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EMERGENCY RESPONSE PROCEDURE

ENGINEERING TECHNICAL STANDARDS & PROCEDURES

PT KILANG PERTAMINA INTERNASIONAL

DIREKTORAT PROYEK INFRASTRUKTUR

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REVISION HISTORY
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1. INTRODUCTION

1.1 This procedure provides guidance for managing the Emergency Response Procedure if an incident occurs and effective action can be taken to protect workers, contractors, the public, the environment, company assets, reputation and the environment.

1.2 All tactical activities must be taken based on the following priorities: Safeguard people's lives, secure society and the environment, Safeguard workplaces, equipment, critical materials and documents, internal and external notification procedures, community resources, response, organization charts, resources and personnel.

2. SCOPE

This procedure applies to the management of Emergency Response in PT Kilang Pertamina Internasional (PT KPI) environment.

3. CONFLICTS AND DEVIATIONS

3.1 Any conflicts between this standard and other applicable Engineering Technical Standards & Procedures (ETSP), or OWNER standard, codes, and forms shall be resolved in writing by OWNER.

3.2 All direct requests deviate from this standard (ETSP) in writing to OWNER, who shall follow internal OWNER procedure and forward such requests to OWNER for approval.

4. ABBREVIATIONS

Abbreviations used for this document shall have the following definitions:

BST	Business Support Team
ERC	Emergency Respon Commander
HSSE	Health, Safety, Security, Environment
ISO	International Organization for Standardization

1. PENGANTAR

1.1 Prosedur ini menyampaikan panduan pengelolaan tanggap darutat jika terjadi suatu insiden dan tindakan yang efektif dapat diambil untuk perlindungan terhadap pekerja, kontraktor, masyarakat, lingkungan, aset perusahaan, reputasi dan lingkungan.

1.2 Semua kegiatan taktis harus diambil berdasarkan prioritas berikut: Amankan kehidupan masyarakat, mengamankan masyarakat dan lingkungan, Menjaga tempat kerja, peralatan, material dan dokumen penting, prosedur pemberitahuan internal dan eksternal, sumber daya komunitas, respons, bagan organisasi, sumber daya, dan personel.

2. LINGKUP

Prosedur ini berlaku untuk pengelolaan tanggap darurat di lingkungan PT Kilang Pertamina Internasional (PT KPI).

3. KONFLIK DAN DEVIASI

3.1 Apabila terdapat konflik antara standar ini dengan *Engineering Technical Standards & Procedures* (ETSP) yang berlaku lainnya, atau standar PEMILIK, *codes* dan formulir, maka harus diselesaikan secara tertulis oleh PEMILIK.

3.2 Semua permintaan penggunaan standar yang berbeda dari standar ini (ETSP), harus diajukan kepada PEMILIK secara tertulis dengan mengikuti prosedur internal PEMILIK untuk mendapatkan persetujuan.

4. SINGKATAN

Singkatan yang digunakan untuk dokumen ini harus mengikuti definisi berikut:

BST	*Business Support Team*
ERC	*Emergency Respon Commander*
HSSE	*Health, Safety, Security, Environment*
ISO	*International Organization for Standardization*

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JSA	Job Safety Analysis
PTW	Permit to Work
PPE	Personel Protective Equipment

5. DEFINITIONS

The following words shall have these special meanings when used herein:

OWNER	Owner of the Plant is defined as PT Kilang Pertamina Internasional
LOCK OUT	Defined as the Organization to which PT Kilang Pertamina Internasional assign the work.
Shall	Indicates that the statement is mandatory.
Should	Indicates a recommendation
Emergency	is an accident or event that occurs suddenly, is undesirable, and disrupts normal business processes that require quick handling because it can: a. Causing loss or endangering the safety of human life (both workers and/or the community in the environment around Pertamina's activities), and/or b. Causing significant damage to the environment, social community, and/or public facilities in the area surrounding Pertamina's activities and/or causing serious

JSA	*Job Safety Analysis*
PTW	*Permit to Work*
PPE	*Personel Protective Equipment*

5. DEFINISI

Penggunaan kata-kata berikut akan memiliki arti khusus sebagai berikut:

PEMILIK	Pemilik Kilang didefinisikan sebagai PT Kilang Pertamina Internasional
KONTRAKTOR / KONSULTAN	Didefinisikan sebagai Organisasi yang ditunjuk oleh PT Kilang Pertamina Internasional untuk pekerjaan.
Shall	Menunjukkan bahwa pernyataan itu wajib
Should	Menunjukkan rekomendasi
Darurat	adalah keadaan/kejadian kecelakaan (*incident*) atau peristiwa (*event*) yang terjadi secara tiba-tiba, tidak dikehendaki, dan mengganggu proses bisnis normal yang membutuhkan penanganan cepat karena dapat: a. Menyebabkan kehilangan atau membahayakan keselamatan jiwa manusia (baik pekerja dan/atau masyarakat di lingkungan sekitar kegiatan Pertamina), dan/atau b. Menimbulkan kerusakan signifikan pada lingkungan hidup, sosial masyarakat, dan/atau fasilitas umum di lingkungan

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	damage to operating assets or facilities		sekitar kegiatan Pertamina dan/atau menimbulkan kerusakan serius pada aset atau fasilitas operasi.
Evacuation	is a rescue action by moving away from the place where an emergency occurs to a safer place because it is considered that the situation could develop more widely and could threaten human lives (workers, work partners, guests/visitors and residents around the Operation Unit/Project incident)	Evakuasi	adalah suatu tindakan penyelamatan dengan cara menjauhi tempat terjadinya keadaan darurat ke tempat yang lebih aman karena dipertimbangkan bahwa keadaan dapat berkembang lebih luas dan dapat mengancam jiwa manusia (para pekerja, mitra kerja, tamu/visitor maupun penduduk yang berada disekitar kejadian Unit Operasi/Proyek)
Fire	is an incident caused by an uncontrolled fire and is considered to be dangerous and can disrupt operational activities.	Kebakaran	adalah suatu kejadian yang disebabkan karena adanya api yang tidak terkontrol dan dianggap dapat membahayakan serta dapat menganggu kegiatan operasional.
Crisis	is an emergency situation or business disruption that, if not immediately addressed, can or will result in critical and/or permanent damage to the business, and has strategic implications or has the potential to have a severe impact on operations, brand, image, reputation, market share, ability to continue business, or stakeholder relationships	Krisis	adalah situasi darurat atau gangguan bisnis yang jika tidak segera ditangani, dapat atau akan mengakibatkan kerusakan kritis dan/atau permanen pada bisnis, dan memiliki implikasi strategis atau berpotensi berdampak parah terhadap operasi, merek, citra, reputasi, pangsa pasar, kemampuan untuk melakukan kelangsungan bisnis,

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			atau hubungan dengan pemangku kepentingan
Explosion	is an event caused by a sudden and uncontrolled increase in pressure and beyond the capability of the equipment pressure limit.	Ledakan	adalah suatu kejadian yang disebabkan karena terjadinya kenaikan tekanan secara tiba-tiba dan tidak terkendali serta diluar kemampuan batas tekanan peralatan
Emergency Management	is quick, precise and coordinated action to prevent, overcome and deal with the consequences of emergencies to minimize losses to society, life safety and environmental damage.	Penanggulangan Keadaan Darurat	adalah tindakan secara cepat, tepat dan terkoordinasi untuk mencegah dan mengatasi serta menanggulangi akibat keadaan darurat untuk meminimalisasi kerugian masyarakat, keselamatan jiwa, dan kerusakan lingkungan.
Assembly Point	is a safe place that has been determined as the first destination for temporary gatherings when evacuation measures are implemented.	Tempat Berkumpul Sementara	adalah tempat aman yang telah ditentukan sebagai tempat tujuan pertama untuk berkumpul sementara pada saat dilaksanakan tindakan evakuasi.
Muster Area	is a safe place that has been determined as the main gathering place (center) to accommodate refugees who come from Assembly Point or from other places.	Tempat berkumpul Utama	adalah tempat aman yang telah ditentukan sebagai tempat berkumpul utama (pusat) guna menapung para pengungsi yang berasal dari *Assembly Point* atau dari tempat lainnya.
Worst Case Condition	is the worst condition where the local Incident Organization or relevant Incident Organization has the potential to be unable to handle the condition due to uncontrolled escalation of	Kondisi terburuk	adalah kondisi terburuk dimana tim OKD setempat atau OKD yang relevan berpotensi tidak dapat menangani kondisi tersebut disebabkan karena eskalasi kondisi darurat yang tidak terkendali,

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emergency conditions, thus requiring assistance from other parties, both internal and external.

sehingga memerlukan bantuan dari pihak lain baik internal maupun eksternal.

