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OSPR Drill Calendar Update and Exercise Planning Meeting Guidance

Dear Plan Holders, Consultants, and Contractors:

The OSPR Drills and Exercises Unit (D&E Unit) and Spill Management Team Program (SMT Program) are reaching out to share some helpful resources and updates regarding drill and exercise planning and scheduling. In this bulletin, we are providing suggested planning meeting guidance that we hope will be useful to exercise planning teams moving forward. The D&E Unit is also launching a new online Drill Calendar. This updated and accessible calendar contains many functional improvements for the end user, including but not limited to a simple query function, useful filters, customizable views, and a clear legend. We hope these resources will support successful exercise scheduling and planning for all who utilize it.

Drill Calendar Update

Please visit <https://wildlife.ca.gov/OSPR/Drills-Exercises> and select the new Drill Calendar link to experience the updated Drill Calendar. The direct link to the calendar is [2026 OSPR Drills and Exercises Program Calendar - California Department of Fish and Wildlife](#), which we encourage you to bookmark. OSPR is dedicated to improving resources that support its mission. Please submit feedback regarding the updated Drill Calendar to osprdrills@wildlife.ca.gov.

Exercise Planning Meeting Guidance

The following information is intended to provide guidance to plan holders for exercise planning meetings held with OSPR, but its use is optional. Below are topics and associated items that OSPR appreciates covering during planning meetings, as they lay the foundation for conducting a successful exercise. Additionally, planning meetings are an excellent opportunity to ask any questions you may have pertaining to exercises.

Planning/Design Team

- Ensure all relevant plan holder team members participate
- Ensure all OSPR exercise planning/design team members are invited, including from the Drills and Exercises (D&E) Unit and Spill Management Team (SMT) programs, when applicable
- Ensure any other agencies needed for planning/design are invited
 - If unsure who to invite, that may be discussed during an initial planning meeting to inform the selection of planning/design team members

Exercise Overview:

- Identify exercise date(s)
- Identify start and end times
- Solidify exercise schedule
 - Scenario brief/spill discovery and notifications start time
 - Participant check-in time
 - Exercise kickoff time
- Ensure exercise location can support the number of participants and is appropriate for the proposed scenario location

Exercise Scope and Planned Objectives:

- Confirm whether exercise will be used for SMT certification (14 CCR § 830.1-830.11)
- Confirm OSPR mandatory objectives and identify additional planned objectives
 - This may include discussion of training objectives, including but not limited to Wildlife Branch, Fisheries Closure, or Public Health Assessment Unit (PHAU)
- Start and end points of the operational planning cycle (Planning "P")

Exercise Participants:

- Determine participating organizations and status of associated invites (e.g., OSRO contractors, SMT consultants, technical specialists)
- Determine participating agencies and the status of associated invites (e.g., CUPA, USCG, EPA, local fire departments, CalOES)
 - Work with OSPR D&E Coordinators and OSPR's Liaison Team to identify relevant agencies <mailto:OSPRLiaison@wildlife.ca.gov>
- Determine which OSPR staff should be requested and confirm accompanying plan holder staff
 - This may include staff for training objectives

Exercise Logistics:

- Discuss:
 - Site access (e.g., security, gates, ID requirements)
 - Parking information [e.g., on-site, street, cost, limitations including parking structure height limit for LE vehicles (6'8")]
 - Wireless internet availability and access
 - Incorporation of a virtual platform, software, remote participation, etc.
 - Pre-registration for OSPR participants
 - Provided meals and associated dietary restrictions
 - Plans for Situation Status (SitStat) Display (e.g., physical, electronic, hybrid)
- Confirm ICS forms will be compliant with 14 CCR § 820.1

Scenario Review:

Exercise participants on the planning/design team should leave the meeting prior to scenario review.

- Review:
 - Scenario
 - Asset(s) from contingency plan to be tested
 - Product to be spilled and associated characteristics
 - Spill volume and whether it is a reasonable worst-case spill volume (RWCSV)/worst-case discharge (WCD)
 - Waterway impacted or threatened
 - Expectations for source control and assessment
 - See [Preparedness Bulletin: Tips for Exercise Compliance \(3/13/2026\)](#)
 - Trajectories
 - What data and parameters are being used to create them?
 - How will they be distributed to players during the exercise?

Assumptions, Artificialities, and Out-of-Play:

- Identify:
 - Participant communications with SimCell
 - Information requests (e.g., trajectories, overflights)
 - Inject delivery and tracking
 - Real vs. simulated weather conditions
 - Press conference or VIP tour in play vs. out-of-play
 - Warrants additional OSPR staff to support exercise play
 - Wildlife Branch
 - OSPR training objective, generally out of play. If in play, requires additional OSPR and OWCN staffing.
 - Distinct from Wildlife Care objective in 14 CCR § 820.1
 - Equipment deployment in play vs. out-of-play

- OSRO, sensitive site (e.g., ACP/GRP), or other may be incorporated

Lessons Learned:

Areas for improvement identified from previous exercises should be incorporated into exercise planning/design and conduct [14 CCR § 820.1(k)(3)].

Next Steps:

- Schedule additional planning meetings, when applicable
- Review action items (e.g., ICS 233 Open Action Tracker)
- Determine interim methods of planning/design communications

The D&E Unit and SMT Program hope that you find the calendar update and planning guidance helpful. Please do not hesitate to share feedback or reach out with any questions.

Respectfully,

A handwritten signature in black ink, appearing to read 'Mia Roberts', with a stylized flourish at the end.

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