



# Emergency Preparedness Protocol

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## 1. ABOUT THIS PROTOCOL

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**Purpose** This protocol has been established to ensure emergency response plans, office action plans, and other emergency preparedness actions are in place to facilitate the safety and security of Devon field based employees and field facilities.

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**Objective** This Devon Energy EHS Protocol defines the emergency preparedness process and the requirements to be included in the emergency response plans and/or emergency office action plans for field based facilities and employees.

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**Scope** This protocol defines requirements for field based emergency response plans, incident management teams, the office emergency action plan, the floor warden program, and employee alarm system.

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**Applicability** This protocol applies to all Devon operated equipment, facilities, and employees.

Contractors are required to follow site-specific requirements, and have their own programs which comply with applicable laws and regulations.

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**Variances** This protocol does not apply to Devon Energy Center.

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**Superseded Documents** None.

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## 3. ROLES

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Division and Business Unit Leadership	Ensure emergency response plans and/or office emergency action plans are developed, maintained, and implemented for your area of responsibility. Set the example by using and holding others accountable to this protocol and provide resources or application of the protocol. Ensure employees receive required training.
Line Supervisor	Understand how this protocol applies to personnel in their area of responsibility. Ensure employees have training, skills, knowledge, and understanding to comply with this protocol. Periodically check and ensure the requirements of this protocol are being met.
Environmental, Health, and Safety	Provide technical resources and tools for protocol application. Monitor compliance through the review process.
Emergency Management	Provide technical resources and tools for protocol application. Provide annual Incident Management Team training and exercises. Monitor compliance through the preparedness process. Establish the level of emergency response training for area personnel.
Devon Employees	Adhere to the protocol requirements. Identify and report protocol gaps. Complete required training.
Contract Company Representative	Comply with regulatory requirements and follow the Devon EHS protocol.

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## 4. PROTOCOL PREREQUISITES

### 4.1 PROTOCOL OVERVIEW

The Emergency Preparedness Protocol provides requirements for employees in field based operations. This protocol includes information on the Emergency Response Plan, Incident Management Teams, Office Emergency Action Plans, the Floor Warden Program, and the Employee Alarm System.

### 4.2 APPLICABLE STANDARDS

- 29 CFR 1910.120 – Hazardous Waste Operations and Emergency Response
- 29 CFR 1910.38 – Emergency Action Plans
- 29 CFR 1910.165 – Employee Alarm Systems
- NFPA 1600 – Standard on Disaster/Emergency Management and Business Continuity/Continuity of Operations Programs



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## 5. PROTOCOL

### 5.1 DEVON LEADERSHIP COMMITMENT

Step	Required Action	Role
5.1.1	Participate in the development and implementation of emergency response, and office emergency action plan(s) including, but not limited to, exercises, trainings, etc.	Division/Business Unit Leadership
5.1.2	Assign an Emergency Management Liaison(s) for your given area of responsibility.	Division/Business Unit Leadership/Emergency Management Leader
<b>Note:</b> Area of responsibility may be assigned by area or business unit.		
5.1.3	Coordinate with Emergency Management and Community Relations to maintain relationships with local emergency response agencies.	Emergency Management Liaison
<b>Note:</b> One way of maintaining relationships is to participate in your local emergency planning committee (LEPC).		
<b>Note:</b> For process safety management (PSM) and/or risk management plan (RMP) facilities, ensure all regulatory requirements pertaining to local emergency response agencies are fulfilled.		
5.1.4	Establish an Emergency Management Advisory Committee to provide input and/or assist in the coordination of the preparation, development, implementation, evaluation, and maintenance of the Emergency Management Program.	Emergency Management Leader



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## 5.2 EMERGENCY RESPONSE PLAN

