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Fire Emergency Action Plan In The Indonesia Stock Exchange Building

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Abstract: This research is motivated by the curiosity of how far the preparedness of the Fire Emergency Action Plan (FEAP) is managed in the Indonesia Stock Exchange Building with the aim of anticipating a fire emergency, knowing a plan that contains procedures that regulate who should do what in the event of an emergency. emergencies, as well as increasing the alertness of building occupants in dealing with emergency situations and conditions. This study is an observational study with a cross-sectional design. The research was conducted by comparing the data from observations and interviews. The results of the study show that the Fire Emergency Action Plan has been running well in accordance with KepDirjen Kimpraswil No : 58/KPTS/DM/2002 Concerning Technical Instructions for Fire Emergency Action Plans in Buildings. However, it still needs to be improved, especially in the Fire Emergency Action Training.

Keyword: Indonesia Stock Exchange Building, FEAP in the Building.

INTRODUCTION

Based on the Law of the Republic of Indonesia Number 28 of 2022 concerning Buildings, a building is a physical form resulting from construction work that is integrated with its location, part or all of which is above and/or in the ground and/or water, which functions as a place for humans. carry out its activities, both for housing or residence, religious activities, business activities, social activities, culture, and special activities. An emergency is an abnormal condition that is sudden, disrupts activities and needs to be handled immediately (Ramli, 2010). Building reliability must pay attention to 4 aspects, namely Safety, Health, Convenience and Convenience. One of the biggest potential disasters in buildings is fire. According to Dewi Kurniwati (2013), fires in buildings are one of the disasters that cause huge losses, both in terms of material and in terms of casualties. Fire is a flame, whether small or large in a place where we don't want it and is detrimental, in general it is difficult to extinguish. One of the important things that support Building Reliability to meet safety aspects

is the building's ability to cope with fire hazards by compiling a Fire Emergency Action Plan (FEAP). This research is motivated by the curiosity of how far the preparedness of the Fire Emergency Action Plan (FEAP) is managed in the building and aims to anticipate if a fire emergency occurs in the building and to find out a plan that contains procedures that regulate who should do what when an emergency occurs in a building, in this case a fire, and increases the alertness of the occupants of the building.

Fire Emergency Action Plans (FEAP) in Buildings regulated by Decree of the Director General of Housing and Settlements Department of Settlements and Regional Infrastructure Number : 58/KPTS/DM/2002 Concerning Technical Instructions of Fire Emergency Action Plans in Buildings is a strategy of Fire Management (FM)) to anticipate in the event of a fire or other emergency in a building and/or its environment, where each building and its environment will have a different form of Fire Emergency Action Plan (FEAP) according to each situation and condition.

METHODS

Based on the research design, this research is a descriptive study with a cross-sectional design. The variables studied in this study are the Organizational Structure of the FEAP, the Duties and Responsibilities of the Fire Management Team (FMT), Emergency Action Procedures for Tenants/users/occupants, Emergency Action Procedures for Emergency Response Officers, TPK Officer Role Cards, Smart Cards and Equipment Logistics for Rescue. The type of data collected in this study is secondary data obtained from the company and primary data which includes field observations by making direct observations of the condition of the management system and available fire prevention and control systems, interviews with the Head of the Security Department, Leaders of the Emergency Response Team and Safety Supervisor, Data is processed descriptively which is presented in the form of a sentence that describes the actual situation of the object under study and is analyzed by comparing the real conditions that exist in the object of research with regulations.

RESULT AND DISCUSSION

Fire Emergency Action Plan (FEAP) in this building consists of various actions, such as actions to find out/estimate the location of the fire source, how to extinguish the fire, localize the spread of fire, notify occupants/users, evacuation efforts, contact the Fire Department, and assist extinguishing operations by Firefighters.

