



Emergency Preparedness Protocol

Hierarchy Level: Procedure	Document Type: Protocol	Page: 1 of 22
Owner: VP, EHS	Applies to: Devon US	Doc. ID: 112973409
Revision Date: 2/13/2020	Review Cycle: Every 3 Years	Effective: 2/25/2016

1. ABOUT THIS PROTOCOL

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 employees and facilities.

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 facilities and employees.

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

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.

Variations Sections 5.2 and 5.6 of this protocol do not apply to Devon Energy Center.

Superseded Documents None.



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3. ROLES

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 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. 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	Encourage 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	Coordinate with Emergency Management and Community Relations to maintain relationships with local emergency response agencies.	EHS
<p>Note: One way of maintaining relationships is to participate in your Local Emergency Planning Committee (LEPC).</p> <p>Note: For Process Safety Management (PSM) and/or Risk Management Plan (RMP) facilities, ensure all regulatory requirements pertaining to local emergency response agencies are fulfilled.</p>		
5.1.3	Establish an EHS Council to provide input and/or assist in the coordination of the preparation, development, implementation, evaluation, and maintenance of the Emergency Management Program.	Division/Business Unit Leadership

5.2 FIELD EMERGENCY RESPONSE PLAN

Step	Required Action	Role
5.2.1	Develop a field 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 .	EHS
<p>Note: A plan template is provided in the related document section below. This template will be used when implementing a written emergency response plan.</p>		



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5.2.2	Maintain the field emergency response plan.	EHS
5.2.3	Ensure the field 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.	EHS
5.2.4	Review and update the plan annually or as necessary to keep current with new or changing information.	EHS
<p>Note: Document the review in section 6.0 of the plan in the “Approval Review, and Modification History” table.</p>		
5.2.5	Post updated plan(s) to the IMT SharePoint site.	EHS
5.2.6	Review the field emergency response plan in conjunction with discretionary exercises to ensure compliance.	EHS
5.2.7	Using Appendix A , review the field emergency response plan to identify gaps in the plan.	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"> • Activate emergency response organizations or other response resources. • Mobilize all necessary resources and equipment needed to respond to any incident. • Provide delegation of authority. 	Business Leadership/Emergency Management
5.3.2	Identify personnel for positions in the incident management team organization consistent with the incident command structure shown in Appendix B .	Designated IMT Incident Commander

Note: One person may fill more than one position.



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

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

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 incident management training and exercises facilitated by Emergency Management. Incident Management Team

Note: Participation with exercises should be encouraged by BU Leadership.

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

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. 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
DEC = Emergency Management

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.



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5.4.2 Review the site-specific office emergency action plan with each occupant covered by the plan:

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

Field = EHS
DEC = Emergency Management

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:

- Follow directions given by the Floor Warden(s)
- Treat the exercise as if it is a real emergency

Field = EHS
DEC = Emergency Management

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:

- Area(s)
- Date
- Exercise scenario
- Objective(s)
- Exercise summary
- What went well
- What needs improvement
- Corrective actions

EHS

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.	Field = EHS DEC = Emergency Management
5.5.2	Designate floor wardens for each office/floor where Division/Business Unit Leadership has assigned a Floor Warden Program.	Field = EHS DEC = Emergency Management



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

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

5.6 EMPLOYEE ALARM SYSTEM

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

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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

Building Floor Warden	A floor warden who serves as a main distributor of information from Emergency Management 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.
Emergency Management	A department within Devon that works to prevent and/or restore disruptions within key business processes caused by unplanned events or crises.
Emergency Response Plan	A written plan that defines actions and responsibilities for responding to a variety of emergency events.
Emergency Action Plan	A plan that defines 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.).
Floor Warden	An individual trained and responsible for emergency response and building evacuations for a specific floor/office location.
Incident Command Post (ICP)	The location where the primary functions of incident management are performed.
Incident Command System (ICS)	A standardized, all-hazards incident management approach that: <ul style="list-style-type: none"> • 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.

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.

Local Emergency Planning Committee (LEPC) A working group consisting of elected officials, emergency management, and public health professionals, environment, transportation, 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.

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.

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

7. DOCUMENT MANAGEMENT

7.1 REVISION DETAILS

The following are the specific changes made to this Protocol during the latest revision on 2/13/2020:

Section	Changes Made	Reasons for Change
1.0	Removed term “field based” and “field” from purpose, objective, and scope. Modified variance that steps 5.2 and 5.6 do not apply to Devon Energy Center.	Define applicability of Protocol.
3.0 – Roles: Emergency Management	Remove term “annual” from role description.	Eliminates annual requirement to provide training and exercises based on operating structure.
4.1	Removed term “field-based operations”.	Add applicability to Devon Energy Center.



