



National Fire And Emergency
Preparedness Council

INFORMATION KIT ON THE NATIONAL FIRE AND EMERGENCY PREPAREDNESS COUNCIL

(Updated as of 31st March 2024)

Privileged/Confidential information may be contained in this message. If you are not the intended addressee, you must not copy, distribute or take any action in reliance thereon. Communication of any information in this email to any unauthorized person is an offence under the Official Secrets Act (Cap 213). Please notify the sender immediately if you receive this in error.

RESTRICTED

MISSION AND HISTORY OF THE NFEC

The mission of the National Fire And Emergency Preparedness Council (NFEC) is to promote fire prevention and emergency preparedness to make Singapore safe and secure.

The NFEC is a non-profit organisation and is an Institution of Public Character registered as a Charities Unit in the Ministry of Community and Youth and as a society registered with the Registry of Societies. The Council is also one of the many boards, councils and committees under the purview of the Ministry of Home Affairs. In short, all these members are known as HTBCC members.

Since its establishment, the NFEC has been actively promoting fire safety awareness and emergency preparedness in Singapore through seminars, roadshows and public advisories, reaching out to the public as well as the various fire safety industry practitioners and stakeholders.

Formerly known as the National Fire Prevention Council (NFPC) in 1986, the NFPC was set up to promote fire safety and prevention awareness in Singapore. In 2007, the Council was renamed as the National Fire and Civil Emergency Preparedness Council (NFEC) to broaden its scope to include civil emergency preparedness. In the last few years, it was found that industry practitioners had begun to lose their familiarity with the NFEC's full name. In addition, the local media, particularly radio stations, found the full name of the Council to be overly lengthy for media use.

It was with this in mind that the Council embarked on a journey to transform and revamp its name and logo. It was in mid-2020 that the Council's new name and logo was approved by the Registry of Societies, where the NFEC would henceforth be known as the National Fire and Emergency Preparedness Council, while retaining the familiar NFEC acronym.

Privileged/Confidential information may be contained in this message. If you are not the intended addressee, you must not copy, distribute or take any action in reliance thereon. Communication of any information in this email to any unauthorized person is an offence under the Official Secrets Act (Cap 213). Please notify the sender immediately if you receive this in error.

RESTRICTED

THE COUNCIL EMBLEM



National Fire And Emergency
Preparedness Council

This simple and sleek logo comprises two elements: a flame and the acronym of NFEC. The red and orange heart-shape flame with an accompanying livery line connotes first aid, fire safety and emergency preparedness (the key focus of the Council) as well as the symbiotic relationship between NFEC and SCDF. Above all, it signifies NFEC's strong partnership with its stakeholders and the community-at-large. The unique, vertical arrangement of the acronym 'NFEC' is not only an attention grabbing but also highlights a council that is constantly evolving based on the latest developments and changing times.

TERMS OF REFERENCE

- a) To educate the public on the dangers of fire, proper use of the emergency services and the importance of emergency preparedness
- b) To involve the public in implementing fire prevention and emergency measures against the loss of life and property
- c) To instill a sense of self-reliance and preparedness towards civil emergencies among the population

Privileged/Confidential information may be contained in this message. If you are not the intended addressee, you must not copy, distribute or take any action in reliance thereon. Communication of any information in this email to any unauthorized person is an offence under the Official Secrets Act (Cap 213). Please notify the sender immediately if you receive this in error.

ORGANISATIONAL STRUCTURE

The organisation structure of NFEC comprises six committees to serve the needs of the different sectors of the population. Each sub-committee is headed by two Co-Chairpersons and assisted by a Secretary and Assistant Secretary from the SCDF. The functions of the sub-committees are appended below.

Industrial Premises Committee (IPC)

- a. To organise Emergency Preparedness (EP) Day and other events in collaboration with the SCDF Divisions to engage the industrial constituencies.
- b. Promote safety practices in the petrol-chemical industries and reinforce the safety messages to the industries.
- c. Committee to collaborate with industries to emphasis on CERT (Company Emergency Response Team) readiness and capabilities and encourage the industries to set up CERT team and participate in the Safety and Security Watch Group (SSWG).
- d. Organise conference/seminar for the safety and security personnel to drive home the message of Emergency Preparedness.

