ABSTRAK

TATA is a company which concern for construction sectors. One of TATA’s projects at 2009 is build up office and trading building. The location is in east Surabaya area at Kertajaya Indah 18. This building is build up on the wide’s ground 5300 m² who for the next has 17 floors. Because of the crowded activity and lot of people who don’t know about direction to exit, can make the evacuation process for emergency condition will be difficult. To anticipate it, we need the ERP (Emergency Response Plan) that is escape tools.

ERP (Emergency Response Plan) in the office and trading building TATA’s project consist of exit route, emergency stair, exit sign, exit door, assembly area, and Standart Operating Procedure (SOP) that will be planned according to SFPE 3rd edition NFPA 2002 and SNI 03-1746-2000 about planning and setting up exit route for evacuation process on fire dangerous.

From the result of research, the sum of people who can be patched in this building are 1998 persons. The exit route that designed for each floor are two. The emergency stairs required for each floor are two. Set up the exit sign on the exit doors has space 10 cm from frame’s doors and maximal height 20 cm. Location for set up exit sign are on the exit door, emergency stairs, corner of corridor that push to exit direction and each the corridor’s branch. The exit door required on the basement and groundfloor are two, with width 1,05m and height exit 2m. The exit door required on the others floors is one with width 0,525m and height exit 2m. And for the location of assembly area are located on the north and south position of building and have space 30,48 m from the outer part of building. Standart Operating Procedure (SOP) consist of directions clue if there is emergency condition or fire.

Keywords: Assembly Area, Emergency stair, ERP (Emergency Response Plan), Exit door, Exit Route, Exit Sign, SFPE 3rd edition NFPA 2002, SNI 03-1746-2000, Standart Operating Procedure (SOP)