Step	Required Action	Role
5.2.1	Develop an emergency response plan that addresses unplanned area-specific events that could occur. Instructions for compiling the plan and a plan template are included in Appendix A.	Emergency Management Liaison
<b>Note:</b> The template will be used when implementing a written emergency response plan.		
5.2.2	Maintain the emergency response plan.	Emergency Management Liaison
5.2.3	Ensure the emergency response plan is available to employees and contract company representatives. A printed copy is required to be onsite at process safety management (PSM) facilities. The electronic master version should be housed on the IMT SharePoint site.	Emergency Management Liaison
5.2.4	Review and update the plan annually or as necessary to keep current with new or changing information.	Emergency Management Liaison
<b>Note:</b> Document the review in section 6.0 of the plan in the “Approval Review, and Modification History” table.		
5.2.5	Post updated plan(s) to the IMT SharePoint site.	Emergency Management Liaison
5.2.6	Schedule, develop, conduct, and evaluate exercises of the emergency response plan annually to test the accuracy and the completeness of the plan in coordination with Emergency Management’s Incident Management Team (IMT) training.	Emergency Management Professional/Leader
<b>Note:</b> Document exercises using forms per the Homeland Security Exercise & Evaluation Program and post to the IMT SharePoint site.		



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5.2.7	Review the emergency response plan in conjunction with the annual exercise to ensure compliance.	Emergency Management Professional/Leader
5.2.8	Using Appendix A, review the emergency response plan to identify gaps in the plan.	Emergency Management Professional/Leader
5.2.9	Upload any corrective actions identified in the After Action Report in Shield, as an emergency exercise assurance event, and track the corrective actions to completion.	Emergency Management Liaison/Field EHS

## 5.3 INCIDENT MANAGEMENT TEAMS

Step	Required Action	Role
5.3.1	Designate an employee(s) to be the incident commander who can be contacted on a 24-hour basis and is authorized to: <ul style="list-style-type: none"> <li>• Activate emergency response organizations or other response resources.</li> <li>• Mobilize all necessary resources and equipment needed to respond to any incident.</li> <li>• Provide delegation of authority.</li> </ul>	Business Unit Leadership/Emergency Management Leader
5.3.2	Identify personnel for positions in the incident management team organization consistent with the incident command structure shown in Appendix B.	Designated Field IMT Incident Commander

**Note:** One person may fill more than one position.

**Note:** Each functional position should have a minimum of three persons identified.



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5.3.3 Verify if the field incident management team was unable to staff the minimum required functions, then the field has identified contract resources, mutual aid, or division support to perform them. Emergency Management Liaison

**Note:** This should be addressed in the emergency response plan as part of the planning.

**Note:** Only approved contractors may be used. Please review the Contractor EHS Protocol for more information on the process for evaluating, approving, auditing, and monitoring contractors.

5.3.4 Participate in the annual incident management training and exercise facilitated by Emergency Management. Field Incident Management Team

5.3.5 Develop and publish an IMT Exercise After Action Report from the exercise within 30 days of date of exercise. Emergency Management Leader

5.3.6 Upload corrective actions identified in the After Action Report in Shield as an Emergency Exercise assurance event and track corrective actions to completion. Emergency Management Liaison/Field EHS

## 5.4 OFFICE EMERGENCY ACTION PLAN

Step	Required Action	Role
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5.4.1 Develop a site-specific office emergency action plan for any office with 10 or more occupants. (The office emergency action plan is included in the emergency response plan document.) Field EHS

**Note:** A plan template is provided in the related document section below. This template will be used when implementing a written office emergency action plan.

5.4.2 Review the site-specific office emergency action plan with each occupant covered by the plan: Floor Warden/Field EHS

- When the plan is developed
- When the occupant is initially assigned to the office
- When the occupant’s responsibilities under the plan change





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- When the plan is changed

5.4.3	Ensure emergency/evacuation drills are scheduled and conducted annually to test the accuracy and the completeness of the plan. During a drill, participants are expected to: <ul style="list-style-type: none"> <li>• Follow directions given by the Floor Warden(s)</li> <li>• Treat the exercise as if it is a real emergency</li> </ul>	Floor Warden/Emergency Management Liaison
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**Note:** Conduct, at a minimum, one fire drill annually.

