



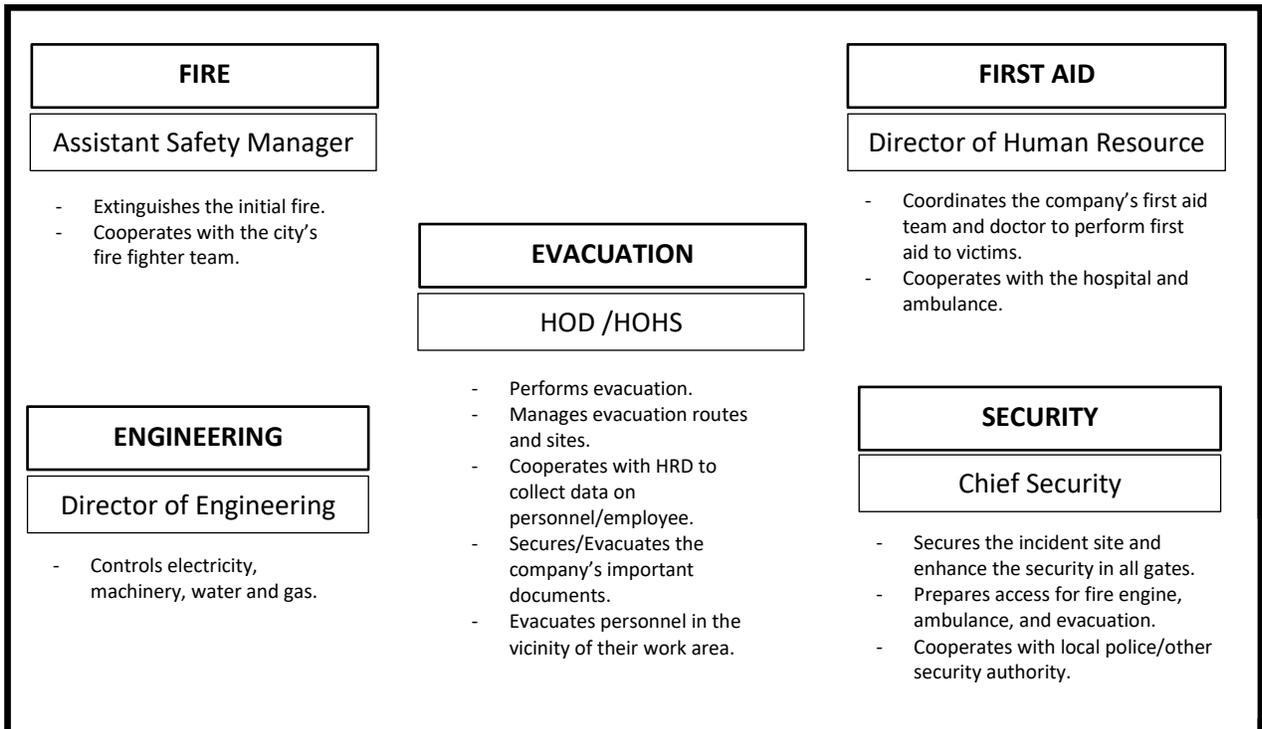
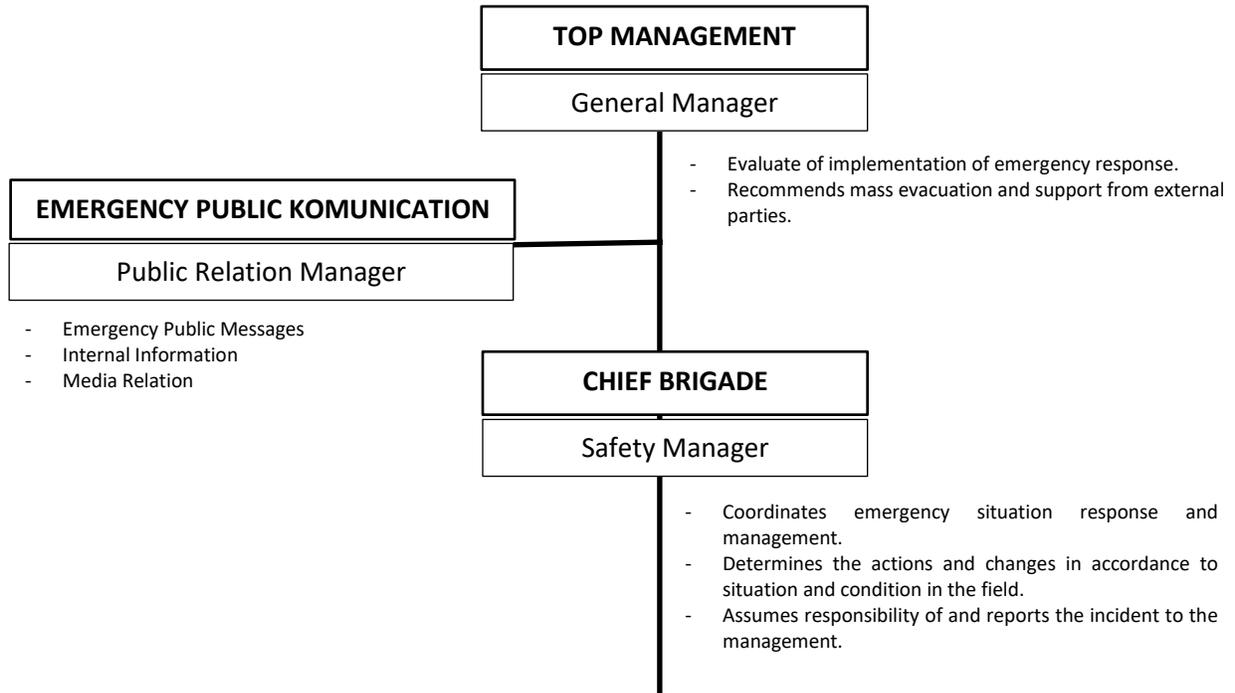
**BALAI SIDANG JAKARTA  
CONVENTION CENTER**