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5.1.2 (4/4/2018 version)	Removed step 5.1.2 from previous version of protocol that required assigning an Emergency Management Liaison for each area.	Eliminated due to operating structure.
5.1.2	Role change from Emergency Management Liaison to EHS.	Clarify role based on operating structure.
5.1.3	Replaced Emergency Management Advisory Committee with EHS Council. Role change from Emergency Management to Division/Business Unit Leadership.	Clarify structure of responsible team and role.
5.2.6 (4/4/2018 version)	Moved step 5.2.6 to step 8.1.7.	Step appropriate for section 8.
5.2.8 (4/4/2018 version)	Moved step 5.2.8 to step 8.1.8.	Step appropriate for section 8.
5.2	Add term "field" to header and steps 5.2.1, 5.2.2, 5.2.3, 5.2.6, and 5.2.7.	Clarify section 5.2 is applicable to the field level.
5.2	Role change from Emergency Management Liaison to EHS in all steps.	Clarify role based on operating structure.
5.2.6	Replaced requirement to complete annual exercises with discretionary exercises.	Clarify exercise/training requirements based on operating structure.
5.3	Removed term "field" from steps 5.3.2, 5.3.3, 5.3.4, and 5.3.6.	Clarify section 5.3 is applicable to Devon Energy Center.
5.3.4	Removed requirement to conduct annual training.	Eliminates annual training requirement based on operating structure.
5.3.4 Note	Added note that participation should be encouraged by leadership.	Encourages participation of training/exercises.
5.3.6	Removed Emergency Management Liaison role.	Eliminated due to operating structure.
5.4	Role change in steps 5.4.1, 5.4.2, and 5.4.3 to EHS for the field and to Emergency Management for Devon Energy Center.	Clarify roles based on operating structure.
5.4.4	Role change from shared responsibility between Emergency Management and EHS to EHS.	Clarify ownership of Shield entries.



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5.5	Role change in all steps to EHS for the field and to Emergency Management for Devon Energy Center.	Clarify roles based on operating structure.
5.5.2	Removed requirement to designate floor wardens for offices with 50 or more occupants.	Eliminates the requirement to stand up/down a Floor Warden Program each time an office has 50 or more/less occupants.
5.6	Added term “field” to steps 5.6.1 and 5.6.2.	Clarify role based on number of field office occupants.
6.0 – Terms and Definitions: Building Floor Warden	Replaced term “Life Safety Supervisor” with “Emergency Management”.	Clarify role based on operating structure.
6.0 – Terms and Definitions: Emergency Management Leader	Removed Emergency Management Leader definition.	Eliminated due to operating structure.
6.0 – Terms and Definitions: Emergency Management Liaison	Removed Emergency Management Liaison definition.	Eliminated due to operating structure.
6.0 – Terms and Definitions: Emergency Management Professional	Removed Emergency Management Professional definition.	Eliminated due to operating structure.
6.0 – Terms and Definitions: Emergency Action Plan	Removed term “field” from definition.	Add applicability to Devon Energy Center.
6.0 – Terms and Definitions: Well Control Plan	Removed Well Control Plan definition.	Eliminated due to non-applicability within this Protocol.
6.0 – Terms and Definitions: Zones	Removed Zones definition.	Eliminated due to non-applicability within this Protocol.
6.0 – Terms and Definitions: Site-Specific Response Plan	Removed Site-Specific Response Plan definition.	Eliminated due to non-applicability within this Protocol.
7.4	Added link to the IMT SharePoint site.	No link to the IMT SharePoint site existed within the Protocol.
8.1	Role change in steps 8.1.1, 8.1.3, 8.1.4, 8.1.5, and 8.1.6.	Clarify roles based on operating structure.
8.1.2	Removed term “field”.	Add applicability to Devon Energy Center.
8.1.5	Removed requirement for annual refresher training.	Eliminates annual refresher training requirement based on operating structure.



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8.1.6	Removed term “field”.	Add applicability to Devon Energy Center.
8.1.7	New step moved from 5.2.6 of previous version. Replaced requirement to complete annual exercises with discretionary exercises.	Clarify and address exercise/training requirements based on operating structure.
8.1.8	New step moved from 5.2.9 of previous version. Changed role from Emergency Management Liaison to EHS.	Clarify ownership for after-action report corrective action(s).
8.2.1	Removed term “field”.	Add applicability to Devon Energy Center.
Appendix A	Added term “field” to Appendix heading. Removed term “and Structure” from Appendix heading.	Clarify this Appendix applies to the field level. Removed duplicative terminology that is in Appendix B.
Appendix A	Rearranged steps to follow plan template.	Steps did not follow plan template.
Appendix A – 4.	Removed line item 4. From previous version which documented who the Emergency Management Liaison was.	Emergency Management Liaison was eliminated from Protocol due to operating structure.
Appendix B: Incident Command Structure	Replaced with updated Incident Command Structure.	Updated to match current operating structure.
Attachment A	Added the approval, review, and modification history details back into the Protocol as an attachment.	Protocol change history was eliminated with updated template.