**Note:** Distribute annual awareness communication on severe weather.

5.4.4	Upload any corrective actions identified, from fire or shelter in place drills, in Shield as an Emergency Exercise assurance event. Track the corrective actions to completion. Include the following information: <ul style="list-style-type: none"> <li>• Area(s)</li> <li>• Date</li> <li>• Exercise scenario</li> <li>• Objective(s)</li> <li>• Exercise summary</li> <li>• What went well</li> <li>• What needs improvement</li> <li>• Corrective actions</li> </ul>	Emergency Management Liaison/Field EHS
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## 5.5 FLOOR WARDEN PROGRAM

Step	Required Action	Role
5.5.1	Serve as the building floor warden to coordinate emergency life safety activities for the entire building/office.	Emergency Management Liaison
5.5.2	Designate floor wardens for each office/floor with 50 or more occupants, or in offices where Division/Business Unit Leadership has assigned a Floor Warden Program.	Emergency Management Liaison

**Note:** It is recommended that volunteers be sought to serve as floor wardens.



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5.5.3	Assign a back-up building floor warden when the building floor warden is unavailable.	Emergency Management Liaison
5.5.4	Provide necessary equipment prior to assigning floor warden duties.	Emergency Management Liaison
5.5.5	Ensure floor warden duties are transferred when moving in or out of an office, and/or on or off a floor.	Emergency Management Liaison
5.5.6	Maintain an accurate list of floor wardens and their office location.	Emergency Management Liaison/ Emergency Management Professional/ Emergency Management Leader

## 5.6 EMPLOYEE ALARM SYSTEM

Step	Required Action	Role
5.6.1	Implement an employee alarm system in offices with 10 or more occupants to provide warning for safe evacuation from the workplace.	Corporate Services Facility Group
	<b>Note:</b> Alarm may be audible, visual, or both, as long as it can be perceived above ambient noise and/light levels.	
5.6.2	Designate an individual to develop a method for alarming personnel in offices with 10 or fewer occupants.	Emergency Management Liaison
	<b>Note:</b> Direct voice communication is acceptable.	



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5.6.3 Train each employee on the preferred means of reporting an emergency (e.g., manual pull box alarms, public address systems, radio, telephone, or person-to-person). Line Supervisor/Floor Warden/ Field EHS

**Note:** Display emergency telephone numbers near telephones or on employee notice boards, when telephones serve as a means of reporting emergencies.

## 6. TERMS AND DEFINITIONS

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**Building Floor Warden** A floor warden who serves as a main distributor of information from the Life Safety Supervisor to floor wardens. Additionally the Building Floor Warden plays a leadership role in evacuations when there is an alarm or severe weather, helping to ensure that their area of the building has been cleared.

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**Emergency Management** A department within Devon that works to prevent and/or restore disruptions within key business processes caused by unplanned events or crises.

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**Emergency Management Leader** An individual within Devon responsible for administering the Emergency Management Program for U.S. Operations.

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**Emergency Management Liaison** An employee(s) assigned by Division/Business Unit Leadership and Emergency Management to develop and maintain emergency response and/or office emergency action plans, for a given area, location or business unit. The employee is also responsible for serving as a liaison for Emergency Management in coordinating exercises and training for area personnel with Emergency Management, as well as maintaining relationships with local emergency response agencies.

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**Emergency Management Professional** An individual within Devon that works in the Emergency Management Program and is assigned to support designated field operating areas.

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**Emergency Response Plan** A written plan that defines actions and responsibilities for responding to a variety of emergency events.

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**Field Emergency Action Plan** A plan that defines specific actions and responsibilities for responding to a specific emergency event or site-specific risk (e.g., a condensate spill into a watercourse, high angle rescue, etc.).

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**Floor Warden** An individual trained and responsible for emergency response and building evacuations for a specific floor/office location.

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**Incident Command Post (ICP)** The location where the primary functions of incident management are performed.

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**Incident Command System (ICS)** A standardized, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure,
- Establishes positions within the response organization with common titles and responsibilities,
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private;
- Establishes common processes for planning and managing resources.