Commercial Premises Committee (CPC)

- a. Committee to collaborate with commercial building to promote CERT (Company Emergency Response Team) to build up its readiness and capabilities.
- e. To organise Emergency Preparedness (EP) Day and other events in collaboration with the SCDF Divisions to engage the commercial premises constituencies.
- b. Organise fire safety dialogues with commercial premises tenants and to encourage the premises and tenants to attend EP related courses.
- c. Organise conferences/seminars for the safety and sector to drive home the message of Fire Safety and Emergency Preparedness.

Privileged/Confidential information may be contained in this message. If you are not the intended addressee, you must not copy, distribute or take any action in reliance thereon. Communication of any information in this email to any unauthorized person is an offence under the Official Secrets Act (Cap 213). Please notify the sender immediately if you receive this in error.

RESTRICTED

- d. Organise Fire Safety and Emergency Preparedness Campaigns in support of the Council's mission.

Housing Premises Committee (HPC)

- a. Work with the grassroots leaders and bodies, Town Councils and MCSTs to promote Fire Safety and Emergency Preparedness for residents.
- b. Promoting CPR to the residents and establish a platform to do it. Work together with active MPs/Community Leaders to showcase CPR.
- c. Encourage community premises to be equipped with First Aid Kits and AEDs.

Schools & Youth Committee (SYC)

- a. Organise Fire Safety and Evacuation Drill for the schools.
- b. Organise Fire Safety Puppet Show for Primary Schools with EP messages.
- c. Organise art/poster competitions to educate the students on Emergency Preparedness.

Fund Raising & Membership Committee FRMC)

- a. Organise fund raising activities such as Charity Film Premiere and Charity Golf Tournament.
- b. To monitor membership and secure partnership with related individual and corporate organisations for the Council.

Publicity Committee

- a. Publicity of NFEC activities through the different media channels.
- b. Monitoring and updating events and activities in the NFEC website and NFEC Facebook page
- c. Drafting of speeches for key NFEC board members e.g., for Chairman, Vice-Chairman and Sub-Committee Chairpersons.

Privileged/Confidential information may be contained in this message. If you are not the intended addressee, you must not copy, distribute or take any action in reliance thereon. Communication of any information in this email to any unauthorized person is an offence under the Official Secrets Act (Cap 213). Please notify the sender immediately if you receive this in error.

WRITE-UP ON SINGAPORE CIVIL DEFENCE FORCE

SCDF is a key partner of the NFEC. It provides 24/7 emergency response such as firefighting, rescue, hazardous materials (HazMat) mitigation, and emergency medical services (EMS). SCDF is guided by our Vision and Mission as shown below:

- a) *Vision:* A World-Leading Life Saving Force through People, Innovation & Partnership For an Emergency Ready Nation
- b) *Mission:* To Protect and Save Lives and Property for a Safe and Secure Singapore

SCDF also focuses on fire safety for the upstream prevention of fires and on public protection. SCDF implements a fire safety and enforcement regime to ensure compliance to fire safety requirements. It is also responsible for public protection matters such as early public warning through its island-wide network of Public Warning System (PWS) sirens as well as the provision of Civil Defence shelters.

Community engagement is another key piece in what we do, where we work towards enhancing the level of emergency preparedness in Singapore through training and in building A Nation of Lifesavers.

Privileged/Confidential information may be contained in this message. If you are not the intended addressee, you must not copy, distribute or take any action in reliance thereon. Communication of any information in this email to any unauthorized person is an offence under the Official Secrets Act (Cap 213). Please notify the sender immediately if you receive this in error.

RESTRICTED

**COMPOSITION OF BOARD AND SUB-COMMITTEES
(TERM OF OFFICE: 1st APRIL 2022 – 31st MARCH 2024)**

Chairman

Mr Markham Shaw

Director

The Shaw Organisation Group of Companies

Vice-Chairman

Mr John Wu

Regional Director, Engineering
Four Seasons Hotel

Executive Director

AC Michael Chua

Director Operations
Singapore Civil Defence Force

Honorary Treasurer

LTC Png Yan Da

Head Operations
Operations Branch
HQ CD 4th Division
Singapore Civil Defence Force

Chairman, Fund Raising and Membership Committee

Mr Steven Goh

Executive Director
Orchard Road Business Association

Chairman, Publicity Committee

AC Leslie Williams

Director,
Corporate Communications Department
Singapore Civil Defence Force

Privileged/Confidential information may be contained in this message. If you are not the intended addressee, you must not copy, distribute or take any action in reliance thereon. Communication of any information in this email to any unauthorized person is an offence under the Official Secrets Act (Cap 213). Please notify the sender immediately if you receive this in error.