# **EMERGENCY ACTION PLAN**

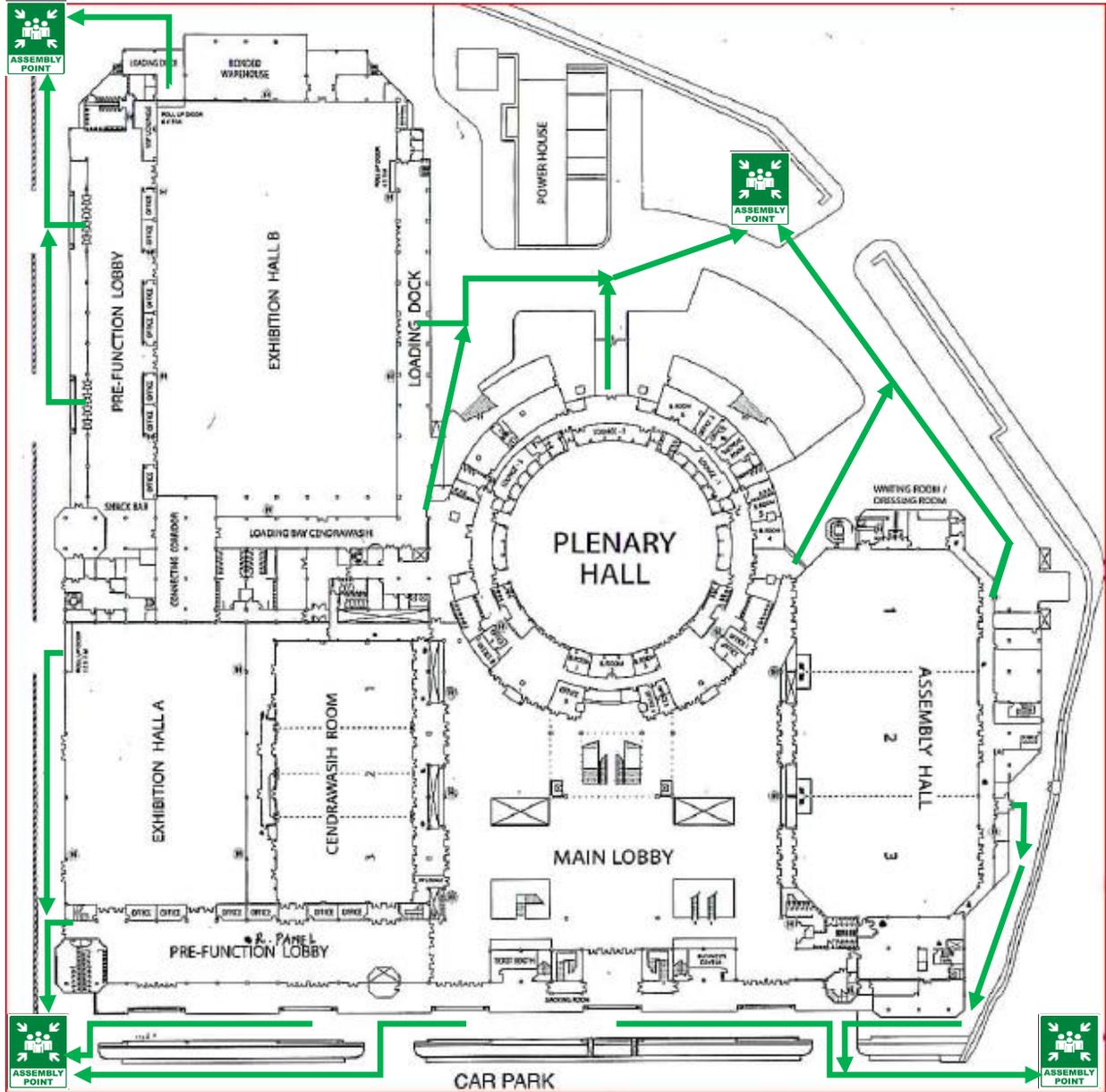
**Balai Sidang Jakarta Convention Center**  
**Jl.Jendral Gatot Subroto, Jakarta 10270**  
**P.O Box 4916, Jakarta 10049**  
**Indonesia**