6. CODES AND STANDARDS

Codes & Standards used are as follows:

6.1 Codes and Standards

a. Pertamina Standard Number PS-Sy-001-15-2019 about Sustainability Pertamina Expectation for HSSE Management Excellence (SUPREME)
b. Surat Keputusan Direktur Utama PT Pertamina (Persero) No. Kpts-07/C00000/2024-S0 tentang Pertamina Corporate Life Saving Rules (CLSR).

6.2 Reference

a. Law no. 1 of 1970 concerning Health and Safety.
b. Government Regulation no. 11 of 1979 Concerning Work Safety in Oil and Gas Refining and Processing.
c. Government Regulation no. 50 of 2012 concerning Occupational Safety and Health Systems.
d. Energy and Mineral Resources (ESDM) Government Regulation No.32 of 2021 concerning Technical Inspections and Safety Inspections of Installations and Equipment in Oil and Gas Business Activities.
e. Guideline No. A7-001/S00000/2020-S0 0th Revision concerning Contractor Safety Management System (CSMS).
f. ETSP No. KPI-ETP-HSE-0005 tentang Project HSSE Plan.
g. Guideline No. A7-001/RP11000/2021-S9 0th Revision concerning Implementation of Safe Working Methods.
h. Health, Safety, Security & Environment (HSSE) Policy of PT

6. KODE DAN STANDAR

Kode & Standar yang digunakan adalah sebagai berikut:

6.1 Kode dan Standar

a. Pertamina *Standard* Nomor PS-Sy-001-15-2019 tentang Sustainability Pertamina Expectation for HSSE Management Excellence (SUPREME).
b. Surat Keputusan Direktur Utama PT Pertamina (Persero) No. Kpts-07/C00000/2024-S0 tentang Pertamina *Corporate Life Saving Rules* (CLSR).

6.2 Referensi

a. Undang-Undang No. 1 Tahun 1970 tentang Kesehatan dan Keselamatan.
b. Peraturan Pemerintah No. 11 tahun 1979 tentang Keselamatan Kerja Pada Pemurnian dan Pengolahan Minyak Dan Gas Bumi.
c. Peraturan Pemerintah No. 50 Tahun 2012 tentang Sistem Keselamatan dan Kesehatan Kerja.
d. Peraturan Pemerintah Energi Sumber Daya Mineral (ESDM) No.32 Tahun 2021 tentang Inspeksi Teknis dan Pemeriksanaan Keselamatan Instalasi dan Peralatan Pada Kegiatan Usaha Minyak dan Gas Bumi.
e. Pedoman No. A7-001/S00000/2020-S0 Revisi Ke-0 tentang Contractor Safety Management System (CSMS).
f. ETSP No. KPI-ETP-HSE-0005 tentang Project HSSE Plan.
g. Pedoman No. A7-001/RP11000/2021-S9 Revisi Ke-0 tentang Pelaksanaan Cara Kerja Aman.
h. Kebijakan Health, Safety, Security & Environment (HSSE) PT Kilang

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i. Guideline No. A07-002/KPI11000/2021-S9 concerning Risk Based HSSE Management.
j. Decree of the President Director of PT Pertamina (Persero) No. Kpts-47/C00000/2018-S0 dated 19 December 2018 concerning Health, Safety, Security & Environment (HSSE) Management within PT Pertamina (Persero).
k. Guideline No. A07-014/KPI11000/2022-S9 concerning Management of Emergency Situations and Business Continuity at PT KPI.

7. RESPONSIBILITY

7.1 BST Leader

a. BST Leader is the President Director of PT. KPI is responsible for the overall emergency response situation and Business Continuity at PT Kilang Pertamina Internasional.
b. Activate and deactivate BST at PT Kilang Pertamina Internasional.
c. Ensure that ERC can manage an Emergency Response Team to handle emergency situations that may occur in the Operation Unit/Project area.
d. Ensure that all work plans, priority systems, coordination and communication with all parties, both internal and external, run well, effectively and efficiently.
e. Make decisions and policies in terms of coordination and communication for assistance from external parties, Commissioners (Holdings), government institutions, regulators and related government departments.
f. Ensure that emergency response situation training is carried out regularly and ensure that the competence of the Emergency Response Team is always improved.

Pertamina Internasional.

i. Pedoman No. A07-002/KPI11000/2021-S9 tentang Pengelolaan HSSE Berbasis Risiko.
j. Surat Keputusan Direktur Utama PT Pertamina (Persero) No. Kpts-06/C00000/2024-S0 tanggal 1 April 2024 tentang Pengelolaan Health, Safety, Security & Environment (HSSE) di Lingkungan PT Pertamina (Persero).
k. Pedoman No. A07-014/KPI11000/2022-S9 tentang Pengelolaan Keadaan Darurat dan Keberlangsungan Bisnis di PT KPI.

7. TANGGUNG JAWAB

7.1 Pimpinan BST

a. Pimpinan BST adalah Direktur Utama PT. KPI yang bertanggungjawab untuk keseluruhan situasi tanggap darurat dan Keberlangsungan Bisnis di PT Kilang Pertamina Internasional.
b. Mengaktifkan dan menonaktifkan BST di PT Kilang Pertamina Internasional.
c. Memastikan bahwa ERC dapat mengelola Tim Tanggap Darurat untuk menangani situasi darurat yang dapat terjadi di area Unit Operasi/Proyek.
d. Memastikan semua rencana kerja, sistem prioritas, koordinasi dan komunikasi dengan semua pihak baik internal maupun eksternal berjalan baik, effektif dan effisien.
e. Mengambil keputusan dan kebijakan dalam hal koordinasi dan komunikasi untuk bantuan pihak eksternal, *Commissioner* (Holding), Lembaga pemerintah, regulator serta departemen pemerintah yang terkait.
f. Memastikan pelatihan situasi tanggap darurat dilaksanakan secara berkala dan memastikan kompetensi dari Tim Tanggap Darurat selalu ditingkatkan.

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7.2 Deputy Leader

a. Representing the President Director of PT Kilang Pertamina Internasional as BST Leader in handling emergency response situations and Business Continuity if the President Director of PT Kilang Pertamina Internasional is unavailable.
b. Ensure that all functions under their control understand and are able to carry out their duties in handling emergency conditions.
c. Providing full support for the availability of resources needed to handle emergency conditions.
d. As a coordinator at the head office whose duties include:
   1) Report emergency incidents to and/or
   2) Coordinate with the President Director of Subholding PT Kilang Pertamina Internasional.

7.3 Secretary

a. Assist and provide input to the BST Leader and/or Deputy Leader in Emergency Management.
b. Responsible for ensuring that Emergency Management Guidelines are communicated to all workers.
c. Create an emergency response training plan to be approved by the Main Director of PT Kilang Pertamina Internasional and distributed to all Operational Unit/Project activities.
d. Obligated to determine HSSE objective priorities for each Operation Unit/Project.
e. eceive reports of findings and action plans to correct nonconformity findings from the location.
f. Evaluate and monitor corrective actions for nonconformity findings.
g. Providing technical advice regarding

7.2 Wakil Pimpinan

a. Mewakili Direktur Utama PT. Kilang Pertamina Internasional sebagai Pimpinan BST dalam penanggulangan situasi tanggap darurat dan Keberlangsungan Bisnis apabila Direktur Utama PT. Kilang Pertamina Internasional sedang berhalangan.
b. Memastikan semua Fungsi dibawah kendalinya telah paham dan mampu melaksanakan tugasnya dalam penanggulangan kondisi darurat.
c. Memberikan dukungan penuh ketersediaan sumber daya yang dibutuhkan dalam penanggulangan kondisi darurat.
d. Sebagai koordinator di kantor pusat yang mempunyai tugas antara lain:
   1) Melaporkan kejadian keadaan darurat kepada dan/atau
   2) Berkoordinasi dengan Direktur Utama Subholding PT Kilang Pertamina Internasional.