RESTRICTED

Co-Chairpersons, Commercial Premises Committee

Mr Christopher Tan
Principal Professional Officer
Professional Officers Division
Singapore Institute of Technology

Mr Benedict Koh
General Manager
Peak Engineering & Consultancy Pte Ltd

Co-Chairpersons, Industrial Premises Committee

Mr Edwin Yap
Vice-President
Chubb Global Risk Advisors Pte Ltd

Mr Terence Koh
Executive Director
Singapore Chemical Industry Council

Co-Chairpersons, Housing Premises Committee

Mr Raymond Teo
Secretary, Town Councils
Housing and Development Board

Mr Robert Ronald
Strategic Planning, Programme Management
Office
Hewlett Packett Inc

Co-Chairpersons, Fire Safety Committee for Schools & Youth

Mr Chang Fook Yong
Deputy Director, Uniformed Groups
Ministry of Education

SAC Abdul Razak Abdul Raheem
Director,
Volunteer & Community Partnership Department
Singapore Civil Defence Force

Privileged/Confidential information may be contained in this message. If you are not the intended addressee, you must not copy, distribute or take any action in reliance thereon. Communication of any information in this email to any unauthorized person is an offence under the Official Secrets Act (Cap 213). Please notify the sender immediately if you receive this in error.

RESTRICTED

Members

Mr Benard Lew Buang Keng	Director, Workplace, Safety & Health and Safety Management Marina Bay Sands Pte Ltd
Mr Raizan Bin Abdul Razak	Senior Assistant Director, Operations & Readiness Ministry of Education
Mr Patrick Sim Mong Hoo	Director, Emergency Preparedness People's Association
Mr Chong Zunjie	Director, Joint Operations Management Ministry of Home Affairs
Ms Yen Tan	Chief Operating Officer Yishun Health, Khoo Teck Puat Hospital
Mr Jovan Cai Jinfeng	Workplace Health, Safety, Environment, Security & Commissioning Engineer NES Global Pte Ltd Neste Refinery, Singapore
Ms Tong Sook Yean	Senior Director, Membership & Industry Services Singapore Hotel Association
Ms Michelle Lam Mei San	Head of OSH, Asia Pacific, Africa Thyssenkrupp
Mr Raymond Chin Ming Jie	Senior Operations Manager, Reachfield Security and Safety Management Pte Ltd

Privileged/Confidential information may be contained in this message. If you are not the intended addressee, you must not copy, distribute or take any action in reliance thereon. Communication of any information in this email to any unauthorized person is an offence under the Official Secrets Act (Cap 213). Please notify the sender immediately if you receive this in error.

CODE OF CONDUCT FOR MEMBERS

The principles and notes set out in Sections I-III are best practices governing the general conduct of members. They aim to ensure the independence of members and provide safeguards against conduct that may undermine confidence in the Public Service.

The notes also serve to assist members in making decisions about their conduct and to raise awareness of duty of confidentiality and potential conflicts of interest.

Each member is accountable for his own actions and should exercise his judgment accordingly. Where in doubt, members should declare any potential conflict to the Chairman or NFEC Secretariat, so that appropriate steps to address the issue can be taken, if necessary.

Section 1 - Duty of Confidentiality

Principles

The objective of this policy is to preserve the confidentiality or sensitivity of the information that the NFEC member is privy to.

