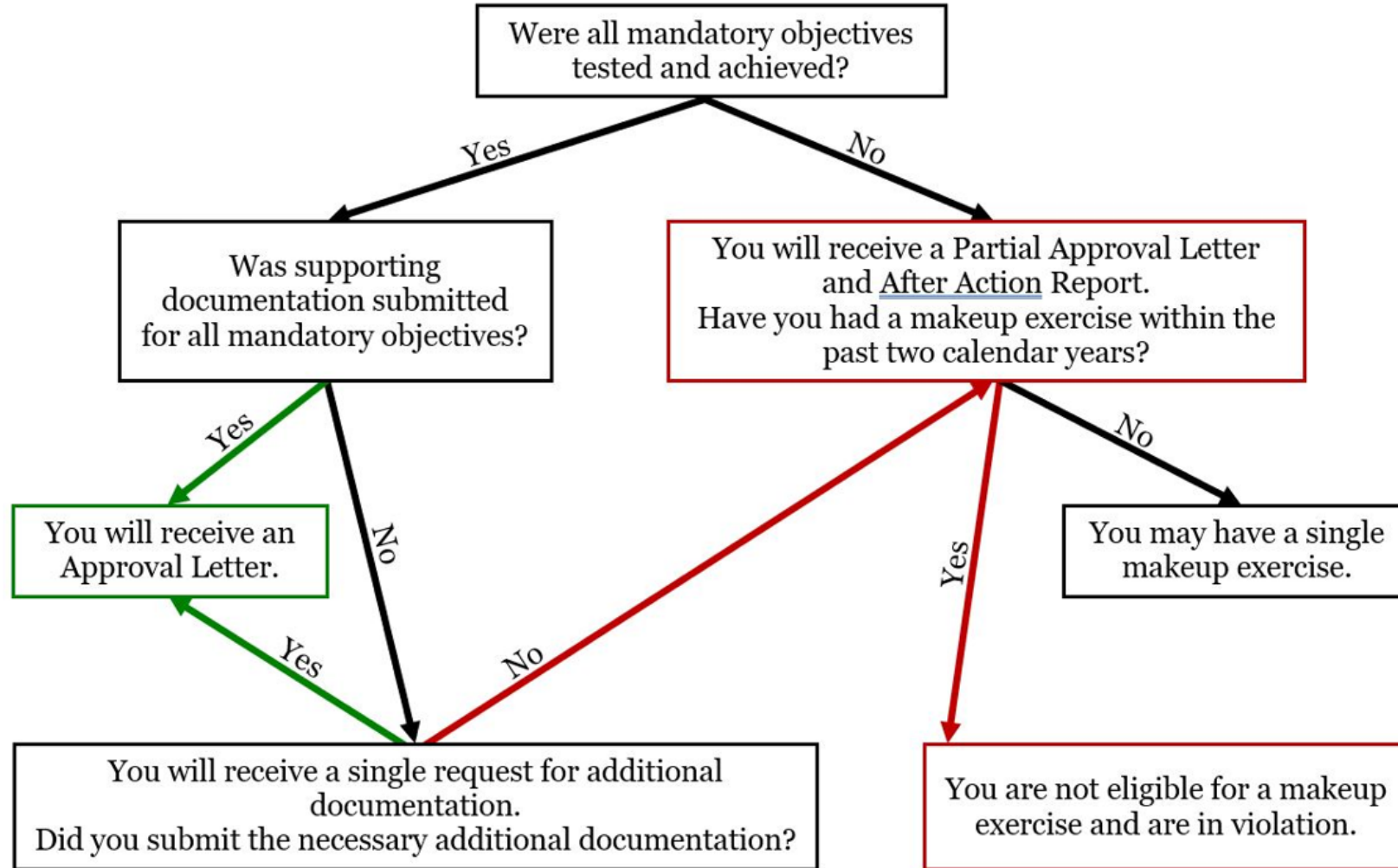
- DFW 1955 and all supporting documentation pursuant to subsection (k) need to be submitted within 60 days of completion of the drill or exercise; *same time frame as previous regulations*
 - Documentation for Additional Notifications needs to be submitted within 15 days of being requested via email
- If scheduling (i) and credit (l) requirements were met, OSPR will process the credit request within 180 days and issue a notice
 - Approval letter if all mandatory objectives were achieved
 - A partial approval letter and after action report (AAR) if one or more mandatory objectives were not achieved
 - Request for additional documentation if one or more mandatory objectives is lacking supporting documentation

(I) Credit

- Makeup exercises
 - Limited to one in a 3-year period
 - ✧ *E.g., makeup TTX in 2023, not eligible in 2024 or 2025, eligible in 2026*
 - Must be conducted within 180 days of receiving the partial approval letter and AAR
 - Notification and Credit Request requirements still apply
 - Objectives achieved during a makeup exercise will only be applied to the calendar year of the original exercise
 - ✧ i.e., if a makeup is held in the following calendar year, an annual TTX for that year is still required

(1) Credit

DFW 1955 and all supporting docs submitted within 60 days of the event



(m) Substitution

- Two types of substitution for drills and exercises
 - Unannounced – only OSPRIEs (OSPR Initiated Events) will be eligible for credit
 - ✧ *GIUEs (Government Initiated Unannounced Exercises) are **not** eligible for credit; will work with Federal partners to not unannounce same facility*
 - Actual Spill – only eligible for credit once in a 3-year period
 - ✧ CalTriVEX are not eligible, CoreVEX only eligible when spill threatens or impacts waters of the state
- Other requirements:
 - OSPR reps must be present to respond (if a spill), observe, and evaluate
 - All drill or exercise requirements must be met by the event
 - ✧ SED: All objectives must be tested and achieved
 - ✧ TTX: (1) Notifications and (2) Staff Mobilization must be tested and achieved in addition to any other mandatory objectives

(n) Reconsideration

- Reconsideration (and hearing) procedures now located in § 790.5 of chapter 1
- Reconsideration of a decision must be requested in writing within 15 business days from the date you received notice (e.g., approval letter)
- OSPR will issue a decision within 15 business days of receiving the request
- A hearing may be requested within 15 business days after receipt of notice that reconsideration has been denied or OSPR's original decision is upheld

Closing

- Resources will be on D&E's website: <https://wildlife.ca.gov/OSPR/Drills-Exercises>
 - Plan Holder Workshop Presentation (as PDF)
 - Rolling 3-year Cycle Handout
 - Scheduling Decision Process
 - Credit Approval Process
 - Frequently Asked Questions (FAQ)
- Regulatory submissions and questions, email osprdrills@wildlife.ca.gov
- Future Actions
 - Do not wait until the last minute to submit Notifications (DFW 1954) or Credit Requests (DFW 1955)
 - ✧ Incomplete or incorrect forms will be returned for resubmittal and all deadlines still apply
 - ✧ Weeks will be closed on the drill calendar once the event limit is met