7.3 Sekretaris

a. Membantu dan memberi masukan Pimpinan BST dan/atau Wakil Pimpinan dalam Penanggulangan Keadaan Darurat.
b. Bertanggungjawab memastikan Pedoman Penanggulangan Keadaan Darurat dikomunikasikan ke seluruh pekerja.
c. Membuat rencana pelatihan tanggap darurat untuk disetujui oleh Direktur Utama PT. Kilang Pertamina Internasional dan didistribusikan ke seluruh aktivitas Unit Operasi/Proyek.
d. Berkewajiban menetapkan prioritas obyektif HSSE untuk setiap Unit Operasi/Proyek.
e. Menerima laporan hasil temuan dan rencana tindakan perbaikan temuan ketidaksesuaian dari lokasi.
f. Mengevaluasi dan memonitor tindakan perbaikan temuan ketidaksesuaian.
g. Memberikan saran teknis terkait

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emergency management.

h. Coordinate response assistance from other Operational Units/Projects related to Fire Fighting facilities and infrastructure if necessary.

i. Responsible for ensuring that Emergency Guidelines are regularly reviewed, updated as required and implemented by all personnel.

j. Other duties assigned are based on the conditional status of an emergency.

7.4 Emergency Communication

a. Responsible for establishing relations with government agencies and related institutions such as: BASARNAS, POLRI, and others.
b. Responsible for preparing manuscripts and press releases for mass media.
c. Responsible for establishing relations to coordinate requests for assistance if necessary.
d. Other duties assigned based on the conditional status of an emergency.

7.5 Executive Committee

a. Responsible for handling emergencies according to their duties within the Business Support Team structure.
b. Ensure that every worker in the function for which they are responsible and involved in operational/project activities understands and follows the instructions specified in handling emergencies.

7.6 Planning Section

a. Responsible for anticipating stock & production disruptions and adjusting production plans/targets.
b. Providing technical advice related to equipment/construction reliability and

penanggulangan keadaan darurat.

h. Mengkoordinir bantuan penanggulangan dari Unit Operasi/Proyek lain terkait dengan sarana dan prasarana Fire Fighting jika diperlukan.
i. Bertanggung jawab untuk memastikan bahwa Pedoman Keadaan Darurat ditinjau secara berkala, diperbarui sesuai kebutuhan dan dilaksanakan oleh semua personel.
j. Tugas lain yang diberikan berdasarkan status kondisional keadaan darurat.

7.4 Komunikasi Darurat

a. Bertanggung jawab mengadakan hubungan dengan instansi Pemerintah dan kelembagaan terkait seperti: BASARNAS, POLRI, dan lain – lain.
b. Bertanggung jawab menyiapkan naskah dan press release untuk media masa.
c. Bertanggung jawab mengadakan hubungan guna mengkoordinir permintaan bantuan apabila diperlukan.
d. Tugas lain yang diberikan berdasarkan status kondisional keadaan darurat.

7.5 Komite Eksekutif

a. Bertanggung jawab penanggulangan keadaan darurat sesuai tugasnya di dalam struktur Business Support Team.
b. Memastikan bahwa setiap pekerja di Fungsi yang menjadi tanggung jawabnya dan terlibat di kegiatan operasi/proyek telah memahami dan mengikuti instruksi yang ditentukan dalam penanggulangan keadaan darurat.

7.6 Bagian Perencaaan

a. Bertanggung jawab mengantisipasi gangguan stock & produksi dan menyesuaikan rencana/target produksi.
b. Memberikan saran teknis yang terkait dengan kehandalan peralatan/

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coordinating the procurement of goods needed for disaster management.

c. Provide advice and referrals for medical evacuation management and coordinate with Pertamina Hospital or other referral hospitals.
d. Other duties assigned based on the conditional status of an emergency.

konstruksi dan mengkoordinir pengadaan barang yang diperlukan dalam penanggulangan bencana.
c. Memberikan saran serta rujukan penanganan medis evakuasi dan berkoordinasi dengan RS Pertamina ataupun RS rujukkan lainnya.
d. Tugas lain yang diberikan berdasarkan status kondisional keadaan darurat.

7.7 Logistic Section

a. Responsible for providing, maintaining and controlling equipment, supplies, facilities and services required by the Business Support Team (BST).
b. Responsible for coordinating and processing assistance required by the Incident Management Team (IMT) at the scene of an emergency.
c. Ensure that the system & communication facilities run smoothly between the coordination of the BST Team with ERT and/or IMT.
d. Ensure that the infrastructure for BST communication with ERT at emergency locations can be used properly.
e. Other duties assigned based on the conditional status of an emergency.

7.7 Bagian Logistik

a. Bertanggung jawab menyediakan, memelihara, dan mengendalikan peralatan, pasokan, fasilitas, dan pelayanan yang diperlukan oleh Business Support Team (BST).
b. Bertanggung jawab dalam mengkoordinir dan memproses bantuan yang diperlukan oleh Incident Management Team (IMT) di lokasi kejadian keadaan darurat.
c. Memastikan kelancaran system & sarana komunikasi berjalan baik antar koordinasi Tim BST dengan ERT dan/atau IMT.
d. Memastikan Infrastruktur untuk Komunikasi BST dengan ERT yang berada di lokasi keadaan darurat dapat digunakan secara baik.
e. Tugas lain yang diberikan berdasarkan status kondisional keadaan darurat.

7.8 Finance Section

a. Responsible for providing funds for response operations in accordance with applicable financial procedures and regulations.
b. Provide input to the response team regarding cost and financial analysis problems.
c. Identify and accommodate supply and support needs for the Incident Management Team (IMT) at the scene of an emergency.
d. Providing advice and preparing the insurance claim process according to

7.8 Finance Section

a. Bertanggung jawab penyediaan dana untuk keperluan operasi penanggulangan sesuai prosedur dan ketentuan keuangan yang berlaku.
b. Memberi masukkan kepada Tim penanggulangan terhadap masalah Analisa biaya dan finansial.
c. Mengidentifikasi dan mengakomodir kebutuhan pasokan dan dukungan untuk Incident Management Team (IMT) di lokasi kejadian keadaan darurat.
d. Memberi saran dan penyiapan proses klaim asuransi sesuai prosedur

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procedures based on Pertamina property policies.

e. Other duties assigned based on the conditional status of an emergency.

7.9 Incident Management Team (IMT)

The Incident Management Team is an emergency response team located at the incident location at the Operational Unit/Project level led by the Unit Manager level who coordinates emergency control at the incident location. The Incident Management Team is led by the Incident Commander (IC) located at the Incident Command Center (PUSKOPEN Unit). IMT duties and responsibilities include but are not limited to:

a. Provide a quick first response to an incident that occurs at their location.
b. Tactical operations at the scene are carried out safely, well organized and effectively.
c. Manage incidents/emergencies that have the potential to threaten humans, the environment, assets/property at the location.
d. Carry out security, maintain the safety of the incident location, carry out extinguishing, provide medical services, handle spills and manage all resources.
e. Submit a request to activate an emergency situation to the Emergency Response Team (ERT) if the condition cannot be handled by IMT / the escalation escalates into an emergency condition.

7.10 Emergency Response Team (ERT)

The Emergency Response Team is an emergency response team at the Operational Unit level led at GM level which coordinates the control of emergency situations. The Emergency Response Team is led by the Emergency Response Commander (ERC) located at

berdasarkan polis property Pertamina.

e. Tugas lain yang diberikan berdasarkan status kondisional keadaan darurat.

7.9 *Incident Management Team* (IMT)

Incident Management Team merupakan tim tangap darurat yang berada di lokasi kejadian di tingkat Unit Operasi/Project yang dipimpin setingkat Manager Unit yang mengkoordinasikan pengendalian keadaan darurat dilokasi kejadian. Incident Management Team dipimpin oleh Incident Commander (IC) yang berada di Incident Command Center (PUSKOPEN Unit). Tugas dan tanggung jawab IMT meliputi namun tidak terbatas pada:

a. Memberikan respons pertama secara cepat terhadap suatu insiden yang terjadi di lokasinya.
b. Operasi taktis pada tempat kejadian dilakukan dengan aman, terorganisir dengan baik, dan efektif.
c. Mengelola insiden/ keadaan darurat yang berpotensi mengancam manusia, lingkungan, asset/ properti di lokasi.
d. Melakukan pengamanan, menjaga keselamatan lokasi kejadian, melakukan pemadaman, memberikan pelayanan medis, penanganan terhadap tumpahan serta pengelolaan semua sumber daya.
e. Menyampaikan permintaan aktivasi keadaan emergency kepada Emergency Response Team (ERT) apabila kondisi tidak dapat ditanggulangi oleh IMT / eskalasinya membesar menjadi kondisi *emergency*.