**P. +62(21)5726000**  
**F. +62(21)5726523**  
**[www.jcc.co.id](http://www.jcc.co.id)**

## EMERGENCY MANAGEMEN RESPONS

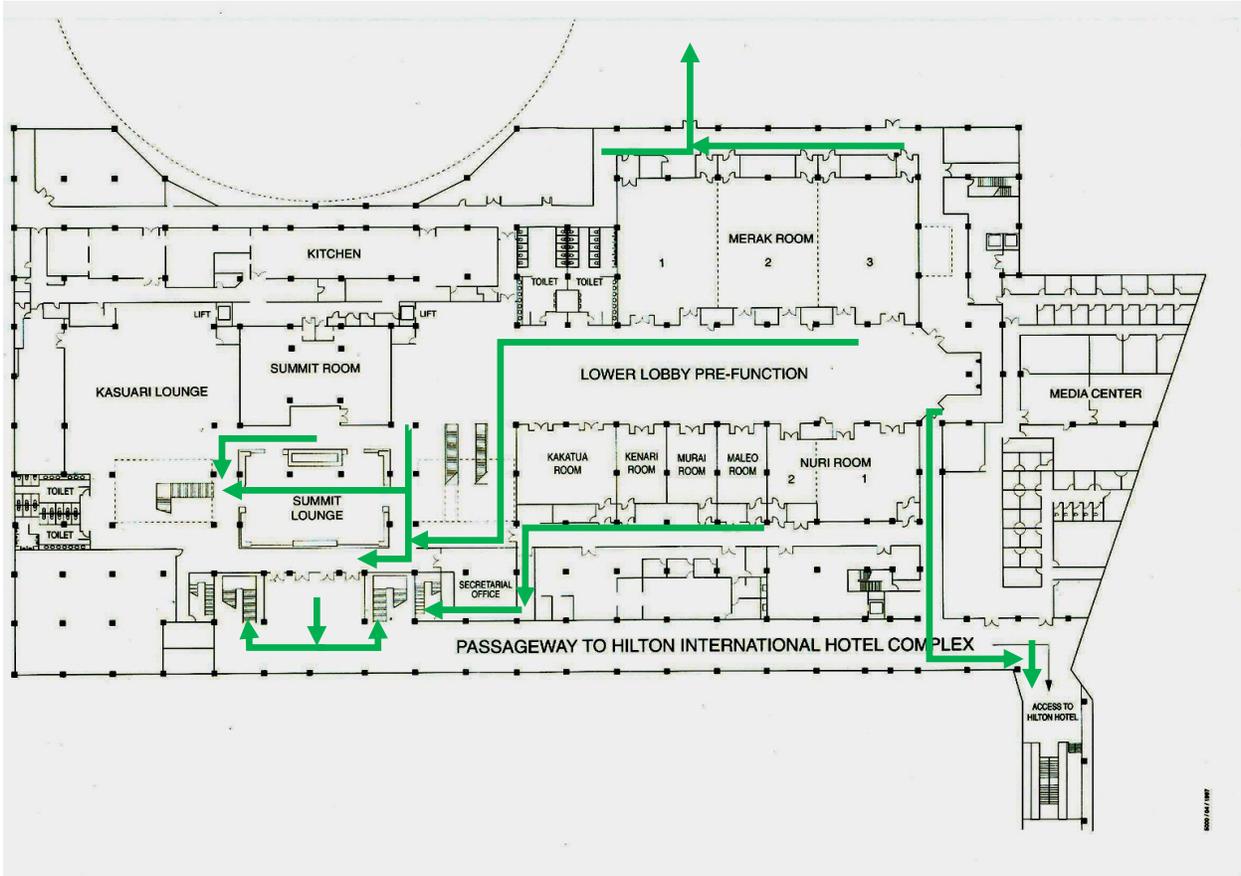


## EVACUATION ROUTES



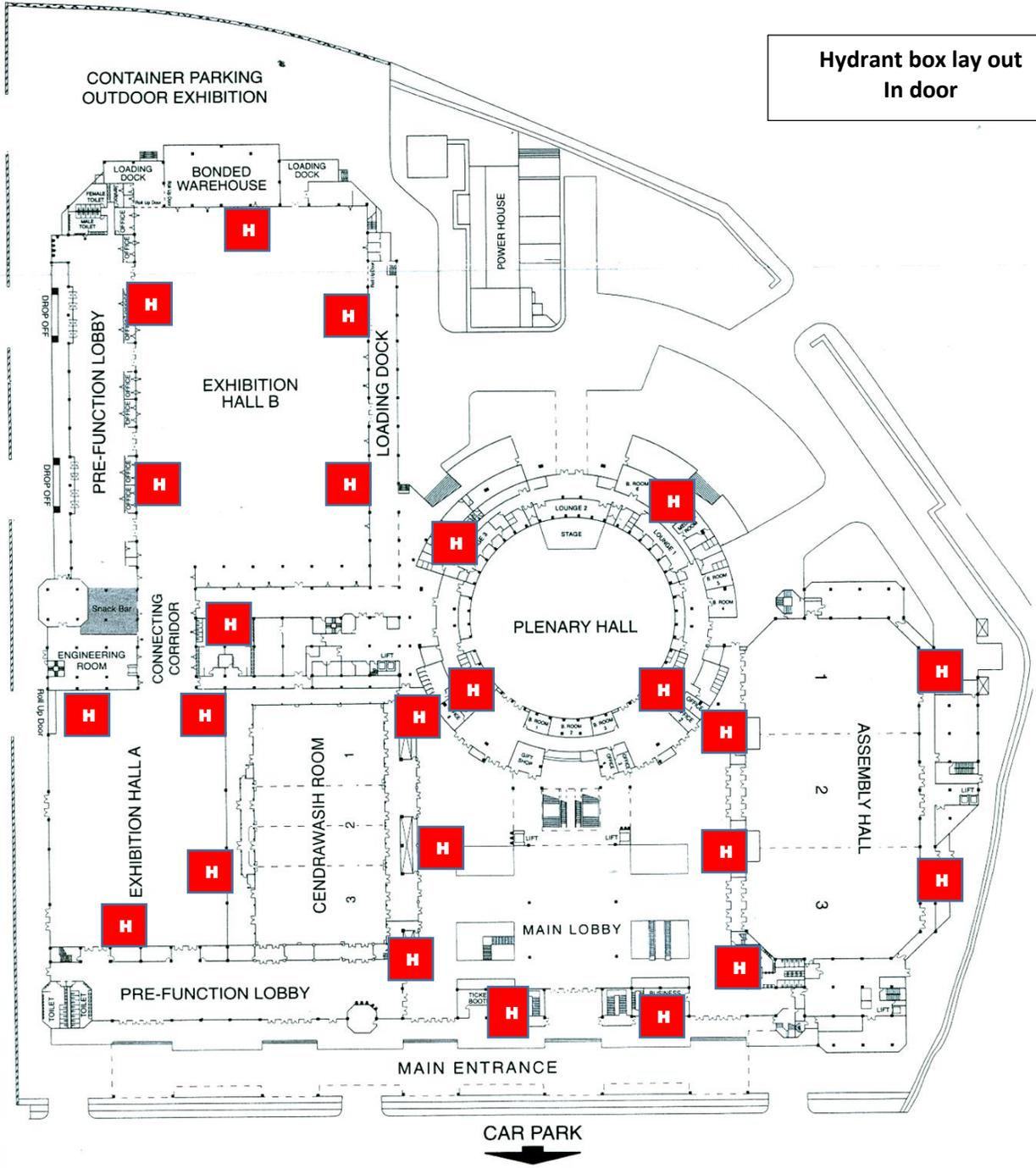


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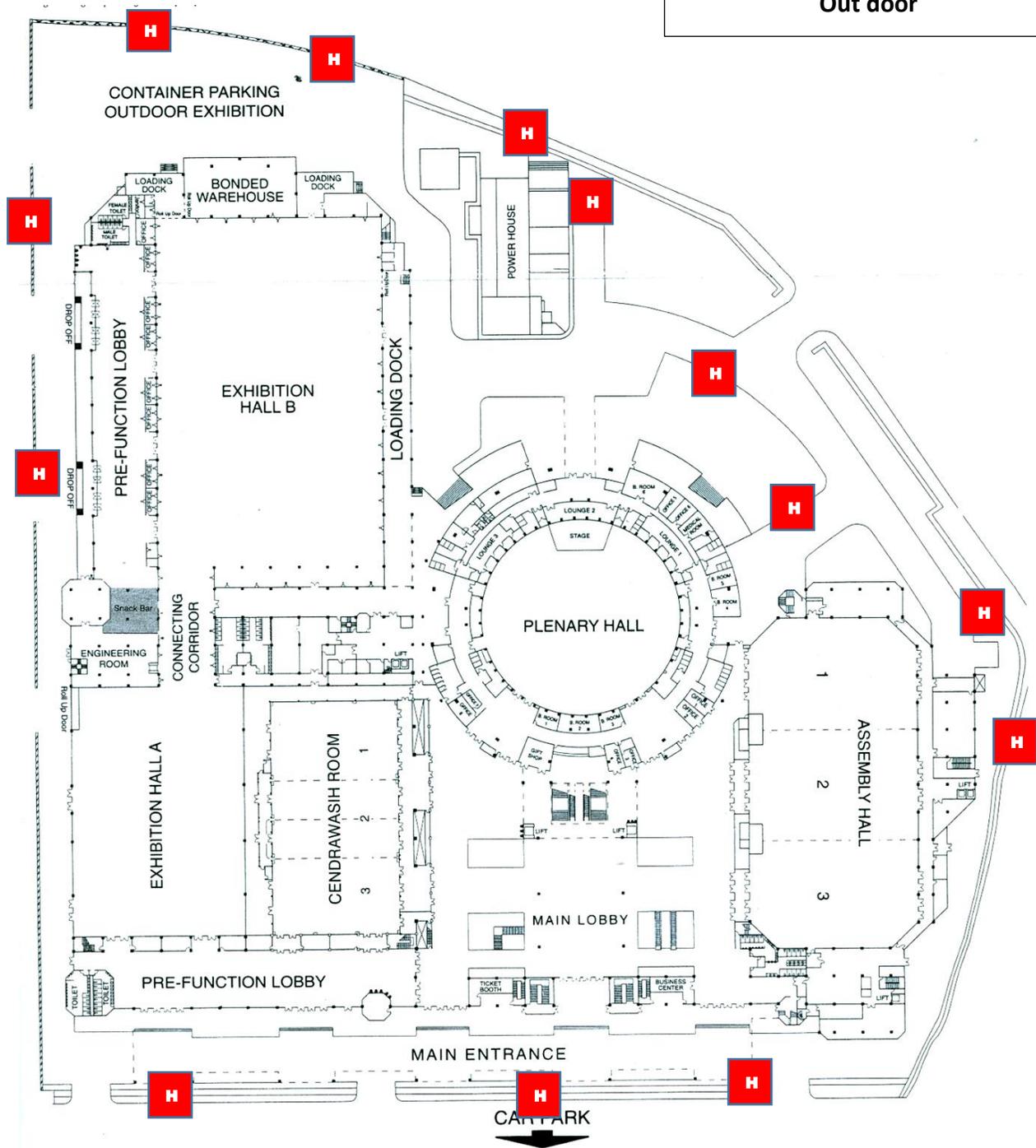


Hydrant box lay out  
In door



S

**Hydrant box lay out  
Out door**





<b>FIRE EXTINGUISHER</b>	
	<b>Dry Chemical-Multipurpose</b>
	<b>3,5 kg</b>
	<b>Yamato-YA-10 L</b>
	<b>33</b>
	<b>Dry Chemical-Multipurpose</b>
	<b>4 kg</b>
	<b>Garra DC furex 650</b>
	<b>86</b>
	<b>Dry Chemical-Multipurpose</b>
	<b>20 Kg</b>
	<b>Yamato YA-50</b>
	<b>3</b>
	<b>Dry Chemical-Multipurpose</b>
	<b>50 kg</b>
	<b>Altek AT-500 P</b>
	<b>20</b>
	<b>Carbon dioxide (CO2)– oil, gas &amp; electric fire</b>
	<b>23 kg</b>
	<b>Peacock MT -50</b>
	<b>6</b>
	<b>R123 ab (liquid gas) clean agent– ABC non Metal Fire</b>
	<b>4 kg</b>
	<b>Pyrosafe PSP -4</b>
	<b>20</b>