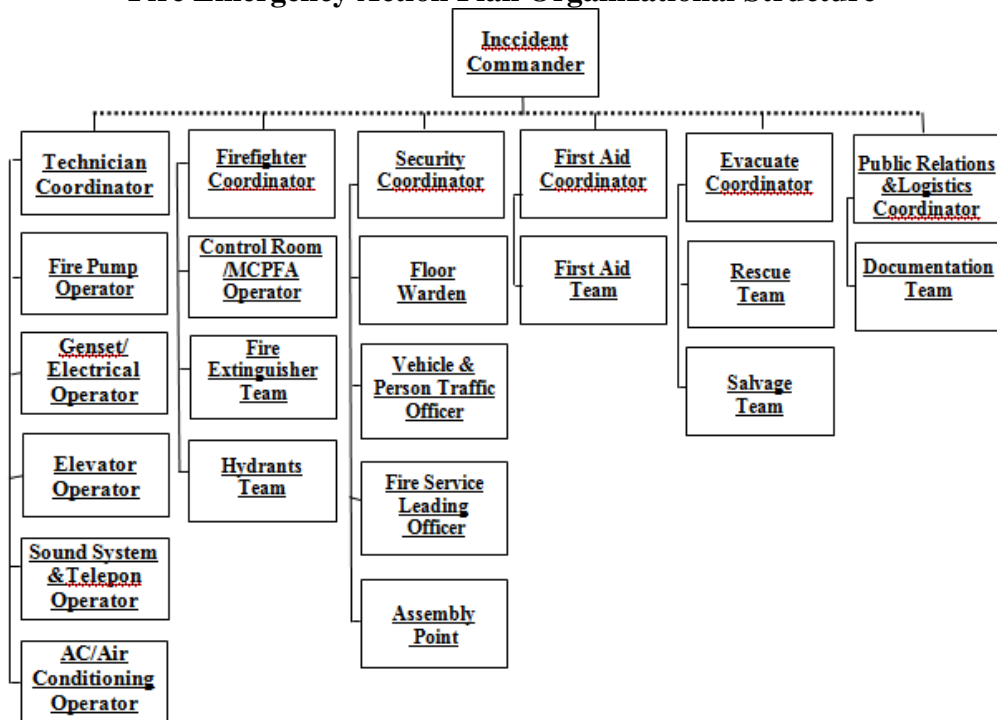
1. Fire Emergency Action Procedures in Buildings for Emergency Response Officers are as follows:
 - a. Stay calm and don't panic
 - b. Check the alarm indication through the Display Master Control Panel Fire Alarm and confirm its location
 - c. Press the Silence Alarm button on the Fire Alarm Master Control Panel
 - d. Safety, security & engineering checks at the location of the alarm by bringing the necessary equipment (APAR, HT/HP, Staircase Keys, Flashlights, Machine room keys, etc.)
 - e. Go to the location where the alarm occurred via the nearest Emergency Stairs (Staircase 6/5), then go up using the Fire Lift
 - f. If conditions are not possible using the Fire Lift, the officer can use the Passenger Lift by pressing the "System Reset" button on the MCPFA so that the Passenger Lift system returns to normal.

