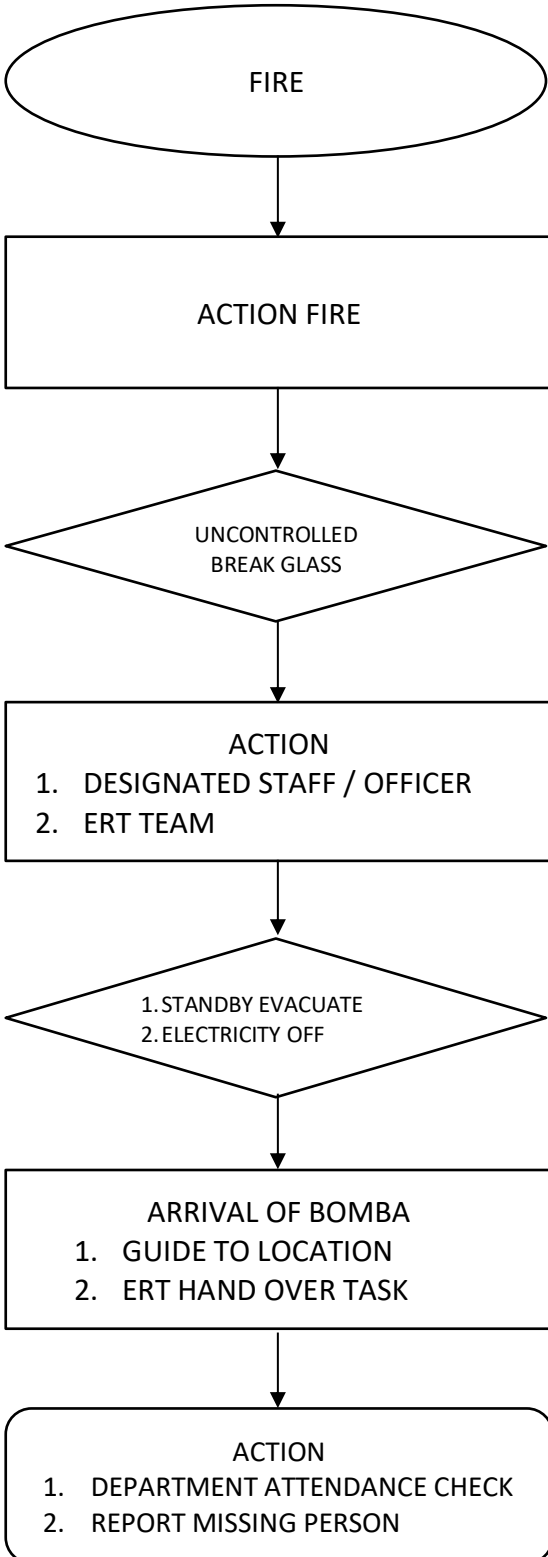




EMERGENCY PREPAREDNESS AND RESPONSE ACTION

Annex A : Flow Chart of Break Out of Fire During Working Hour

FLOW CHART



FLOW DESCRIPTION

1. Nearest person to react by using Fire Extinguisher

1. If uncontrolled, break glass

1. Employee determine the fire location from the fire indicator
 1.1 Call Fire Brigade (BOMBA)
 2. Designated Admin Officer announce the incident and follow by evacuation.

1. Department Heads / staff standby and evacuate after the announcement
 2. Departments Heads / ERT Leader instruct maintenance to cut off electricity