## **EMERGENCY PHONE NUMBER**

**(021)5726000**

**Local phone extention "0"**

**Fire** : **(021) 5726281**  
Priyono Hadi Susilo (OHS) : 081399027808  
Jamal Komarudin (OHS) : 081213217123

**Paramedics/Ambulan** : **(021)5726280**  
Ary Pembudi Leksono (OHS) : 08567377344  
Jamal Komarudin (OHS) : 081213217123

**Security** : **(021)5726297**  
Rosnauli Samosir (Security) : 08129033661  
Sigit Satata (Security) : 081212378633

**Utility Company Emergency Contacts: (021)5726885 , (021)5726666**  
Imam (Engineering) : 081310666994  
Budhy Setyono (Engineering) : 08111592001

**Technical Operations** : **(021)5726529**

**Building Manager** : **(021)5726500**

### # City Fire

Dinas Pemadam Kebakaran Provinsi DKI Jakarta	Jl. K.H.Zainul Arifin No. 71	Telepon : 6330325, 6341425, 6342036, 6340580
Sudin Pemadam Kebakaran Jakarta Pusat	Jl. K.H.Zainul Arifin No. 71	Telepon: 6344215, 6328469, 6328576, 6311216
Sudin Pemadam Kebakaran Jakarta Selatan	Jl. Baru PasarJum'at	Telepon: 75818117, 7515054, 7694519, 7500113
Sudin Pemadam Kebakaran Jakarta Barat	Jl. Tanjung Duren	Telepon : 5682284
Sudin Pemadam Kebakaran Jakarta Utara	Jl. Anggrek No. 11	Telepon: 43931063, 43910406, 43910408
Pusdiklatkar	Jl. Raya Ciracas 113	Telepon: 8710361,8718880
Pengaduan Masyarakat		Telepon: 6344580

### #Police

Mabes Polri - Umum	Jl.Trunojoyo	7218555
Mabes Polri - Intel	Jl.Trunojoyo	7218257
Mabes Polri - Serse	Jl.Trunojoyo	7229753, 7218576
Mabes Polri - Denma	Jl.Trunojoyo	7218444
Mabes Polri - Provoost	Jl.Trunojoyo	7218570
Mabes Polri - Sentral	Jl.Trunojoyo	7989702
Mabes Polri - Kompleks	Jl.Trunojoyo	7218396
Mabes Polri - Dispen	Jl.Trunojoyo	7218241
Mabes Polri - Brimob / Gegana	Jl.Trunojoyo	710089, 8712666,8716612, 8716497
Mabes Polri - Lalu Lintas	Jl.Trunojoyo	7989702, 798703
Mabes Polri - Forensik	Jl.Trunojoyo	7398222
Mabes Polri - Puskodal	Jl.Trunojoyo	7251679, 7251976, 7251979
Polda Metro Jaya - Sentral	Jl. Jen. Sudirman	5234000, 5234001, 5234333
Polda Metro Jaya - Satgas Ops	Jl. Jen. Sudirman	5234555, Fax: 5202181
Polda Metro Jaya - Penjagaan	Jl. Jen. Sudirman	5234315
Polda Metro Jaya - Denma	Jl. Jen. Sudirman	5234237
Polda Metro Jaya - Intel	Jl. Jen. Sudirman	5234239
Polda Metro Jaya - Serse	Jl. Jen. Sudirman	5234240
Polda Metro Jaya - Samapta	Jl. Jen. Sudirman	5234241
Polda Metro Jaya - Brimob	Jl. Jen. Sudirman	3456229
Polda Metro Jaya - Lalu Lintas	Jl. Jen. Sudirman	5234199
Polda Metro Jaya - Provoost	Jl. Jen. Sudirman	5234247
Polda Metro Jaya - Kompleks	Jl. Jen. Sudirman	5234100
Polda Metro Jaya - Emergency	Jl. Jen. Sudirman	5709261, 510110
Polres Jakarta Pusat	Jl. Kramat Raya No. 61	3909425, 3909921-22
Polres Jakarta Utara	Jl. Yos Sudarso	431394, 491017, 490287 ,491055
Polres Jakarta Barat	Jl. Raya Kembangan No.2	5480303, 5482371
Polres Jakarta Barat (Slipi)	Jl. Letjen S. Parman	5300330
Polres Jakarta Selatan	Jl. Wijaya II	7206004, 72060 11/13, 7221205
Polres Jakarta Timur	Jl. Matraman Raya No. 224	8191476, 8191478
Polres Bekasi	Jl. Raya Pemuda	8801110, 8841001
Polres Tangerang	Jl. Raya Daan Mogot	5523003, 5523160, 5522322
Polres Depok	Jl. Raya Margonda	7520035, 7520014, 753 0110