- g. Coordination of communication using HT/HP between officers in the field and officers in the Control Room (Safety, Security & Engineering) regarding the Fire Alarm handling process
 - h. If a "False Alarm" occurs, press "System Reset" on the Fire Alarm/MCPFA Master Control Panel to normalize the Fire Alarm System.
 - i. Inform your co-workers/bosses that the Fire Alarm has been resolved.
 - j. Inform tenants via paging that a "False Alarm" has occurred
 - k. If the "True Alarm" (there is a flame/fire) immediately extinguish it using a portable fire extinguisher (APAR) brought by the officer or using the nearest APAR/APAB at the location of the fire
 - l. After the fire has been extinguished/handled, immediately inform your officers/coworkers/superiors then normalize the Fire Alarm System by pressing the "System Reset" button on the Fire Alarm Master Control
 - m. Coordinate with superiors / management regarding the incident clearly
 - n. Monitor/observe the incident through the CCTV camera and record and make a report on the event
 - o. Inform tenants via manual/automatic paging on the sound system panel (Manual text: "please calm down and don't panic, there has been a fire on the floor...tower...room..., that the fire has been extinguished, thank you very much")
 - p. If the fire cannot be extinguished using an APAR/APAB, immediately use the nearest Indoor/Outdoor Hydrant Box and turn off the electrical panel first in the burning area
 - q. If the location is on fire/there is a flame/fire in the tenant unit where the room condition is locked and there are no tenants, then contact the representative from the tenant by telephone/coordination with the top level management building (Deputy GM/GM) to break down/break down the door / break the glass of the tenant unit with the tools needed (hammer, ax, saw, drill, etc.) to tackle fires and rescue victims
 - r. If in managing fires you need Self Contained Breathing Apparatus/SCBA and Fire Suit/heat resistant clothing, then take them and use them in the space provided
 - s. If the fire gets bigger and cannot be extinguished, immediately inform the tenants to evacuate through the nearest staircase/emergency stairs in the unit area with an evacuation system (-1, +1) which means 1 (one) floor below the burning location and 1 (one) floor above the burning location for evacuation or (-1, +2) which means 1 (one) floor below the burning location and 2 (two) floors above the burning location for evacuating.
 - t. If the fire still cannot be extinguished and cannot be controlled immediately carry out a total evacuation: 1 (one) tower first, then the next tower if needed, by providing information to tenants via paging by pressing button number 1 (one), namely announcement fire evacuation on the Sound System Panel, then press button number 16 (sixteen) to sound the "Siren" and the drill button on the Master Control Panel Fire Alarm/MCPFA to sound the All Alarm Bell.
 - u. Report the last/updated situation and condition to colleagues, your superiors and the top level management building to get further instructions and directions
 - v. If the fire alarm indication is "True Alarm" (a fire occurs) after it can be handled, press "System Reset" on the Fire Alarm Master Control Panel/MCPFA and write out "Reports on a Fire Occurrence" addressed to your co-worker/boss/top level management building.
2. Fire Emergency Action Procedures for Building Tenants/Users/Occupants are as follows :
- a. If you see a fire:
 - 1) Sound the alarm by pressing the manual call point button or by breaking the manual break glass and pressing the alarm button or shouting "fire...fire...".

- 2) Without taking risks and after making sure you know the escape route.
 - 3) and you feel confident about doing so, extinguish the fire using the closest fire extinguisher
 - 4) Immediately contact the Emergency Response Team Officer in the Control Room via
 - 5) emergency telephone or via cell phone, Handy Talky, and convey the following information: identity of the reporter, size/magnitude of the fire, location of incident, presence/number of people injured, if any, actions taken.
 - 6) If the fire cannot be controlled or extinguished, evacuate immediately via the nearest emergency staircase (Staircase)/exit (EXIT).
- b. If you hear the sound of a fire alarm, leave the building immediately:
- 1) Use the designated evacuation route to the assembly point. Follow the directions of the Floor Warden or floor role attendant
 - 2) Wait at the assembly point for the Floor Warden to take roll call and give his next instructions.
- c. During fire evacuation:
- DON'T :
- 1) Using the elevator
 - 2) Stop to pick up things
 - 3) Support the emergency door open
 - 4) Re-enter the building or crowd at the entrance
 - 5) Fight fire unless trained I know clear routes for evacuation without being obstructed by fire/sure can do it without endangering myself.
- YOU MAY:
- Bring emergency bag/luggage and release/take the laptop directly from its place (without turning it off), only if this does not slow down the evacuation process.
- DO :
- 1) Exit the building quickly and quietly through the nearest exit
 - 2) Continue evacuation even if the alarm sound stops in the middle of evacuation
 - 3) Guide visitors & customers to get out of the building
 - 4) Close windows & doors behind you whenever possible
 - 5) Move towards the designated Assembly Point and wait for the next clue
 - 6) Follow the directions given by the floor Captain
- d. After Fire Evacuation :
- 1) The Floor Warden must keep track of the employee attendance for which he is responsible at the Assembly Point
 - 2) If an employee is injured, please immediately report to a First Aider or Medical Officer for treatment
 - 3) Every refugee is asked to always be orderly and orderly
 - 4) Isolation or access barriers or necessary safety signs must be installed by the Security Team to prevent employees or guests from entering the building or to prevent potential hazards.
 - 5) The building cannot be reoccupied until it is declared safe and permitted by the Incident Commander/Top Level Management.
3. The Organizational Structure of the Fire Emergency Action Plan (FEAP) is divided into 3, namely regular hours/office hours, after regular hours/after hours and holidays. The division of working hours for the emergency response team aims to anticipate emergencies in buildings that cannot be predicted. The organizational structure of the emergency response involves all sections from the highest leadership to the lowest level,

prepared based on elections in each department and the issuance of Appointments for members of the emergency response team.