7.10 *Emergency Response Team* (ERT)

Emergency Response Team tim tangap darurat yang berada d tingkat Unit Operasi yang dipimpin setingkat GM yang mengkoordinasikan pengendalian keadaan darurat. Emergency Response Team dipimpin oleh Emergency Respon Commander (ERC) yang berada di

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the Emergency Command Center (PUSKODAL Unit). ERT's duties and responsibilities include but are not limited to:

a. Directs and provides direct support to the IMT (Incident Management Team).
b. Responsible for all incident response operations that occur at the location of the incident.
c. Coordinate to provide technical support for the countermeasures required by IMT.
d. Establish incident response priorities and allocate response resources.
e. Manage various problems that arise as a result of incidents that occur (especially those related to the impact on workers, surrounding communities, operational activities, etc.).
f. Submit a request for activation of the Business Support Team (BST) if the emergency condition cannot be handled by ERT/the escalation escalates or threatens business continuity.

7.11 Business Support Team (BST)

The Business Support Team (BST) consists of PT Kilang Pertamina Internasional Management Team officials who support all emergency control activities and business continuity by empowering all necessary resources, as well as identifying, evaluating, overcoming and coordinating Operational Units/Projects related to PT KPI's business continuity. BST is led by the Business Support Team Leader held by the Chief Executive Officer (President Director) of PT Kilang Pertamina Internasional. BST's duties and responsibilities include but are not limited to:

a. Responsible for all operational activities for controlling/handling

Emergency Command Center (PUSKODAL Unit). Tugas dan tanggung jawab ERT meliputi namun tidak terbatas pada:

a. Mengarahkan dan menyediakan dukungan langsung untuk IMT (Incident Management Team).
b. Bertanggungjawab terhadap seluruh kegiatan operasi penanggulangan insiden yang terjadi di lokasi kejadian.
c. Melakukan koordinasi untuk menyediakan dukungan teknis penangulangan yang dibutuhkan oleh IMT.
d. Menetapkan prioritas penanggulangan insiden dan mengalokasikan resources penanggulangan.
e. Mengelola berbagai permasalahan yang muncul akibat insiden yang terjadi (terutama yang terkait dengan dampak terhadap pekerja, masyarakat sekitar, kegiatan operasi, dll).
f. Menyampaikan permintaan aktivasi Business Support Team (BST) apabila kondisi emergency tidak dapat ditanggulangi oleh ERT/eskalasinya membesar atau mengancam keberlangsungan bisnis.

7.11 *Business Support Team (BST)*

Business Support Team (BST) beranggotakan pejabat Tim Manajemen PT Kilang Pertamina Internasional yang mendukung seluruh kegiatan pengendalian keadaan darurat dan keberlangsung bisnis dengan memberdayakan seluruh sumber daya yang diperlukan, serta mengidentifikasi, mengevaluasi, mengatasi dan mengkoordinasikan Unit Operasi/ Proyek terkait keberlangsungan bisnis PT KPI. BST dipimpin oleh Pimpinan BST dijabat oleh Chief Excecutive Officer (Direktur Utama) PT. Kilang Pertamina Internasional. Tugas dan tanggungjawab BST meliputi namun tidak terbatas pada:

a. Bertanggungjawab terhadap seluruh kegiatan operasi Pengendalian/ Penanggulangan insiden yang terjadi di

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incidents that occur at the location of the incident.

b. Provide technical & specialist (strategic) support, advice and resources for all Emergency Management and Business Continuity processes.

c. Ensure that IMT has the necessary competencies to carry out incident response and provide support to IMT and ensure maximum resource availability.

d. Manage various problems that arise as a result of incidents that occur (especially those related to the impact on workers, surrounding communities,

e. operational activities and other issues). Provide necessary notifications/reports to government authorities and the Commissioner of Pertamina Holding.

f. Ensure that business continuity management is maintained so that it does not disrupt service activities.

g. Consider and/or approve ERC requests for control and handling of emergencies and business continuity, to move up to level-II.

h. Only if necessary, BST members according to their competence can be at the location of the incident (affected unit) as an advisor in carrying out efforts to control emergencies and business continuity with the approval of the BST Leader by appointing a replacement official to maintain BST operations and informing the HSSE Function of PT KPI, and report to ERC.

7.12 Incident Coordinator Contractor (Project Director/ General Manager / Project Manager)
Responsible for reporting emergency

lokasi kejadian.

b. Memberikan dukungan (strategis) teknis & spesialis, saran, dan sumber daya untuk semua proses Pengendalian Keadaan Darurat dan Keberlangsung Bisnis.

c. Memastikan IMT memiliki kompetensi yang diperlukan untuk melakukan penanggulangan insiden dan memberikan dukungan kepada IMT dan memastikan ketersediaan sumber daya maksimum.

d. Mengelola berbagai permasalahan yang muncul akibat insiden yang terjadi (terutama yang terkait dengan dampak terhadap pekerja, masyarakat sekitar,

e. kegiatan operasi serta isu-isu lainnya). Melakukan pemberitahuan/pelaporan yang diperlukan kepada otoritas pemerintah maupun kepada Commissioner Pertamina Holding.

f. Memastikan pengelolaan keberlangsungan bisnis tetap terjaga sehingga tidak mengganggu kegiatan pelayanan.

g. Mempertimbangkan dan/atau menyetujui permintaan ERC untuk pengendalian dan penanganan keadaan darurat dan keberlangsung bisnis, untuk naik ke level-II.

h. Hanya apabila diperlukan anggota BST sesuai dengan kompetensinya dapat berada di lokasi kejadian (unit terdampak) sebagai advisor dalam melakukan upaya pengendalian keadaan darurat dan keberlangsungan bisnis atas persetujuan BST Leader dengan menunjuk pejabat penggantinya untuk mempertahankan operasional BST dan memberitahu kepada Fungsi HSSE PT KPI, serta melapor ke ERC.

7.12 *Incident Coordinator Contractor (Project Director/ General Manager / Project Manager)*
Bertanggung jawab untuk melaporkan

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events to the Project Manager Owner and Project Management Team (PMT), ensuring the conformity of the CONTRACTOR ERP with PT KPI requirements, Making decisions based on the severity of the emergency, formally instructing the ERP CONTRACTOR and ensuring the project management team proactively works to achieve the highest possible safety standards for its projects.

kejadian darurat kepada Pemilik Manajer Proyek dan Tim Manajemen Proyek (PMT), memastikan kesesuaian ERP KONTRAKTOR dengan persyaratan PT KPI, Pengambilan keputusan berdasarkan pada tingkat keparahan keadaan darurat, menginstruksikan KONTRAKTOR ERP secara resmi dan memastikan tim manajemen proyek secara proaktif bekerja untuk mencapai standar keselamatan setinggi mungkin untuk proyeknya.

7.13 On-Scene Commander Contractor (Construction Manager)

Responsible for providing appropriate emergency response on site. The Site Commander's responsibilities are to report emergencies to the Incident Coordinator, implement emergency response plans at each construction activity site within their area of responsibility and formally mobilize the ERT, ensure subcontractor compliance with the ERP, Notify the Incident Coordinator of any incidents, monitor emergency drills and response at the job site.

a. Implementation, coordination and review of ERP projects
b. Ensure adequate PPE is specific to the project
c. Training on ERT establishment and performance
d. Coordinate the medical evacuation of personnel from the location under the direction of medical personnel
e. Notify the Commander on Scene of the details of all incidents
f. Notify the Commander at the Scene of any serious injuries or incidents
g. ERP outline on induction
h. Organize initial and ongoing training in the use of PPE, fire fighting, first aid and emergency response.
i. Assist in incident/injury investigations, prepare incident/major injury reports and notify appropriate authorities.