## **EMERGENCY REPORTING AND EVACUATION PROCEDURE**

### **EVACUATION PROCEDUR**

Upon hearing the alarm or when directed by a warden:

- Prepare to evacuate
- Get your workplace ready to be left unattended. Shut down computers, turn of gas and electrical equipment, if safe to do so.
- For fire, close the doors as you go- do not lock them. In the case of a bomb threat, leave doors open.
- Assist any person in immediate danger
- Leave the building via the nearest safe route
- Obey all direction from wardens
- Move calmly to assembly point or other advised area and stay there until the ALL CLEAR has been given.
- Follow closely the instructions of emergency services personnel and JCC warden.
- Wait for the OK to re –enter the building.

## **EMERGENCY PROCEDURE**

### **Medical Emergency**

- Call medical emergency phone number
  - Paramedics/ambulance
  - Fire departement
  - Other

Provide the following information :

- a. Nature of medical emergency,
  - b. Location or the emergency  
and
  - c. Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary
  - Call the following personnel trained in CPR anf first aid to provide the required assistance prior to the arrivalof the professional medical help.
  - If personnel trained in first aid are not available, as a minimum , atpt to provide the following assistance :



1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids)
  2. Clear the air passages using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous material, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

### **Fire Emergency**

#### *When fire discovered*

- Activate the nearest fire alarm.
- Notify the local fire department by calling (021)5726281 or (021)5726000 or Ext.0 (local phone)
- If the alarm is not available, notify the site personnel about the fire emergency by the following means
  - Voice communication
  - Radio
  - Other (specify)

#### *Fight the fire ONLY if :*

- The Fire Department has been notified
- The fire is small and is not spreading to other areas
- Escaping the area is possible by backing up to the nearest exit
- The fire extinguisher is in working condition and personnel are trained to use it.

#### *Upon being notified about the emergency, occupants must:*

- Leave the building using the designated escape routes, quickly, calmly and safely.
- Assemble in the designated area.
- Remain outside until the competent authority announces that it is safe to re-enter.

#### *Designated Official, Emergency Coordinator or Supervisors Must (Underline one)*

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety
- Coordinate an orderly evacuation of personnel
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel
- Provide the fire department personnel with the necessary information about the facility
- Perform assessment and coordinate weather forecast office emergency closing procedure.

#### *Area /floor Monitor must:*

- Ensure that all employees (every body) have evacuated the area/floor.





Did the caller appear familiar with plant or building ( by his/her description of the bomb location)?

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately

### **Extended Power Loss**

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and affecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
  - Fire sprinkler system
  - Standpipes
  - Potable water line
  - Toilet
- Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freezer damage after the heat has been restored to the facility and water turned back on.

### **Severe Weather And Nature Disaster**

#### **Earthquake:**

- Stay calm and await instructions from the emergency coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power
- Assist people with disabilities in finding a safe place
- Evacuate as instructed by the emergency coordinator and/or the designated official.

#### **Flood:**

*If indoor*



- Be ready to evacuate as directed by the emergency coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes

*If outdoor*

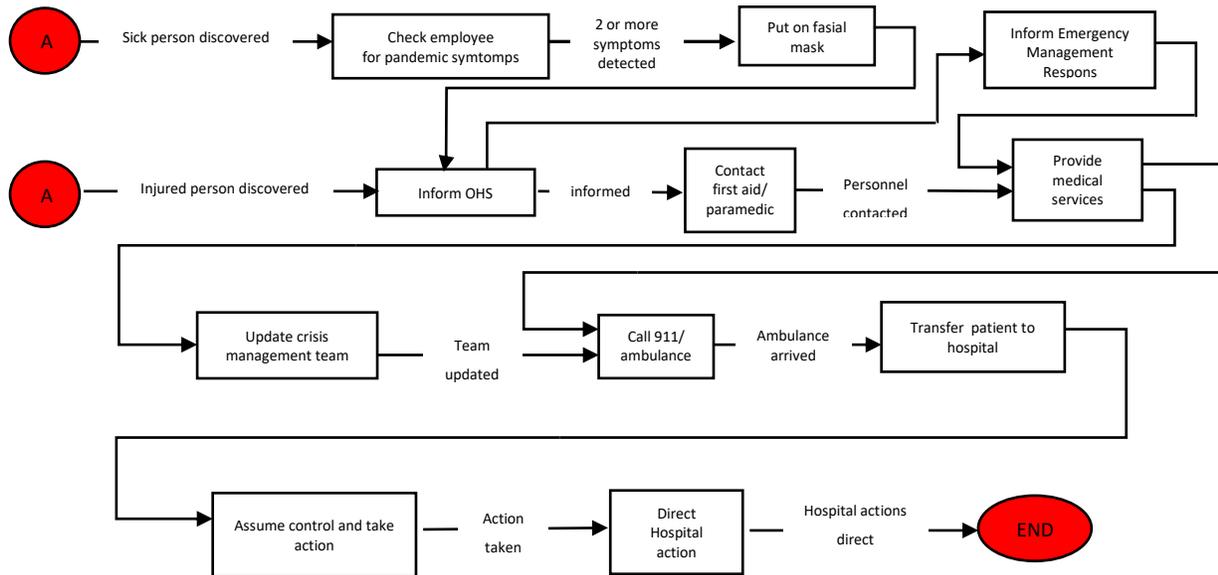
- Climb to high ground and stay there
- Avoid walking on driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