Fire Emergency Action Plan Organizational Structure



4. Duties and Responsibilities of the Fire Fighting Team (FFT) Organization

a. Incident Commander

Duties and responsibilities are :

- 1) Lead the blackout operation from start to finish.
- 2) Announce to all Emergency Officers to occupy their respective positions according to their duties and responsibilities.
- 3) Inform all occupants that the fire can be extinguished.
- 4) Declare the building in a safe condition.
- 5) Create a Chronological Report.
- 6) Create a Damage List.
- 7) Responding to reporters' questions asking for information.
- 8) Coordination with the Fire Department and related agencies.
- 9) Report to the Director/Leader of the Company.

b. Technician Coordinator

Duties and responsibilities are :

- 1) Ensuring all mechanical & electrical equipment functions properly
- 2) Ensuring the lift fire is functioning properly.
- 3) Ensuring the Fire Pump is in Auto condition.
- 4) Ensure Genset/Generator is in Auto condition.
- 5) Report to the Incident Commander.

c. Fire Pump Operator

Duties and responsibilities are :

- 1) Ensuring the Main Pump and Backup Pump function properly.
- 2) Operate the fire pump manually if the automatic system is not working, and repair if the power supply is not available.
- 3) Report to the Technician Coordinator.

d. Genset/Electricity Operators

Duties and responsibilities are :

- 1) Ensuring the generator is functioning properly.
- 2) Operate the generator manually if the automatic system does not function when the main PLN electricity supply is cut off.
- 3) Report to the Technician Coordinator.

e. Elevator Operator

Duties and responsibilities are :

- 1) Ensuring the fire lift is functioning properly.
- 2) Operate a fire elevator in the event of an emergency which will be used by emergency responders when dealing with fires.
- 3) Report to the Technician Coordinator.

f. Soundsystem and telephone operators

Duties and responsibilities are :

- 1) Through the Public Address, announcing and giving instructions to the occupants of the building to evacuate to leave their unit via the nearest emergency staircase, don't panic and don't use the elevator and follow the directions from floor fire officers/floor warden/other instructions.
- 2) Contact the Fire Department, General Hospital, Ambulance/emergency unit car, Police and related authorities on the instructions of the Incident Commander/General Manager/Deputy General Manager.
- 3) Report to the Technician Coordinator.

g. AC/Air Conditioning Operator

Duties and responsibilities are :

- 1) Ensure that the air conditioner turns off when there is a fire/general alarm.
- 2) Ensuring that the condition of the pressurized fan in the emergency staircase functions properly.
- 3) Report to the Technician Coordinator.

h. Firefighter Coordinator

Duties and responsibilities are :

- 1) Check the location of the fire.
- 2) If there is no fire, immediately make a report and inform that the situation is safe.
- 3) If there is a fire, immediately extinguish it using an APAR / other extinguisher.
- 4) If the fire can be put out, inform the occupants that the situation can be controlled.
- 5) If the fire cannot be extinguished using an APAR, then extinguish it using a Hydrant.
- 6) If the fire cannot be extinguished using a Hydrant, inform the occupants through the building's loudspeaker/paging system to evacuate with the approval of the Incident Commander/General Manager/Deputy General Manager in advance.
- 7) Report to the Incident Commander/General Manager/Deputy General Manager.

i. Control Room/MCPFA Operator

Duties and responsibilities are :

- 1) Receive reports of fire/alarm indications then forward them to the Fire Coordinator and Incident Commander.
- 2) Check the location of the fire using the fire elevator or emergency stairs by bringing the key to the emergency stairs door and the equipment needed.
- 3) Sounds the General Alarm on the orders of the Incident Commander.
- 4) Report to the Fire Coordinator and Incident Commander.

j. Fire extinguisher team

Duties and responsibilities are :

- 1) Ensure that the fire extinguishers used are in good condition and ready to use
- 2) Extinguish the fire using a small fire extinguisher
- 3) Make sure the fire is out
- 4) Report to the Fire Coordinator

k. Hydrant Team

Duties and responsibilities are :

