





STANDARD OPERATING PROCEDURE OF HANDLING EMERGENCIES



FACULTY OF MATHEMATICS AND NATURAL SCIENCES

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1. OBJECTIVE


1.1 This guideline aims to provide guidance to all students, lecturers, guests, staff and all people within the FMIPA environment in preparing, preventing and evaluating emergencies so as to ensure that all potential emergencies can be controlled.

2. SCOPE

2.1 This document includes activities that need to be carried out when an emergency occurs within the Faculty of Mathematics and Natural Sciences, Jakarta State University.

3. TERMS AND DEFINITIONS

- 3.1 Light Fire Extinguisher (LFE) is a tool used to extinguish fires at an early stage to prevent large-scale fires.
- 3.2 Assembly Point (gathering place) is a temporary evacuation place for every fire, earthquake, chemical spill, natural disaster, riot, etc.
- 3.3 A disaster is a serious disruption to the functioning of a society that causes widespread losses to the life of the community in material, economic or environmental terms and which exceeds the ability of the community to overcome it using their own resources.
- 3.4 Emergency Exit is an emergency exit that can be accessed in the event of an emergency.
- 3.5 Emergency Route or Emergency Evacuation Route is an emergency route used in the event of an emergency.
- 3.6 An earthquake is a rapid shaking of the earth caused by faulting or shifting of land plates beneath the earth's surface.
- 3.7 Emergency, defined as a situation where there is a fire, equipment explosion, natural disaster (volcanic eruption, earthquake), spill of B3 and non-B3 chemicals, toxic gas leak, blow out and other dangers that can result in environmental damage or human casualties.

 K3L FMIPA	FACULTY OF MATHEMATICS AND NATURAL SCIENCES	Doc. Number : 01.04/SOP-G.K3L/2023
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3.8 Fire is a rapid exothermic oxidation reaction of a material accompanied by the emergence of a flame or ignition.

3.9 Work accidents are accidents that occur in connection with work relations, including illnesses that arise due to work relations, as well as accidents that occur on the way from home to work and returning home via normal or natural roads.

3.10 The warning sign of a dangerous situation is the sound of one long alarm. When the situation is safe, it will be announced again with three short alarms.

4. LEGAL BASIS

4.1 Undang-undang No. 1 Tahun 1970 : tentang Keselamatan Kerja.

4.2 Undang-undang No. 23 tahun 1992 : tentang Kesehatan.

4.3 Keputusan Menteri Tenaga Kerja No. 186/1999 : tentang Unit Penanggulangan Kebakaran.


5. PROCEDURES

5.1 Procedures in the Event of a Work Accident

- Sick victims or helpers can contact the WA number task force/security guard or directly contact the UNJ polyclinic
- The task force/security guard will contact/take them to the UNJ polyclinic for further treatment.
- Communication responsibility remains with the task force/security guard
- until when ?

5.2 Procedures in the Event of a Fire :


- Scream if there is a fire.
- Immediately notify the security guard or employee and other people you meet.

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- Put out the fire if you feel confident and have been trained, if in doubt it is better to abandon your intention.
- Grab the nearest APAR to extinguish the fire, if you feel confident and have been trained.
- If the fire has not been extinguished, immediately go to the nearest emergency exit.
- Stay calm and only carry as much valuables as you need.
- Don't bring luggage that is too big.
- Don't put items in the evacuation route and pay attention when you run out (potential danger of falls and collisions).
- If you are on the 2nd floor and above, and in an emergency, do not jump until the fire crew arrives/evacuates.
- If you are trapped in a cloud of smoke from a fire, keep heading for the emergency stairs by taking short breaths, try to creep or crawl to avoid the smoke, don't turn around because you will collide with the people behind you.
- If you have to break through a cloud of smoke, hold your breath and quickly go to the fire emergency exit.
- Immediately follow the emergency evacuation route to the assembly point closest to you.
- Call the nearest fire department as soon as possible if the fire cannot be extinguished.

5.3 Procedures for using APAR :

- Take the fire extinguisher in place
- Stand the light fire extinguisher tilted forward
- Pull the lever and locking pin
- Lift up straight
- Test by spraying into the air

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- Aim at the fire
- Press the spray button
- Spray from side to side

5.4 Procedures in the Event of an Earthquake :

- If you are in the building, immediately run carefully out of the building into an open area.
- Avoid taking cover near trees, electricity poles or billboards that have the potential to fall.
- If you have difficulty leaving the building, immediately take cover in a safe place, for example, take cover under a table for a while.
- Move away from glass or items stuck to the wall (such as clocks or whiteboards) to avoid these items injuring you.
- If you are on the 2nd floor and above, go down the stairs slowly and don't panic.
- Report your condition to the Security Unit after the earthquake occurs.
- Call an ambulance if an employee or student needs further medical assistance.

5.5 Evacuation Procedures :

- If you hear the alarm sound one long time, stop the work you are doing.
- Bring valuables or important documents and other items as needed. Don't bring items that are large and make evacuation difficult.
- Stay calm, walk normally quickly and go to the nearest emergency exit. Follow the emergency evacuation route to the assembly point. Don't panic and don't run.
- During evacuation, inform other people you meet of known conditions.
- After arriving at the nearest assembly point, security personnel will record the names of the injured victims.

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- If a victim is injured, the next procedure will refer to the procedure when a work accident occurs.
- Once conditions are safe, a short alarm will be set off 3 times, everyone will be asked to walk in an orderly manner to their respective safe places.
- Security guard personnel are responsible for order and security when the evacuation is complete until the entire academic community goes to their respective places.

5.6 Security Guard Personnel Procedures During Evacuation:

- Manage vehicle traffic in and out of the UNJ campus and provide parking locations for fire engines, ambulances or other assistance vehicles.
- Take safety measures during the evacuation or fire extinguishing process by:
 - Arrange the environment around the location to provide sufficient space to handle emergencies, whether work accidents, fires or earthquakes, etc.
 - Securing all students, employees and the campus community during the evacuation process.
- Securing the emergency area from possible criminal acts, for example stealing items that are being rescued.
- Arrest the perpetrator of the crime during the evacuation process and take him to the security command post.
- Continue to ensure that panic conditions do not occur during the evacuation process.

6. IMPLEMENTING ACTIVITIES

6.1 Security guard

6.2 FMIPA OSH Task Force – UNJ

6.3 UNJ Polyclinic