1. Security / ERT Leader guide Bomba to the location
 2. ERT Team hand over the situation to evacuate

1. Department Heads / staff take his department attendance
 2. Any missing person must be reported to Fire Brigade

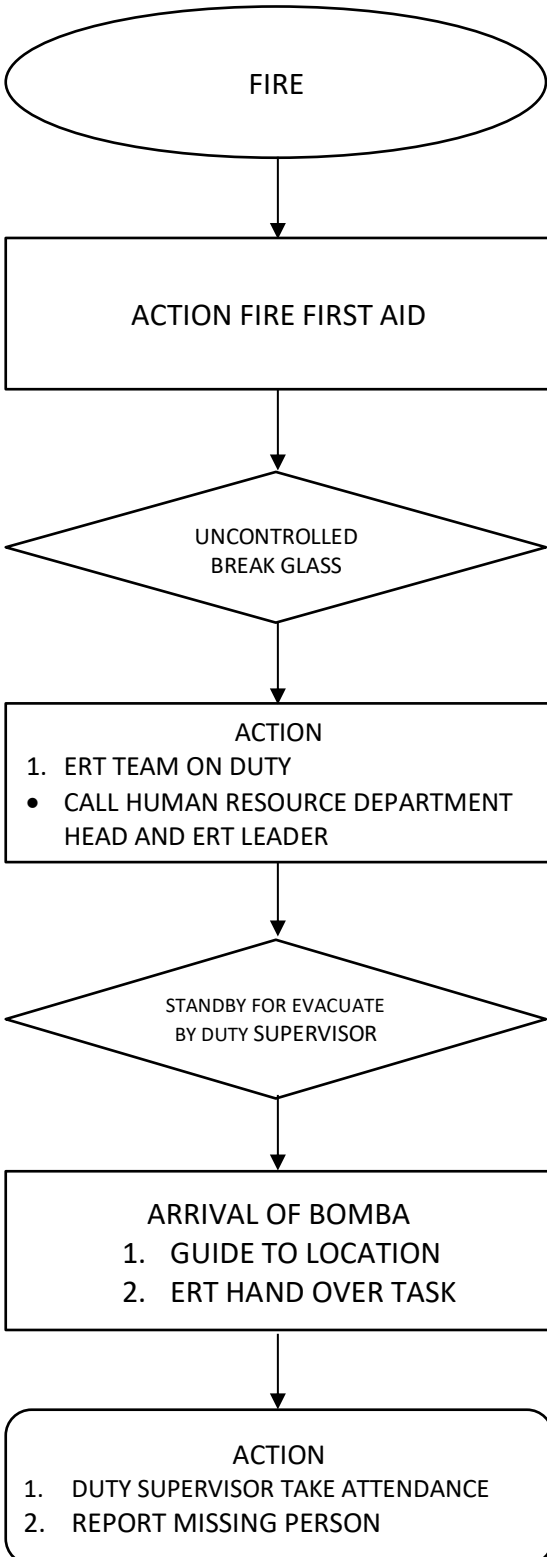


EMERGENCY PREPAREDNESS AND RESPONSE ACTION

Annex B : Flow Chart of Break Out of Fire After Working Hour

FLOW CHART

FLOW DESCRIPTION



1. Nearest person to react by using Fire Extinguisher

1. If uncontrolled, break glass

1. ERT shall determine the fire location from the fire indicator panel
2. Call Fire Brigade (BOMBA)
3. Security call Human Resource Department Head and ERT Leader

1. Duty Supervisor standby and evacuate after the alarm bell

1. Duty Supervisor guide Bomba to the affected location.

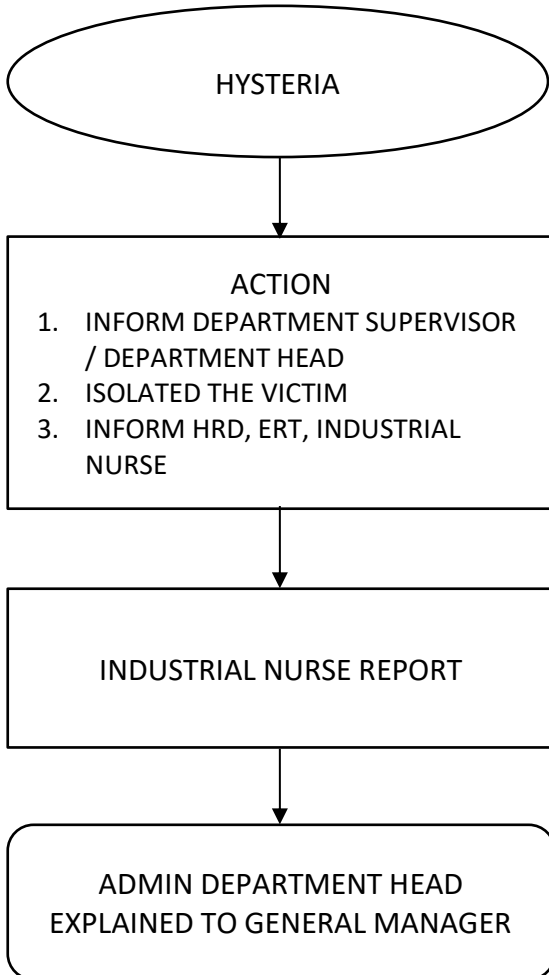
1. Duty Supervisor take his department attendance
2. Any missing person must be reported to Fire Brigade