7.13 *On-Scene Commander Contractor* (Manajer Konstruksi)

Bertanggung jawab dalam memberikan tanggap darurat yang tepat di lokasi. Tanggung jawab Komandan Lapangan adalah melaporkan keadaan darurat kepada Koordinator Insiden, Implementasi rencana tanggap darurat di setiap lokasi kegiatan konstruksi dalam wilayah tanggung jawab mereka dan secara resmi menggerakkan ERT, memastikan kepatuhan subkontraktor terhadap ERP, Menginformasikan ke Koordinator Insiden semua insiden, pantau latihan darurat dan respon di lokasi kerja.

a. Implementasi, koordinasi dan peninjauan proyek ERP
b. Pastikan APD yang memadai dikhususkan untuk proyek
c. Pelatihan pendirian dan kinerja ERT
d. Mengkoordinasikan evakuasi medis personel dari lokasi di bawah arahan petugas medis
e. Beritahu Komandan di Tempat kejadian mengenai rincian semua insiden
f. Beritahu Komandan di Tempat kejadian jika ada cedera dan insiden serius
g. Garis besar ERP pada induksi
h. Melasanakan pelatihan awal dan berkelanjutan penggunaan APD, pemadaman, pertolongan pertama dan tanggap darurat.
i. Membantu penyelidikan insiden/cedera, menyiapkan laporan insiden/cedera besar dan memberi tahu otoritas terkait.

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j. Make sure an ambulance vehicle is always available to transport medical personnel to the accident scene
k. Coordinate with security officers regarding traffic arrangements and exit access
l. Ensure that Subcontractor Emergency Response Plans and available Emergency Response Teams are properly established.

j. Pastikan kendaraan ambulans selalu tersedia untuk mengangkut petugas medis ke lokasi kecelakaan
k. Berkoordinasi dengan petugas keamanan terkait pengaturan lalu lintas dan akses keluar
l. Pastikan Rencana Tanggap Darurat Subkontraktor dan Tim Tanggap Darurat tersedia didirikan dengan benar.

7.14 Coordinator of Evacuation Contractor

The Evacuation Coordinator is the person responsible for ensuring and guiding the evacuation of all workers in the Project area. The Evacuation Coordinator reports any changes in conditions to the Field Commander or his representative.

7.14 Koordinaotr Evakuasi Kontraktor

Koordinator Evakuasi adalah orang yang bertanggung jawab untuk memastikan dan memandu evakuasi semua orang pekerja di area Proyek. Koordinator Evakuasi melaporkan setiap perubahan kondisi kepada Komandan Lapangan atau wakilnya.

7.15 Fire Response and Rescue Team Contractor

The primary responsibility of the fire brigade and rescue team is to ensure the safety of the workforce and workplace at the scene and also assess HSE needs. Only the Fire Response Team will handle minor fire cases.

7.15 *Fire Response and Rescue Team* Kontraktor

Tanggung jawab utama pemadam kebakaran dan tim penyelamat adalah memastikan keselamatan tenaga kerja dan tempat kerja di tempat kejadian dan juga menilai kebutuhan HSE. Tim Tanggap Kebakaran saja yang akan melakukannya menangani kasus kebakaran minor.

7.16 Spill & Environmental Incident Coordinator Contractor

Responsible for taking any necessary action if a spill incident occurs in the workplace. If there are complaints from the local community if there is an environmental impact due to construction activities, the CONTRACTOR Environmental Team will assist the CONTRACTOR Environmental Development Team. If a spill occurs in a brown area, the Spill Response Team must report to the Commander at the scene to notify the PT KPI Emergency Management Team (EMT).

7.16 Koordinator Tumpahan dan Insiden Lingkungan Kontraktor

Bertanggung jawab mengambil tindakan apa pun yang diperlukan tindakan jika terjadi insiden tumpahan di tempat kerja. Jika ada keluhan dari masyarakat setempat jika terjadi dampak lingkungan akibat kegiatan konstruksi Tim Lingkungan KONTRAKTOR akan membantu Tim Bina Lingkungan KONTRAKTOR. Jika terjadi Tumpahan di brown area, Tim Penanggulangan Tumpahan harus melapor kepada Komandan di Tempat kejadian untuk memberitahukan Tim Manajemen Darurat (EMT) PT KPI.

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7.17 Social, Government and Public Media
Responsible for taking the necessary steps to coordinate contacts with third parties such as the Police, TNI, Hospitals, Fire Department, etc.

8. EMERGENCY RESPONSE PROCEDURE

Emergency situations are reported by employees or witnesses to the CONTRACTOR's Area Supervisor or Area Supervisor. If possible and safe to do so, employees or witnesses can immediately handle the emergency by any means without risking harm.

The Area Supervisor or Area Supervisor reports the situation to the Deputy Scene Commander. The Deputy Field Commander immediately inspected the location and coordinated with the Emergency Response Team to determine the best method for dealing with the emergency. The On-Scene Deputy Commander also reports to the On-Scene Commander to determine methods of handling the emergency.

8.1. Communication
Emergency communication in areas inside the refinery uses radio, while communication in areas outside the refinery uses mobile/office phones.
Emergency conditions include and are not limited to:

a. Vehicle accident.
b. Fire/Explosion.
c. Oil spill
d. Natural disasters
e. Bomb threats/riots

8.2. Initial Reporting
Initial reporting is prepared and reported immediately. Preparation of initial reporting includes:

a. Identity of the Complainant
b. Time and location of the incident

7.17 Social, Government and Public Media
Bertanggung jawab mengambil langkah-langkah yang diperlukan untuk berkoordinasi kontak dengan pihak ketiga seperti Polisi, TNI, Rumah Sakit, Pemadam Kebakaran, dll

8. PROSEDUR TANGGAP DARURAT

Situasi darurat dilaporkan oleh karyawan atau saksi kepada Pengawas Area atau Area Supervisor KONTRAKTOR. Jika memungkinkan dan aman untuk melakukannya, karyawan atau saksi dapat melakukannya segera tangani kondisi darurat dengan cara apa pun tanpa mengambil risiko bahaya.
Pengawas Area atau Pengawas Area melaporkan situasi tersebut kepada Wakil Komandan Tempat Kejadian. Wakil Komandan Lapangan segera meninjau lokasi dan berkoordinasi dengan Tim Tanggap Darurat untuk memastikan metode terbaik dalam mengatasi keadaan darurat. Wakil Di Tempat Kejadian Komandan Juga laporan ke Di tempat kejadian Komandan ke menentukan metode dari penanganan keadaan darurat.

8.1. Komunikasi
Komunikasi kondisi darurat di area dalam kilang menggunakan radio, sedangkan komunikasi di area luar kilang menggunakan mobile/ office phone.
Kondisi darurat ntara lain dan tidak terbatas pada:

a. Kecelakaan kendaraan.
b. Kebakaran/ Ledakan.
c. Tumpahan minyak
d. Bencana alam
e. Ancaman bom/ kerusuhan

8.2. Pelaporan Awal
Pelaporan awal disusun dan dilaporkan dengan segera. Penyusunan pelaporan awal meliputi:

a. Identitas Pelapor
b. Waktu dan lokasi kejadian

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c. Type of Emergency (e.g. Explosion, Fire, Personnel Injury, Chemical/Oil Spill, etc.)
d. Condition of Injured Personnel (If Any)
e. Need for assistance
f. Category of event/occurrence

The on-site supervisor must ensure steps are taken to prevent other personnel from being adversely affected by potentially unsafe changes and conditions in the incident area. In addition, the incident location must be preserved so that relevant evidence and information can be obtained to aid in the investigation of the incident.

8.3. Internal Communication

Internal communication is communication carried out between emergency team members:

a. Deputy Field Commander, Spill & Environmental Incident Coordinator, Logistics & Transportation Coordinator, Evacuation Coordinator communicate with On-Scene
b. Incident Commander and Coordinator
c. The Commander on Scene communicates with the Incident Coordinator

Internal communication is communication carried out between emergency team members:

a. Deputy Field Commander, Spill & Environmental Incident Coordinator, Logistics & Transportation Coordinator, Evacuation Coordinator communicate with On-Scene.
b. Incident Commander and Coordinator.
c. The Commander on Scene communicates with the Incident Coordinator.

Personnel who are aware of the situation must immediately notify the Foreman, Supervisor or Supervisor or Site Security regarding the incident via telephone, radio or directly to the office site. (All radio

c. Jenis Keadaan Darurat (misalnya Ledakan, Kebakaran, Cedera Personil, Tumpahan Bahan Kimia/Minyak, dll)
d. Kondisi Personil Cedera (Jika Ada)
e. Kebutuhan perbantuan
f. Kategori peristiwa/kejadian

Supervisor di lokasi harus memastikan langkah-langkah diambil untuk mencegah personel lain masuk terkena dampak buruk oleh perubahan dan kondisi yang berpotensi tidak aman di area kejadian. Selain itu, lokasi kejadian harus dilestarikan sehingga bukti dan informasi yang relevan dapat diperoleh bantuan dalam penyelidikan insiden dapat dikumpulkan.