7.2 APPROVAL

This procedure has been approved by:

Name	Title
Garrett Jackson	VP, Operations

7.3 SEEKING AND APPROVING VARIANCES

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



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7.4 RELATED DOCUMENTS

Document Name
Emergency Response and Office Emergency Action Plan Template
IMT SharePoint Site
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
8.1.2	Verify training has been completed by employees and contract company representatives with assigned emergency response duties. Training may include: <ul style="list-style-type: none"> • Blood Borne Pathogens • CPR/First Aid • Emergency Preparedness Protocol • Floor Warden • Fire Safety • Incident Management Team • Incident Reporting 	Line Supervisor
8.1.3	Ensure that personnel assigned to an incident management team receive incident command system training.	Emergency Management
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.	Field = EHS DEC = Emergency Management



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8.1.5	Provide initial training for personnel assigned a position with an incident management team.	Emergency Management
8.1.6	Ensure floor wardens receive necessary training.	Field = EHS DEC =Emergency Management
8.1.7	Schedule, develop, conduct, and evaluate discretionary exercises of the emergency response plan to test the accuracy and the completeness of the plan in coordination with Emergency Management’s Incident Management Team (IMT) training.	Emergency Management
Note: Document exercises using forms per the Homeland Security Exercise & Evaluation Program and post to the IMT SharePoint site.		
8.1.8	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.	EHS



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8.2 RECORDS/LOGS/REPORTS

RECORDS

Step	Required Action	Role
8.2.1	Forward records to EHS and Emergency Management for filing.	Employee

8.2.2 File records as noted below:

Emergency Management

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

Note: The Records Management Enterprise Classification Structure Code is listed as a reference, which should be used when records are sent to stored records.

EVT = Plan is superseded

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APPENDIX A: FIELD EMERGENCY RESPONSE PLAN REQUIREMENTS

1. List the name of the area(s) covered by the plan and revision date on the front cover.
2. Provide a table of contents at the front of the plan, including all applicable sections.
3. 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.
4. 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.
5. 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.

6. Facilities with assigned medical and rescue personnel must include response procedures in plan.
7. Develop and include procedures to be followed by employees who remain to perform critical operations before they evacuate.
8. Include map of geographic area covered by the operating area.
9. Include initial internal notification procedures.
10. Include the incident management team(s) on the incident command (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.

11. Include personnel roles and lines of authority for area(s) covered by the plan.
12. List emergency response resources and contact information covered by the plan, equipment capabilities and maintenance requirements.
13. 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.
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.