EMERGENCY PREPAREDNESS AND RESPONSE ACTION

Annex C : Flow Chart of Hysteria Procedure

FLOW CHART



FLOW DESCRIPTION

1. Nearest control staff informs Department Heads / Supervisors
 2. Department Heads / Supervisors isolate the victim
 3. Department Heads / Supervisors inform HRD Head, ERT Leader and First Aider
-
1. First Aider submit report to HSEA Department Head
-
1. HSEA Department explain to General Manager

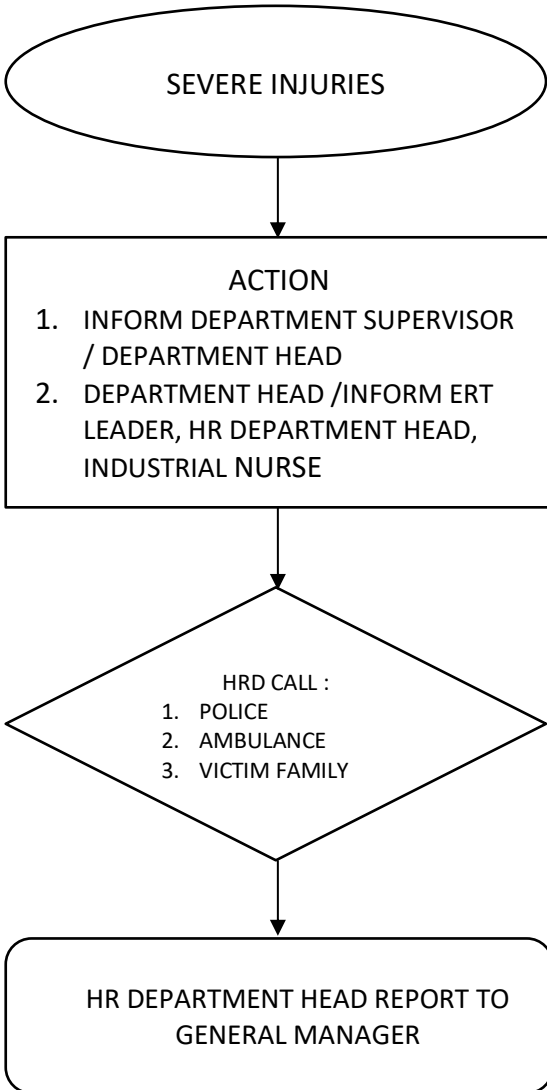


EMERGENCY PREPAREDNESS AND RESPONSE ACTION

Annex D : Flow Chart of Severe Injuries Procedure

FLOW CHART

FLOW DESCRIPTION



1. Nearest person to accident inform Department Supervisors or Department Heads
 2. Department Supervisors / Department Head inform Human Resource Department Head ERT Leader and First Aider.
-
1. HR Department Head immediately call police, ambulance and the victim family
 - The Department Head concern shall submit an accident report to HR Department.
 - ERT, HR Department Head and Department Heads compile an Accident Corrective and Preventive Action Report.
-
1. HR Department Head reports to General Manager