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**Incident Commander (IC)** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site

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**Incident Management Team (IMT)** A group of personnel assigned to manage an incident under the incident command system. Within Devon, IMTs exist at two levels – field and corporate.

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**Local Emergency Planning Committee (LEPC)** A working group consisting of elected officials, emergency management, and public health professionals, environment, transportation, and hospital representatives, and representatives from community groups that work to understand chemical hazards in the community, develop emergency plans in case of an accidental release, and look for ways to prevent chemical accidents.

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Office Emergency Action Plan (OEAP)      A plan that defines actions and responsibilities for responding to an office emergency. For offices with 10 or more occupants, this plan must be maintained in writing.

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Site-Specific Response Plan      A one page document providing a geographical picture of the area, personnel actions, site information and emergency contacts.

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Stakeholder      A person, group, organization or member that can be affected by an incident.

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Well Control Plan      A document that provides controls and preventive measures, as well as an action plan for well control management.

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Zones      Information used for planning purposes that reflects an area where significant exposure could result without prompt action. Areas included can be immediately around a well, pipeline, or facility, as well as areas where public protection measures may be required.

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## 7. DOCUMENT MANAGEMENT

### 7.1 REVISION DETAILS

The following are the specific changes made to this Protocol during the latest revision on 4/4/2018, authored by Jeremy Patman:

Section	Changes Made	Reasons for Change
1.0	Updated the purpose, scope and objective.	Clarify that the document is for field operations only.
5.0	Updates to responsibilities, roles and clarifications.	Alignment with current organization titles and practices.
Emergency Response Template	Added a place in the plan for the emergency egress maps.	More consistent emergency response plans.



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## 7.2 APPROVAL

This procedure has been approved by:

Name	Title
Richard Luedecke	VP, EHS

## 7.3 SEEKING AND APPROVING VARIANCES

Variations to this document will be submitted in accordance with the EHS Document Control and Records Management Protocol.

## 7.4 RELATED DOCUMENTS

Document Name
Emergency Response and Office Emergency Action Plan Template
FEMA – National Incident Management System (NIMS)
Homeland Security Exercise and Evaluation Program (HSEEP)
NFPA 1600 – Standard on Disaster/Emergency Management and Business Continuity/Continuity of Operations Programs

## 8. ADDITIONAL RELATED INFORMATION

### 8.1 TRAINING AND CERTIFICATION REQUIREMENTS

Step	Required Action	Role
8.1.1	Verify all Devon employees and contract company representatives responsible for creating/maintaining emergency preparedness plans receive awareness training on this protocol.	Line Supervisor/ Emergency Management Liaison
8.1.2	Verify training has been completed by employees and contract company representatives with assigned emergency response field duties. Training may include:	Line Supervisor



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- Blood Borne Pathogens
- CPR/First Aid
- Emergency Preparedness Protocol
- Floor Warden
- Fire Safety
- Incident Management Team
- Incident Reporting

8.1.3	Ensure that personnel assigned to an incident management team receive incident command system training.	Emergency Management Professional/Leader
8.1.4	Verify contractors assigned to the Devon IMT can provide documentation of required emergency preparedness training, and any other training required for emergency response, when appropriate. Required documentation includes a Devon IMT training roster.	Emergency Management Professional/Leader
8.1.5	Provide initial and annual refresher training for personnel assigned a position with an incident management team.	Emergency Management Professional/ Emergency Management Leader
8.1.6	Ensure floor wardens receive necessary training as included in Field Floor Warden Presentation.	Emergency Management Liaison