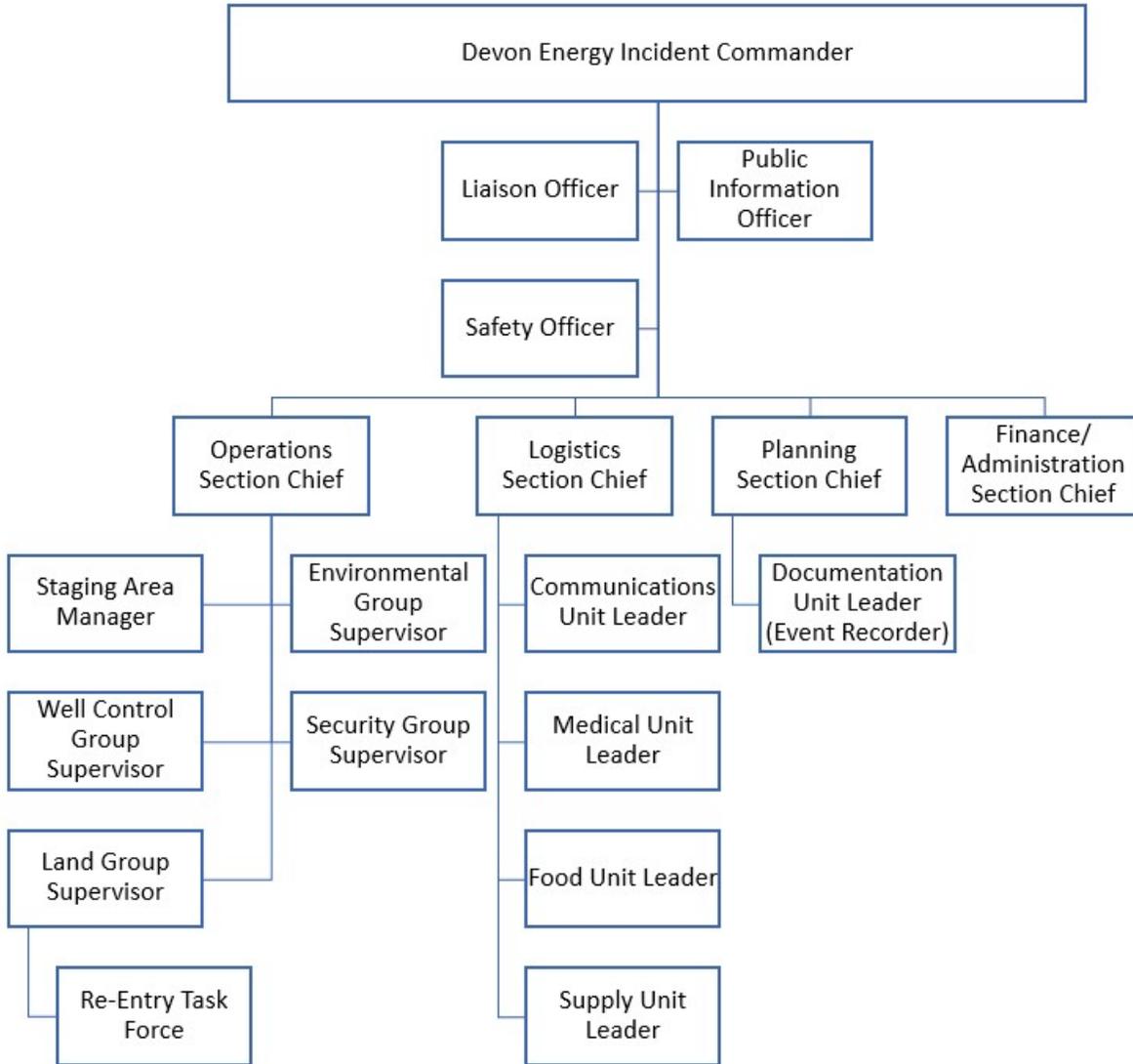
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15. Provide a record of revisions to the emergency preparedness plan, including the date when each revision was made, and the type of revision (e.g., annual review, etc.). Also include where the master copy is located (IMT SharePoint) and if/where any hard copies are kept.
16. 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.

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APPENDIX B: INCIDENT COMMAND STRUCTURE





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ATTACHMENT A: APPROVAL, REVIEW, AND MODIFICATION HISTORY

Revision Number	Approved/Revised /Reviewed By	Approval/Revision /Review Date	Description (Initial Approval, Revision, or Review along with further details of revision if needed)
00	Richard Luedecke	2/25/2016	<ul style="list-style-type: none"> Initial Approval
01	Richard Luedecke	4/4/2018	<ul style="list-style-type: none"> Updated to the new template. Updated purpose, scope, and objective in section 1.0 to clarify that the document is for field operations only. Updated the responsibilities, roles, and clarifications in section 5.0 to align with current organization titles and practices. Added a place in the plan for emergency egress maps for more consistent emergency response plans.
02	Garrett Jackson	2/13/2020	<ul style="list-style-type: none"> Removed term “field based” and “field” from purpose, objective, and scope. Modified variance from “this protocol does not apply to the Devon Energy Center” to “Steps 5.2 and 5.6” do not apply to Devon Energy Center. Removed requirement to conduct annual training throughout. Made changes throughout to replace “Emergency Management Liaison” with “EHS.” Replaced Emergency Management Advisory Committee with EHS Council (in 5.1.3). Role change from Emergency Management to Division/Business Unit Leadership. Moved step 5.2.6 to step 8.1.7; moved step 5.2.8 to step 8.1.8. Added “field” throughout section 5.2 to clarify this section applies to the field level. In step 5.2.6, replaced requirement to complete annual exercises with discretionary exercises.



Emergency Preparedness Protocol

Hierarchy Level: Procedure	Document Type: Protocol	Page: 22 of 22
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			<ul style="list-style-type: none">• Removed “field” throughout section 5.3 to clarify this section is applicable to Devon Energy Center.• Removed requirement to designate floor wardens for offices with 50 or more occupants in step 5.5.2.• Removed from terms and definitions: Emergency Management Leader; Emergency Management Liaison; Emergency Management Professional; Well Control Plan; Zones; and Site-Specific Response Plan.• Removed references to “field,” adding applicability to Devon Energy Center in section 8.1.• Updated Appendix A to reflect current plan template.• Updated Appendix B to reflect current structure.
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