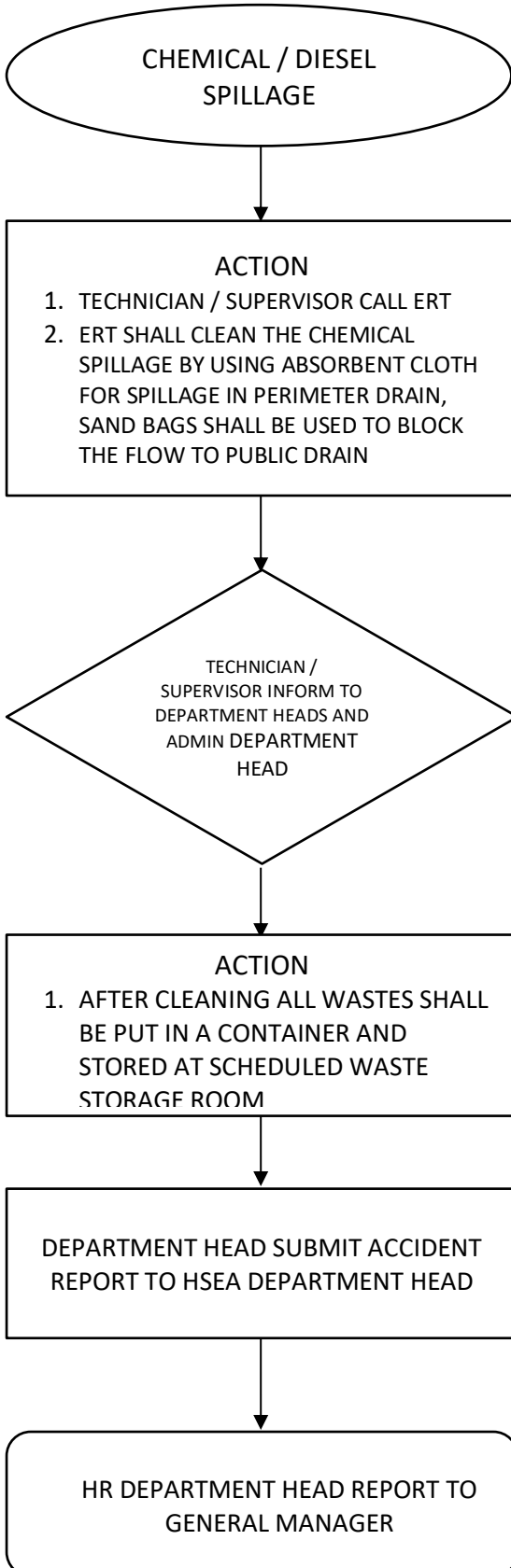


EMERGENCY PREPAREDNESS AND RESPONSE ACTION

Annex E : Flow Chart of Chemical / Diesel Spillage Procedure

FLOW CHART

FLOW DESCRIPTION



1. The Department Technician / Department Supervisor shall inform to the ERT in case the chemical / diesel spillage is out of control
2. The ERT shall immediately respond and assist to clean up the chemical spillage using absorbent cloth and wearing personal protective equipment. In case the chemical / diesel spillage flow into the perimeter drain, immediate action shall be taken by placing sand bag at the outlet drain.

1. The Department Technician / Department Supervisor shall inform his Department Head and HSEA Department Head

1. After cleaning, the waste shall be put in container and storage in scheduled waste storage area

1. Department Head submit Accident Report to HSEA Department Head
2. HSEA Department Head submit Accident Report to Director
3. ERT take control of the area
 - 3.1 No traffic trespassing
 - 3.2 No work continued
 - 3.3 First Aid – if have

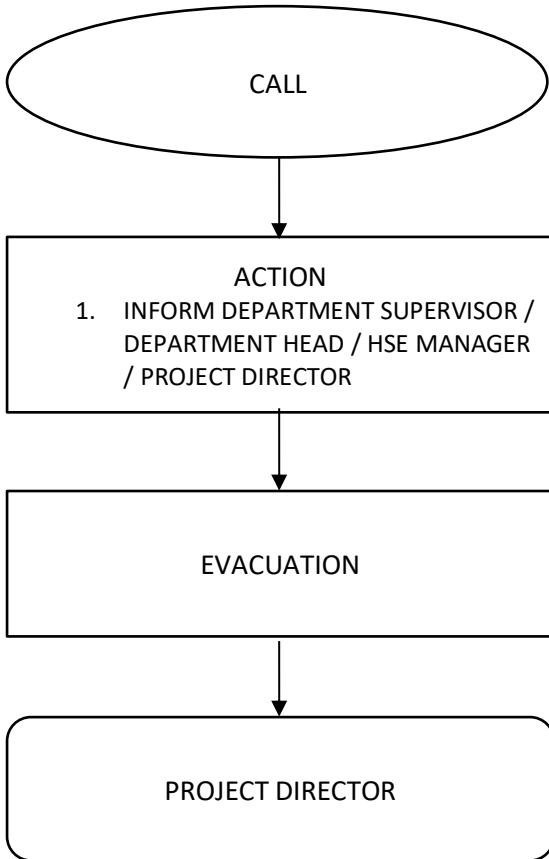
1. All report from Industrial Nurse, Bomba shall be submitted to Human Resource Manager
2. ERT Leader, Department Head and Human Resource Manager shall study, issue and compile a CPAR