8.3. Internal Communication

Komunikasi internal adalah komunikasi yang dilakukan antar anggota tim darurat:

a. Wakil Komandan Lapangan, Koordinator Insiden Tumpahan & Lingkungan, Logistik & Koordinator Transportasi, Koordinator Evakuasi berkomunikasi dengan On-Scene
b. Komandan dan Koordinator Insiden
c. Komandan di Tempat kejadian berkomunikasi dengan Koordinator Insiden

Komunikasi internal adalah komunikasi yang dilakukan antar anggota tim darurat:

a. Wakil Komandan Lapangan, Koordinator Insiden Tumpahan & Lingkungan, Logistik & Koordinator Transportasi, Koordinator Evakuasi berkomunikasi dengan On-Scene.
b. Komandan dan Koordinator Insiden.
c. Komandan di Tempat kejadian berkomunikasi dengan Koordinator Insiden.

Personil yang mengetahui situasi tersebut harus langsung memberitahu Mandor, Supervisor atau Pengawas atau Keamanan Situs sehubungan dengan insiden tersebut melalui telepon, radio atau langsung ke

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frequencies must be clear for emergency use only).

a. The Supervisor or Inspector or Site Security immediately notifies the Deputy on Scene Commander.

b. Isolation of work areas should be implemented to control employee exposure and release of hazardous materials.

c. Paramedics must have an MSDS to determine the medical treatment that will be given to personnel injured by exposure to dangerous or toxic substances at the location.

d. Employees should not be engaged and should be removed from any work that exposes or is likely to expose them to hazardous substances.

e. Treat injured people in the project area if possible and safe to do so, Paramedics must do so on the advice of the Commander on Scene with the Incident Coordinator in the lead must take action.

Decide on further medical treatment at the CONTRACTOR's location clinic. Further evacuation will primarily be to Pertmina Hospital (RSPB) to obtain medical excellence if recommended by Paramedics.

Radioactive isotopes: Radioactive isotopes must be handled with great care. Disappearance Radioactive isotopes must be immediately reported to the OWNER and then reported to the local police. Local police will be notified of the following information:

a. The time the item was reported missing
b. Types of radioactive isotopes
c. The harm the item can cause to a person
d. Means of protection when last seen

situs kantor. (Semua frekuensi radio harus jelas hanya untuk penggunaan darurat).

a. Supervisor atau Inspektur atau Keamanan Lokasi segera memberitahukan kepada Deputi di Tempat Kejadian Komandan.
b. Isolasi area kerja harus diterapkan untuk mengendalikan paparan karyawan dan pelepasan bahan berbahaya.
c. Paramedis harus sudah mempunyai MSDS untuk menentukan tindakan medis yang akan diberikan kepada personel yang terluka terkena zat berbahaya atau beracun di lokasi.
d. Karyawan tidak boleh dilibatkan dan harus dikeluarkan dari pekerjaan apa pun yang mengekspos atau kemungkinan besar akan membuat mereka terkena zat-zat berbahaya.
e. Tangani orang yang terluka di area proyek jika memungkinkan dan aman untuk dilakukan, Paramedis harus melakukannya saran dari Komandan di Tempat kejadian dengan Koordinator Insiden sebagai pemimpin harus mengambil tindakan.

Memutuskan perawatan medis lebih lanjut di klinik lokasi KONTRAKTOR. Evakuasi lebih lanjut terutama akan ke Rumah Sakit Pertmina (RSPB) untuk mendapatkan keunggulan medis jika direkomendasikan oleh Paramedis.

Isotop radioaktif: Isotop radioaktif harus ditangani dengan sangat hati-hati. Hilangnya isotop radioaktif harus segera dilaporkan kepada PEMILIK dan selanjutnya dilaporkan kepada polisi setempat. Polisi setempat akan diberitahu informasi sebagai berikut:

a. Waktu barang dilaporkan hilang
b. Jenis isotop radioaktif
c. Bahaya yang dapat ditimbulkan oleh barang tersebut terhadap seseorang
d. Sarana perlindungan saat terakhir kali terlihat

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e. Requirements for means of protection and handling.
f. Physical and chemical attributes of the item.
g. Contact a contact person when discovered and means of protection are needed.

8.4. Floods, Earthquakes and Bad Weather

If floods, earthquakes and bad weather occur in the Project area, carry out the following procedures:

a. Incident Coordinator and On-Scene Commander immediately coordinate with the Project Manager and OWNER HSE Manager and coordinate the Emergency Response Team to immediately carry out evacuation.
b. The Deputy Field Commander coordinates the Emergency Response Team and Paramedics to assist injured personnel and coordinates the Evacuation Coordinator to evacuate all personnel to the nearest and safest area.
c. Field security officers immediately coordinate with the Police (Please refer to the Emergency Communication Call List.) to immediately coordinate the Government Search and Rescue Team (SAR) or other Team to assist with evacuation, whenever deemed necessary.
d. Field Commander or his representative prepares an actual report on the Incident Coordinator.
e. Department of Public and Government Affairs or security with the approval of the Field Commander, notifies other authorized government agencies.
f. Department of General and Government Affairs or security affairs with the approval of the Field Commander, notifying other authorized government agencies.

e. Persyaratan sarana perlindungan dan penanganan.
f. Atribut fisik dan kimia dari item tersebut.
g. Hubungi orang yang dapat dihubungi ketika ditemukan dan sarana perlindungan diperlukan.

8.4. Banjir, Gempa Bumi dan Cuaca Buruk

Jika terjadi banjir, gempa bumi, dan cuaca buruk di area Proyek, lakukan hal berikut prosedur:

a. Incident Coordinator dan On-Scene Commander segera berkoordinasi dengan Project Manajer dan PEMILIK Manajer HSE dan mengoordinasikan Tim Tanggap Darurat untuk segera melakukan evakuasi.
b. Wakil Komandan Lapangan mengkoordinasikan Tim Tanggap Darurat dan Paramedis untuk membantu personel yang terluka dan mengoordinasikan Koordinator Evakuasi untuk mengevakuasi semua personel ke area terdekat dan teraman.
c. Petugas keamanan lapangan segera berkoordinasi dengan Kepolisian (Silakan mengacu pada Darurat Communication Call List.) untuk segera mengkoordinasikan Pencarian Pemerintah Dan Tim Penyelamat (SAR) atau Tim lain untuk membantu evakuasi, kapan pun dipertimbangkan diperlukan.
d. Komandan Lapangan atau wakilnya menyiapkan laporan aktual atas Insiden Koordinator.
e. Departemen Urusan Umum dan Pemerintahan atau keamanan dengan persetujuan Komandan Lapangan, memberitahukan badan pemerintah lain yang berwenang.
f. Urusan Departemen Umum dan Pemerintahan atau keamanan dengan persetujuan Komandan Lapangan, memberitahukan badan pemerintah lain yang berwenang.

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Any employee who sees signs of a demonstration must immediately report the situation to the CONTRACTOR's Chief of Security. The most obvious sign of a demonstration is a group of people moving towards the Project. Report the situation and let security handle it. Security's responsibility is to protect personnel first and then protect property/facilities.

If you hear an alarm sound, all employees must stop working and secure the work area/equipment (lock equipment, room and building) and go to Muster Point. Moreover**,** the personnel are so accountable, the personnel must wait for further instructions from the Chief CONTRACTOR Security. All vehicles must be parked as close to the Office as possible and secured.

Note: Security forces must coordinate with the police/army to prevent chaos and property damage

Setiap karyawan yang melihat tanda-tanda demonstrasi harus segera melaporkan situasi tersebut kepada Kepala Keamanan KONTRAKTOR. Tanda yang paling jelas dari suatu demonstrasi adalah sekelompok orang orang-orang bergerak menuju Proyek. Laporkan situasinya dan biarkan keamanan menanganinya. Keamanan tanggung jawabnya adalah melindungi personel terlebih dahulu dan kemudian melindungi properti/fasilitas.

Jika mendengar bunyi alarm, seluruh karyawan harus berhenti bekerja dan mengamankan area/peralatan kerja (mengunci peralatan, ruangan dan gedung) dan pergi ke Muster Point. Lagipula personelnya begitu dipertanggungjawabkan, personel harus menunggu instruksi lebih lanjut dari Keamanan KONTRAKTOR Ketua. Semua kendaraan harus diparkir sedekat mungkin dengan Kantor dan diamankan.