- 1) Make sure the hose and nozzle are in good condition
- 2) Extinguish the fire using Hydrant
- 3) Make sure the fire is out
- 4) Report to the Fire Coordinator

l. Security Coordinator

Duties and responsibilities are :

- 1) Closing the exit & entry gates, maintaining building security, prohibiting unauthorized persons from entering.
- 2) Prohibit all vehicles from entering or exiting
- 3) Show the Fire Department officers the location of the Hydrant and Siamese Connection
- 4) Assist Residents to the designated gathering place
- 5) Securing/guarding Tenants at the gathering place
- 6) Report to the Incident Commander.

m. Floor Warden

Duties and responsibilities are :

- 1) Arrange and show the evacuation route to the occupants from the room on the floor to the assembly point, through the nearest emergency exit to the assembly point
- 2) Conduct sweeping and inspection of the room on each floor
- 3) Warn residents who are carrying heavy items not to run, use high-heeled shoes to remove them, and are not allowed to use elevators
- 4) Helping victims who are sick, injured, fainted through the fire escape/elevator
- 5) Record the number of occupants in the task area and their responsibilities at the gathering point
- 6) Report to the Security Coordinator

n. Vehicle and person traffic officers

Duties and responsibilities are :

- 1) Closing the gate, maintaining building security, prohibiting unauthorized persons from entering
- 2) Prohibit all vehicles from entering or exiting
- 3) Show the Fire Department officers the location of the Hydrant Outdoor/Indoor Hydrant and Siamese Connection
- 4) Securing/guarding occupants/tenants/guests at the gathering place
- 5) Report to the Security Coordinator

o. Assembly Point Officer

Duties and responsibilities are :

- 1) Help residents to the gathering place that has been determined by Building Management
- 2) Make a record/inventory of all building occupants who are at the gathering point
- 3) Report to the Security Coordinator

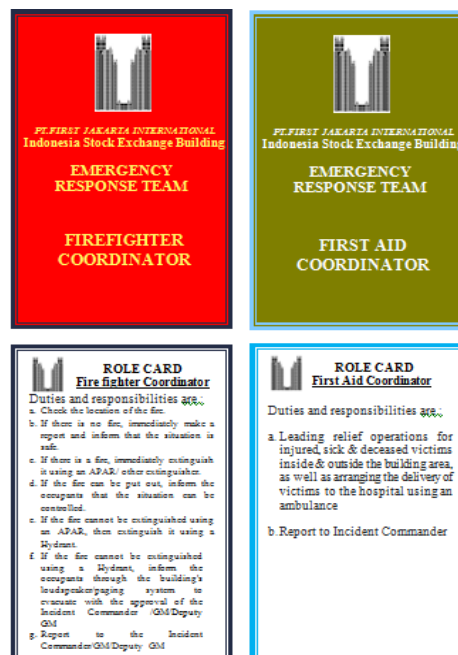
p. First Aid Coordinator

Duties and responsibilities are :

- 1) Leading relief operations for injured, sick & deceased victims inside & outside the building area, as well as arranging the delivery of victims to the hospital using an ambulance
 - 2) Report to Incident Commander
 - q. First Aid Team
Duties and responsibilities are :
 - 1) Provide assistance to occupants who are sick, injured, fainted outside and inside the building after being evacuated
 - 2) Arranging the delivery of sick, injured, unconscious people using ambulances to the nearest hospital
 - 3) Assist residents to the gathering place
 - 4) Report to the First Aid Coordinator
 - r. Evacuate Coordinator
Duties and responsibilities are :
 - 1) Lead the victim rescue operation to a safe place
 - 2) Safeguard important and valuable assets
 - 3) Make sure the equipment used for evacuation is functioning properly
 - 4) Report to Incident Commander
 - s. Rescue Team
Duties and responsibilities are :
 - 1) Ensure that the rescue equipment used is functioning properly
 - 2) Help victims who are trapped and unable to get out of the room
 - 3) Assist sick, injured, fainted occupants through fire lifts accompanied by fire lift operators
 - 4) Helping victims trapped in smoke/fire and unable to get out of the room
 - 5) Help comb / inspect the room
 - 6) Report to the evacuation coordinator
 - t. Salvage Team
Duties and responsibilities are :
 - 1) Save important and valuable company data
 - 2) Save the company's important and valuable equipment
 - 3) Report to the evacuation coordinator
 - u. Public Relations and Logistics Coordinator
Duties and responsibilities are :
 - 1) Contacting and coordinating with the Police, TNI, Fire Service, Hospitals, National Disaster Management Agency and related agencies
 - 2) Prepare food and drink as well as equipment needed during the evacuation process
 - 3) Report to Incident Commander
 - v. Documentation Team
Duties and responsibilities are :
 - 1) Documenting every accident that occurs during an emergency and evacuation
 - 2) Report to the Public Relations and Logistics Coordinator
5. Fire Fighting Team Role Card (FFT)
- The role card serves to find out who should do what in the event of a fire which is owned by every emergency response officer.