Guidance Notes

1. From time to time, classified documents and information will be provided to members. As they may be secret or confidential in nature, it is important that members bear in mind the following responsibilities when handling such documents and information:
 - i. A member should not disclose any information relating to the affairs of the NFEC or any other person which has been obtained in the course of carrying out their duties or the exercise of their functions, unless with the written consent of the Permanent Secretary or Head of the relevant Home Team Department, or if it is lawfully required or authorised by any court or under any written law¹;
 - ii. A member should notify the Secretariat in advance if he/she is approached to be interviewed by the media or for a speaking engagement on matters related to the Ministry of Home Affairs or his/her appointment

¹ For accountability, please inform NFEC Secretariat before the disclosure of information.

RESTRICTED

as a member of the NFEC.

- iii. A member should not for his/her own personal benefit or for the personal benefit of any other person² make use of any information, whether directly or indirectly, which has been obtained by him/her in the performance of his/her duties or the exercise of his functions;
 - iv. A member should only request for information, as required, in respect of his/her duties as a NFEC member;
 - v. Reasonable care must be taken to protect the secrecy or confidentiality of information. In this regard, members are encouraged to keep these classified documents in secured storage when not in use;
 - vi. All such documents should be returned to the Secretariat when they are no longer required for reference. This can be done by members at any NFEC meeting or, at the latest, at the end of their respective terms. Where reasonably practicable, members are encouraged to delete emails at the end of their respective terms; and
 - vii. A member shall continue to uphold this duty of confidentiality after ceasing to be a member of the NFEC.
2. Members are reminded that the information made available to them in the course of their duties as a member of the NFEC may be protected by law (e.g., the Official Secrets Act) and the unauthorised use or disclosure of such information may be an offence.

Section 2 - Disclosure of Interest and Conflict of Interest

Principles

- (a) A NFEC Council member shall always maintain transparency and avoid placing themselves in a position of conflict that may arise in any respect.
- (b) A conflict of interest or a position of conflict refers to situations where a member is placed in positions where there is actual or potential conflict between his/her personal, professional or business interests and his/her duties and functions as a NFEC member.

² Persons may include any company or association or body of persons, corporate or incorporated.

Privileged/Confidential information may be contained in this message. If you are not the intended addressee, you must not copy, distribute or take any action in reliance thereon. Communication of any information in this email to any unauthorized person is an offence under the Official Secrets Act (Cap 213). Please notify the sender immediately if you receive this in error.

RESTRICTED

- (c) A member shall disclose immediately all contractual interest the member or any Associated Person has with the Ministry of Home Affairs and any other interests or associations which places him/her in, or which may give rise to, a conflict of interest. Example: The member's interest in or association with any person or entity that is the subject matter of the NFEC's role should be disclosed in writing to the Secretariat as soon as this is known to the member. Such disclosures are to be updated whenever there are changes.
- (d) The determination whether a conflict of interest situation exists may not be easy and a conflict of interest may arise in a variety of situations. In some cases, the question whether or not there is a conflict of interest may depend on the extent of the conflict. Members need to exercise prudence and judgement on a case-by-case basis. If there is doubt, members are encouraged to consult the Chairman and the Secretariat of the NFEC.
- (e) A member must not take improper advantage of his/her position. Specifically, he/she shall keep all information acquired as confidential and not make improper use of such information.

Guidance Notes

1. "Associated Person" means a spouse, parent, child, sibling of a member, or any corporation, partnership or entity which the member controls or in which the member has a substantial interest.³
2. A member must not take improper advantage of his/her position to gain, directly or indirectly, a personal advantage or an advantage for himself or any Associated Person. It is possible that a person or entity of significance to the member may not fall within the definition of Associated Person (e.g., employer of the member). However, where there is doubt whether there is any conflict or potential conflict of interest due to the advantage obtained by the person or entity of significance or due to such person/entity's interest or association with the subject matter of the of the NFEC role, the member should consult the Secretariat.
3. A member should seek to avoid conflicts of interest wherever possible. Full disclosure of any conflict, or potential conflict, must be made to the NFEC Secretariat as soon as the member becomes aware of this situation.
4. In the event of a conflict or potential conflict of interest, the member should

³ Substantial interest means having an interest in 5% of more of the voting rights of the corporation, partnership or entity.

Privileged/Confidential information may be contained in this message. If you are not the intended addressee, you must not copy, distribute or take any action in reliance thereon. Communication of any information in this email to any unauthorized person is an offence under the Official Secrets Act (Cap 213). Please notify the sender immediately if you receive this in error.