Catatan: Pihak keamanan harus berkoordinasi dengan pihak kepolisian/tentara untuk mencegah terjadinya kekacauan dan harta benda kerusakan

8.5. Bomb Threats

People who find suspected bombs are required to take the following steps:

a. The Commander on Scene will contact the Incident Coordinator with the following details:
   1) The Nature of the Bomb Threat.
   2) Actions taken.
   3) Help needed.
   4) Secure immediate police involvement
   5) Maintain documentation of all events
b. Secure the following evidence:
   1) Close the affected area
   2) Prepare sketches and photos
c. Consider the following action plan
   1) Secure immediate police

8.5. Ancaman Bom

Orang yang menemukan dugaan Bom wajib melakukan langkah-langkah sebagai berikut:

a. Komandan di Tempat Kejadian akan menghubungi Koordinator Insiden dengan rincian sebagai berikut:
   1) Sifat Ancaman Bom.
   2) Tindakan yang diambil.
   3) Bantuan diperlukan.
   4) Amankan keterlibatan polisi segera
   5) Memelihara dokumentasi semua acara
b. Amankan bukti-bukti sebagai berikut:
   1) Tutup area yang terkena dampak
   2) Siapkan sketsa dan foto
c. Pertimbangkan rencana aksi berikut
   1) Amankan keterlibatan polisi segera

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involvement
2) Maintain documentation of all events

d. The Field Commander or his deputy immediately organizes a total evacuation of the area location. Evacuation of the area will refer to the flow diagram attached in Appendix 6.
e. If a bomb threat is suspected from an anonymous telephone call, recovery efforts must be made:
1) Notify the Commander at the Scene or his deputy
2) Notify the Police Department.
3) Evacuate workers from dangerous areas.

8.6. Injuries Medical Evacuation (MEDEVAC)
When an injury occurs, first responders should clear the surrounding area of life-threatening dangers to injured personnel and simultaneously ask nearby workers to notify the paramedics or field supervisor or HSE Supervisor in charge immediately if possible**,** means such as telephone, radio, or direct delivery to the location office.

The report is made clear by stating the name of the reporter, location and outline of the accident.
The scene**,** if possible, should be kept as is for accident investigation. The treatment of the injured person must be under the control of paramedics from the clinic location with an ambulance.

In this case, the injured person will be referred to a hospital (out site) for diagnostic purposes appropriate laboratory and x-ray care based on personnel and facility capabilities

CONTRACTORS will call this a Medical Evacuation (MEDEVAC). THE CONTRACTOR will use MEDEVAC Services (helpline) as a third party to

2) Memelihara dokumentasi semua acara

d. Komandan Lapangan atau wakilnya langsung mengatur evakuasi total di lokasi daerah. Evakuasi area akan mengacu pada diagram alur yang terlampir pada Lampiran 6.
e. Jika diduga ada ancaman bom dari telepon anonim, maka upaya pemulihan harus dilakukan:
1) Beritahu Komandan di Tempat Kejadian atau wakilnya
2) Beritahu Departemen Kepolisian.
3) Evakuasi pekerja dari area berbahaya.

8.6. Injuries Medical Evacuation (MEDEVAC)
Ketika terjadi cedera, petugas pertolongan pertama harus membersihkan area sekitar dari bahaya mengancam nyawa personel yang terluka dan sekaligus meminta pekerja di dekatnya untuk memberi tahu paramedis atau supervisor lapangan atau Supervisor HSE yang bertanggung jawab segera jika memungkinkan sarana seperti telepon, radio, atau pengiriman langsung ke kantor lokasi.
Laporan dibuat dengan jelas dengan mencantumkan nama pelapor, lokasi dan garis besar kecelakaan.
Tempat kejadian jika memungkinkan, harus dijaga sebagaimana adanya untuk penyelidikan kecelakaan. Penanganan tersebut orang yang terluka harus di bawah kendali paramedis dari klinik lokasi dengan ambulans.
Dalam kasus ini, orang yang terluka akan dirujuk ke rumah sakit (out site) untuk tujuan diagnostik laboratorium dan perawatan rontgen yang sesuai berdasarkan kemampuan personel dan fasilitas.
KONTRAKTOR akan menyebutnya sebagai Evakuasi Medis (MEDEVAC). KONTRAKTOR akan menggunakan Layanan MEDEVAC (helpline) sebagai

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prepare for reception at the destination hospital to receive injured persons to ensure immediate appropriate treatment.

8.7. Recovery Plan

The main goal of a recovery plan is to resume operations (continuity) once the emergency is under control, and all personnel are safe and accountable for rapid recovery after a disaster, such as following:

a. After an emergency or disaster, employees and workers are not allowed to revisit the emergency or disaster area until the authorities announce that it is safe to return.

b. Around emergencies or disaster areas, be aware of dangers, especially broken power cables which can cause electric shock.

c. JO Management should hold a short meeting to consider the damage and make an initial plan of recovery action.

d. JO Management must determine critical functions that shall resume operations in a shorter time than 1 week must build, equip, install telecommunications and connectivity mainframes, provide and test alternative work locations.

e. IT department is responsible for the recovery, recovery, and reconstruction of computer data after a disaster. The IT department must back up system data every day. flood, fire, or impact that could destroy or damage a workstation or computer server resulting in permanent data loss without reliable backup. Additionally,

pihak ketiga untuk mempersiapkan penerimaan rumah sakit tujuan menerima orang yang terluka untuk memastikan segera mendapatkan perawatan yang tepat.

8.7. Recovery Plan

Tujuan utama dari rencana pemulihan adalah untuk melanjutkan operasi (kontinuitas) setelah keadaan darurat terkendali, dan semua personel aman dan dapat dipertanggungjawabkan untuk pemulihan dengan cepat setelah bencana, seperti mengikuti:

a. Setelah keadaan darurat atau bencana, karyawan dan pekerja tidak diperbolehkan mengunjungi kembali area keadaan darurat atau bencana sampai pihak berwenang mengumumkan keadaan aman untuk kembali.

b. Di sekitar daerah darurat atau bencana, waspadalah terhadap bahaya, khususnya putusnya kabel listrik yang dapat menyebabkan sengatan listrik.

c. Manajemen JO sebaiknya mengadakan rapat singkat untuk mempertimbangkan kerusakan dan membuat rencana awal tindakan pemulihan.

d. Manajemen JO harus menentukan fungsi-fungsi penting yang harus melanjutkan operasinya dalam waktu yang lebih singkat dari 1 minggu harus membangun, melengkapi, memasang telekomunikasi dan rangka induk konektivitas, penyediaan, dan pengujian lokasi kerja alternatif.

e. Departemen TI bertanggung jawab atas pemulihan, pemulihan, dan rekonstruksi data komputer Setelah terjadinya bencana. Departemen TI harus melakukan pencadangan data sistem setiap hari. banjir, kebakaran, atau dampak yang dapat menghancurkan atau merusak stasiun kerja atau server komputer mengakibatkan hilangnya

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all system applications – programs that access and manage system data – should have up-to-date backups as well.

f. If a CONTRACTOR's workstation is destroyed or deemed unusable due to fire, water damage or other reasons, JO Management will determine alternative temporary or permanent workplace facilities that can accommodate company operations.

g. HR department will ensure the condition of employees after an emergency, incident, or disaster, whether there are missing employees, consider the issue of health and disability insurance, life insurance, and personal leave for employees if necessary.

h. In the event that an employee cannot return to work in his original position due to an emergency, disaster or infection, the HR Department will arrange a number of administrative alternatives related to his illness/injury. This may include, but is not limited to, retraining, redeployment, or retirement due to ill health.

i. Management must prepare a report on disaster recovery procedures and their implementation.