Emergency Response Officer Role Card

The front and back of the card



6. Smart Card

A smart card is a card containing writing which means to ask attention to the occupants of the building. This writing must be announced by the sound system operator through the building's loudspeaker system. This card can be read out by the operator or pre-recorded.

a. Smart Card “False Alarm ”

This smart card functions to notify the occupants of the building that a faulty alarm has been found.

LADIES AND GENTLEMEN, YOUR ATTENTION PLEASE !!!

WE HAVE INVESTIGATED THE SITUATION AND FOUND IT TO BE A FALSE ALARM

WE REGRET ANY INCONVENIENCE CAUSED

THANK YOU.

(Announced twice)

b. Evacuation Smart Card

This smart card functions in the event of a fire and endangers the occupants of the building so they have to evacuate.

YOUR ATTENTION PLEASE...!

THE FIRE ALARM HAS BEEN ACTIVATED
PLEASE EVACUATE YOUR PREMISES IMMEDIATELY AND PROCEED VIA THE NEAREST EXIT STAIRCASE TO THE DESIGNATED ASSEMBLY AREA
DO NOT ELEVATORS, REMAIN CALM AND DO NOT PANIC

PLEASE FOLLOW YOUR CAPTAIN FLOOR INSTRUCTIONS
WHEN THE PAGING AND ALARM IS RINGING

THANK YOU.

(Announced twice)

c. Smart Card After Evacuation

This Smart Card functions when the building is declared safe and then all occupants are instructed to re-enter the building.

YOUR ATTENTION PLEASE...!

ALL TENANTS CAN NOW RE-OCCUPY THE PREMISES.

THANK YOU.

(Announced twice)

7. Logistics List

List of logistics in terms of all types of rescue equipment prepared in fire management in buildings includes: Role Cards, Smart Cards, Fire Boots, Clothes vests for Emergency Response Team Officers, Safety Helmets, Fire Suits, Rain Coats, Fire gloves, Flashlights, Books important telephone number, Handy Talky/HT, Jack phone, ERT Whistle, Megaphone/TOA, ERT Badge, Hand counter, Evacuation flag, Guide strap, Safety glass, Digital camera, White board, Table, Chair, Tent, Mineral water, Banner /board, Fire helmet, Standing sign assembly Point portable, Firehose 1.5 inc, Firehose 2.5 inc, Nozzle 1.5 inc, Nozzle 2.5 inc, APAR, APAB, Medical cylinder oxygen, Folding stretcher, Spine board, Wheel chair, Neck collar, Evacuate chair, First aid bag, Spalk, Mitella, SCBA (Self Contained Breathing Apparatus), Cloth gauze,

Snacks, Blanket, Mask, Fire blanket, Fire axe, Oxycan, Hansaplast, Rivanol, Trombophop, Bioplaceton, Betadine, Eucalyptus oil, Couterpain.

CONCLUSION

The research results regarding the Fire Emergency Action Plan (FEAP) for the Indonesia Stock Exchange Building have been fulfilled in accordance with the Decree of the Director General of Housing and Settlements, Department of Settlements and Regional Infrastructure Number: 58/KPTS/DM/2002 concerning Technical Instructions for Fire Emergency Action Plans for Buildings. However, it still needs to be improved, especially in the Fire Emergency Action Training.

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