RESTRICTED

consult Chairman NFEC on, among others: -

- i. Whether to abstain from participating in the deliberation and/or voting on the matter
- ii. Whether to abstain from attending the relevant meeting/discussion; and
- iii. Whether arrangements should be made so the relevant materials and board papers are not sent to the member.

In extreme cases, the member may have to consider whether there is a need to resign from the NFEC.

5. Some factors relevant for the consideration of the issues in Para 4 are the Terms of Reference, Constitution, and Legislation relevant to the NFEC, whether expertise that would be contributed by the member would otherwise be available to the NFEC in the event of the member's absence or non-participation.
6. A member should consider if any benefit to be received by him/her or an Associated Person is of sufficient magnitude that the approval of the Ministry should be sought, even though not required by law.
7. A member must not make improper use of information acquired by virtue of his/her position. This prohibition applies irrespective of whether the member would gain directly or indirectly a personal advantage or an advantage for any Associated Person or might cause detriment to the Ministry.

Section 3 - Gifts and Entertainment

Principles

- (a) The objective of this policy is to protect the Ministry against corruption.
- (b) The acceptance of any gifts and/or hospitality by NFEC members within a business context should be strictly regulated.
- (c) If accepted, the relevant gifts and hospitality must be legitimate, reasonable and appropriate.

Definition of Gifts and Entertainment

While carrying out the member's duties and responsibilities, members may receive gifts and entertainment, as well as hospitality from various parties. "Gift" includes money, goods, services, passage or any form of benefit. These include gifts of a

Privileged/Confidential information may be contained in this message. If you are not the intended addressee, you must not copy, distribute or take any action in reliance thereon. Communication of any information in this email to any unauthorized person is an offence under the Official Secrets Act (Cap 213). Please notify the sender immediately if you receive this in error.

RESTRICTED

consumable nature, entertainment, hospitality and travel. Examples may include display items, watches, clocks, books, furniture, figurines, and works of art, jewellery, equipment, clothing, wine / spirits, or personal items containing precious metals or stones. All gifts and entertainment given should be assumed to be given to the NFEC if it is given in his/her capacity as a member.

Guidance Notes

1. All gifts should be received openly and transparently, consistent with the occasion. If the member is not comfortable to accept it, it is a sign of a potential issue.
2. Gifts are not acceptable if there is reason to believe that they are given to influence members' actions or decisions in their official or business capacity.
3. Gifts should always be reasonable in amount and appropriate to the occasion or given as a courtesy or token of esteem. In that light, gifts that are inexpensive or widely distributed are generally acceptable.
4. Appearances should be considered. Gifts that most people would consider lavish or extravagant, or are of a personal nature (for example, jewellery or luxury goods), tickets to premium events or trips to leisure destinations, should not be accepted.
5. The frequency of gifting and aggregate value of gifts to individual members should be monitored. Even relatively modest gifts, such as meals, when provided frequently, can create legal or appearance issues, and should be avoided.
6. Gifts that fall under the following categories are strictly prohibited and should be declined and disclosed as soon as practicable to Chairman NFEC in the interest of transparency:
 - i. Could be construed as a kickback, bribe, payoff or is in violation of any law or other agency standards/ practices/ policies/ guidelines;
 - ii. Is cash or cash-equivalent, such as a bank cheque or vouchers; or
 - iii. Is indecent, sexually-oriented or does not comply with the Ministry's commitment to mutual respect or could adversely affect the Ministry's reputation.

* * * * *

Privileged/Confidential information may be contained in this message. If you are not the intended addressee, you must not copy, distribute or take any action in reliance thereon. Communication of any information in this email to any unauthorized person is an offence under the Official Secrets Act (Cap 213). Please notify the sender immediately if you receive this in error.

RESTRICTED



Follow us:
[Facebook.com/NFECpage](https://www.facebook.com/NFECpage)

Privileged/Confidential information may be contained in this message. If you are not the intended addressee, you must not copy, distribute or take any action in reliance thereon. Communication of any information in this email to any unauthorized person is an offence under the Official Secrets Act (Cap 213). Please notify the sender immediately if you receive this in error.