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## 8.2 RECORDS/LOGS/REPORTS

### RECORDS

Step	Required Action	Role																				
8.2.1	Forward records to Field EHS and Emergency Management for filing.	Employee																				
8.2.2	File records as noted below:	Emergency Management Liaison Emergency Management Professional / Leader																				
	<table border="1"> <thead> <tr> <th>Record</th> <th>File Location and Number</th> <th>Retention Time</th> <th>Enterprise Classification Structure Code</th> </tr> </thead> <tbody> <tr> <td>Emergency Response Plan/Emergency Action Plan</td> <td>See IMT SharePoint site Directory</td> <td>EVT+5</td> <td>EH80</td> </tr> <tr> <td>Office Emergency Action Plan</td> <td>See IMT SharePoint site Directory</td> <td>EVT+5</td> <td>EH80</td> </tr> <tr> <td>Emergency Preparedness Exercise Documentation</td> <td>See IMT SharePoint site Directory</td> <td>EVT+5</td> <td>EH80</td> </tr> <tr> <td>Exercise After Action Report</td> <td>See IMT SharePoint site Directory</td> <td>EVT+5</td> <td>EH80</td> </tr> </tbody> </table>	Record	File Location and Number	Retention Time	Enterprise Classification Structure Code	Emergency Response Plan/Emergency Action Plan	See IMT SharePoint site Directory	EVT+5	EH80	Office Emergency Action Plan	See IMT SharePoint site Directory	EVT+5	EH80	Emergency Preparedness Exercise Documentation	See IMT SharePoint site Directory	EVT+5	EH80	Exercise After Action Report	See IMT SharePoint site Directory	EVT+5	EH80	
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Exercise After Action Report	See IMT SharePoint site Directory	EVT+5	EH80																			
	<p><b>Note:</b> The Records Management Enterprise Classification Structure Code is listed as a reference, which should be used when records are sent to stored records.</p> <p>EVT = Plan is superseded</p>																					



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## APPENDIX A: EMERGENCY RESPONSE PLAN REQUIREMENTS AND STRUCTURE

1. Provide a table of contents at the front of the plan, including all applicable sections.
2. List the name of the area(s) covered by the plan and revision date on the front cover.
3. Include map of geographic area covered by the operating area.
4. Document who the Emergency Management Liaison is for the area(s) covered by the plan.
5. Include the following language in the introduction: Devon Energy makes every effort (through engineering, policy, training, etc.) to prevent emergencies from occurring; however, regardless of the efforts to prevent such events, a serious incident may occur. The primary goal of this plan is to prevent or minimize injury to employees and the public while reducing potential damage to the environment and property.
6. Include the incident management team(s) on the incident command structure (4.0 Organization and Assignment of Responsibilities) and provide an up-to-date roster of each position with contact numbers. This can be acquired by contacting Emergency Management or by accessing the Incident Management Team SharePoint site.

**Note:** Link the appropriate corporate incident management teams for reference.

7. Include initial internal notification procedures.
8. Include personnel roles and lines of authority for area(s) covered by the plan.
9. List emergency response resources and contact information covered by the plan, equipment capabilities and maintenance requirements.
10. Ensure that the potential resources required for support during an emergency are listed for company and contract response resources in the contact section of the emergency response plan.
11. Provide a record of revisions to the emergency preparedness plan, including the date when each revision was made, and the type of revision (e.g., annual review, etc.). Also include where the master copy is located (IMT SharePoint) and if/where any hard copies are kept.
12. Provide a concise set of easy-to-follow instructions (Annexes). Include the appropriate emergency response procedures, and for offices with 10 or more occupants, the office emergency action procedures.
13. Develop and include procedures to be followed by employees who remain to perform critical operations before they evacuate.
14. Develop and provide procedures for reporting emergency incident notifications to local, state and federal government, and/or regulatory agencies. A notification table template is included in the Emergency Response and Office Emergency Action Plan Template. This template will be used when developing contact procedures for emergency response.



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15. Include facility/site information, location, any applicable maps, and other appropriate information. For facilities with alarm systems include information on the purpose and meaning of the alarms, as well as methods of training.
16. Include emergency evacuation routes and procedures, muster areas, and procedures for accountability of employees for office locations.

**Note:** Life Safety and Emergency Egress Maps may be used to meet this requirement.

17. Facilities with assigned medical and rescue personnel must include response procedures in plan.



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## APPENDIX B: INCIDENT COMMAND STRUCTURE