EMERGENCY PREPAREDNESS AND RESPONSE ACTION

Annex F : Flow Chart of Bomb Threat Procedure

FLOW CHART



FLOW DESCRIPTION

Receive call through receptionist

1. Receptionist or staff informs Department Head / Supervisors
2. Department Heads / Supervisor discuss with HSEA Manager / Project Director
3. HSEA Manager meeting with Project Director

1. Follow Evacuation Procedure

1. Project Director update and inform Managing Director

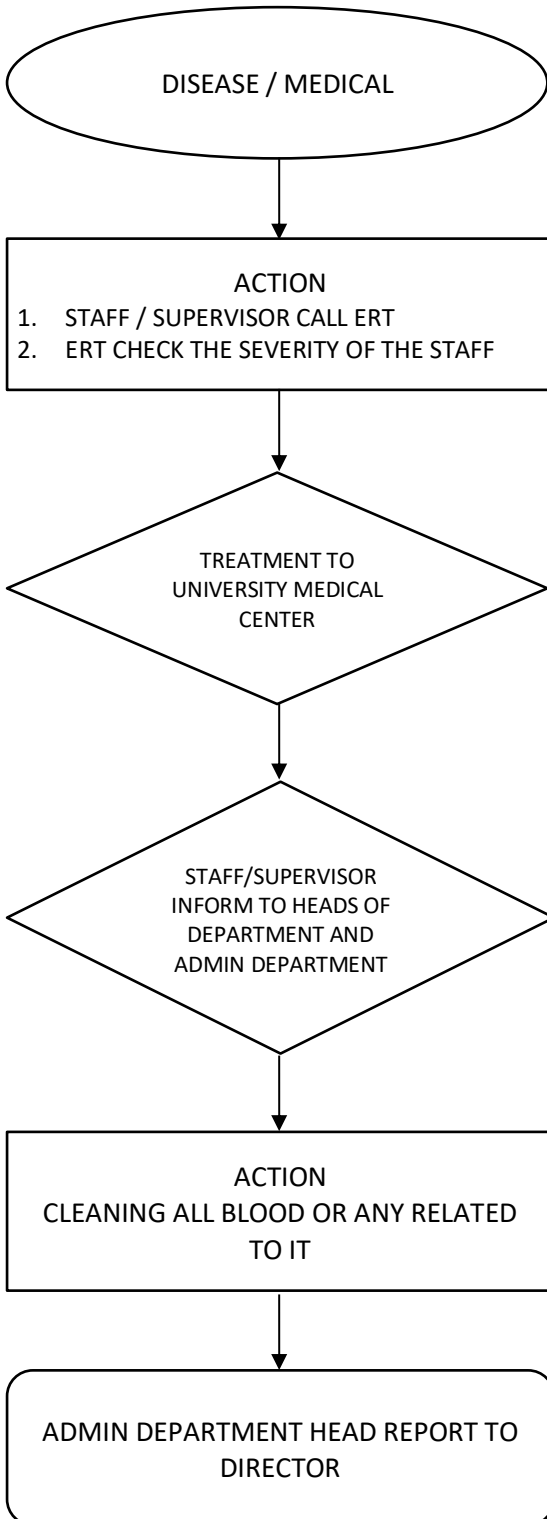


EMERGENCY PREPAREDNESS AND RESPONSE ACTION

Annex G : Flow Chart of Disease / Pandemic Management Procedure

FLOW CHART

FLOW DESCRIPTION



1. Staff informs Department Heads / Supervisors.
2. ERT Team will inspect the condition and give the first aid.

1. Treatment to University Medical Center. Depending on the severity of the staff. Call the ambulance if condition is worse.

1. Staff update and inform Head of Department and Admin Department.

1. Cleaning any related of emergency if necessary.

1. Admin department inform the Director