**Tornado**

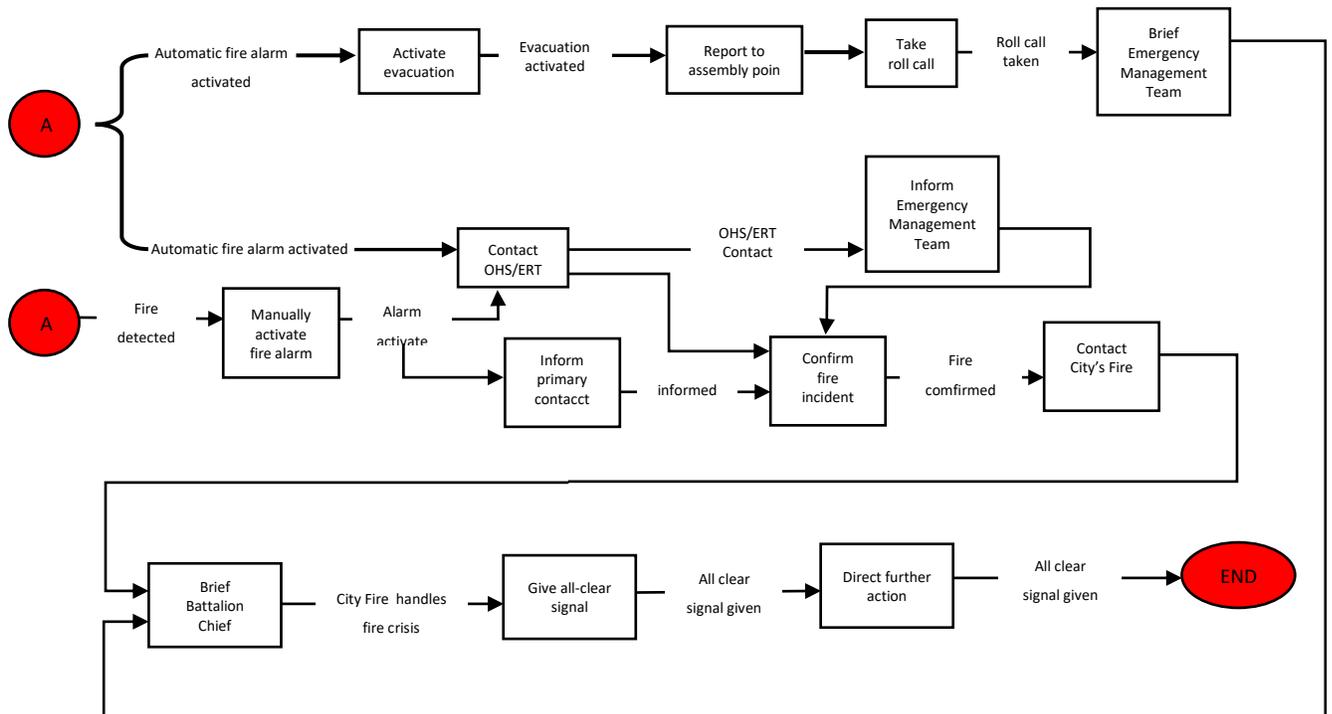
- When a warning is issued by sirens or other means, seek inside shelter.  
Consider the following:
  - ✓ Small interior rooms on the lowest floor and without windows,
  - ✓ Hallways on the lowest floor away from doors and windows and
  - ✓ Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

## TASK MAP

### Medical Emergency



### Fire Emergency



## Bomb Threat