8.8. Incident Investigation
Refer to the ETSP No KPI-ETP-HSE-GP-0028 Incident & Investigation Report.

8.9. Emergency Drill
Major Emergency Drill involving all personnel must be carried out for a minimum of 1 (one year).
Minor Emergency Drills must be carried out at least once for each Subcontractor's

data permanen tanpa cadangan yang andal. Selain itu, semua aplikasi sistem program yang mengakses dan mengelola data sistem – harus memiliki cadangan terkini demikian juga.

f. Dalam hal stasiun kerja KONTRAKTOR dimusnahkan atau dianggap tidak dapat digunakan akibat kebakaran, kerusakan akibat air atau sebab lainnya, Manajemen JO akan menentukan alternatifnya fasilitas tempat kerja sementara atau permanen yang dapat menampung operasional perusahaan.

g. Departemen HR akan memastikan kondisi karyawan setelah keadaan darurat, insiden, atau bencana, apakah ada karyawan yang hilang, pertimbangkan masalah asuransi kesehatan dan cacat, jiwa asuransi, dan cuti pribadi kepada karyawan jika diperlukan.

h. Dalam hal pegawai tidak dapat kembali bekerja pada jabatannya semula disebabkan oleh kejadian darurat, bencana, atau infeksi, Departemen SDM akan mengatur sejumlah alternatif administrasi yang berkaitan dengan sakit/lukanya. Ini mungkin termasuk, namun tidak terbatas pada, pelatihan ulang, penempatan kembali, atau pensiun karena alasan kesehatan yang buruk.

i. Manajemen harus menyiapkan laporan mengenai prosedur pemulihan bencana dan prosedur penerapannya.

8.8. Investigasi Insiden
Mengacu pada ETSP No KPI-ETP-HSE-GP-0028 Incident & Investigation Report.

8.9. *Emergency Drill*
Major Emergency Drill yang melibatkan seluruh personel harus dilaksanakan minimal 1 (satu tahun).
Minor Emergency Drill harus dilakukan minimal 1 kali untuk masing-masing latihan

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drills during their work period. The practice of handling minor emergencies in each Work Unit must also be carried out by involving only related Functions/Sections in a planned, coordinated manner and covering all the aspects contained in the Emergency Response Guidelines, such as:

a. Coordination and Command System
b. Communication
c. Operation control of work units in the event of an Emergency
d. Fire Fighting
e. Medical services
f. Security
g. Emergency Assistance Team

From the results of this Emergency Response Training, it is hoped that there will be weaknesses and deficiencies that can be followed up to improve and improve the system response.

An Observer Team should be established at the Emergency Drill to assess all aspects covered by the Emergency Response Guidelines and all observations should be discussed with all relevant parties. All recommendations must be followed up and monitored by the relevant Manager/Supervisor.

Emergency Drill Type.

a. Table Top Exercise
b. Minor Emergency Drill
c. Major Emergency Exercise
d. Jetty Emergency Exercise

8.10. Emergency Response Members

Minimum training that Emergency Response Members must follow but is not limited to:

a. Basic First Aid
b. Basic Fire Fighting
c. Emergency Preparedness & Response
d. Chemical & Hazardous Substance Handling
e. Confined Space
f. Working at Height & Fall Protection

Subkontraktor selama masa kerjanya. Praktik penanganan keadaan darurat kecil di setiap Unit Kerja juga harus dilakukan oleh hanya melibatkan Fungsi/Bagian terkait secara terencana, terkoordinasi dan mencakup seluruhnya aspek-aspek yang terkandung dalam Pedoman Tanggap Darurat, seperti:

a. Sistem Koordinasi dan Perintah
b. Komunikasi
c. Kontrol operasi unit kerja Ketika terjadi keadaan darurat
d. *Fire Fighting*
e. Layanan Kesehatan
f. Pengamanan
g. *Emergency Assistance Team*

Dari hasil Pelatihan Tanggap Darurat ini diharapkan ada kelemahan dan kekurangan yang dapat ditindaklanjuti untuk perbaikan dan perbaikan respon sistem.

Tim Pengamat harus dibentuk pada Latihan Darurat untuk menilai semua aspek yang dicakup oleh Pedoman Tanggap Darurat dan semua observasi harus didiskusikan dengan semua pihak terkait bagian. Seluruh rekomendasi harus ditindaklanjuti dan dipantau oleh Manajer terkait/ Pengawas.

Jenis Emergency Drill.

a. *Table Top Exercise*
b. *Minor Emergency Drill*
c. *Major Emergency Exercise*
d. *Jetty Emergency Exercise*

8.10. Anggota Tanggap Darurat

Minimal pelatihan yang wajib diikuti Anggota Tanggap Darurat tetapi tidak terbatas pada:

a. Basic First Aid
b. Basic Fire Fighting
c. Emergency Preparedness & Response
d. Chemical & Hazardous Substance Handling
e. Confined Space
f. Working at Height & Fall Protection

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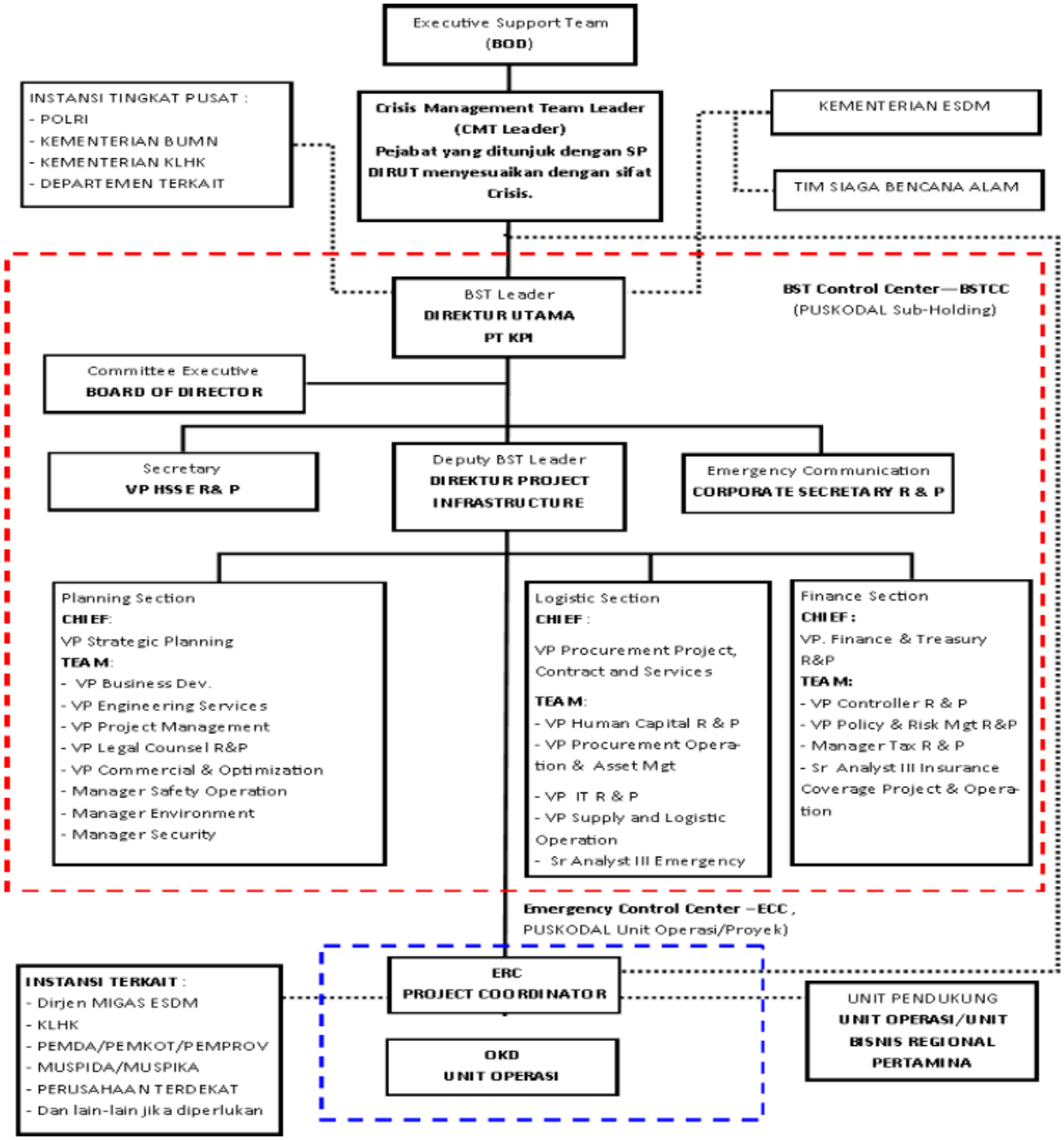
9. APPENDIX - LAMPIRAN

STRUKTUR ORGANISASI KEADAAN DARURAT DI AREA *GREEN PROJECT*



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