



**National Fire  
And  
Civil Emergency  
Preparedness  
Council**

MICA (P) 016/02/2010

**ANNUAL REPORT 2009/2010**

# *The Board of Directors*

## 2009/2010



Seated  
(from left to right)

Mr Lak Pati Singh, Mr Rowan Tan, Mr Markham Shaw, Mr Alan Loh,  
COL Anwar Abdullah, Ms Margaret Heng, Mr Larry Cheng

Standing  
(from left to right)

Mr John Wu, Mr Seah Tjun Min, MAJ David Chow, COL N Subhas,  
Mr Khor Thong Meng, Mr Benedict Koh, Mr Andrew Lim

Not in picture

Mr Tai Wei Shyong, Mr Fang Chin Poh, Ms Jane Ng Kiap Eng



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# Chairman's Statement

## National Fire And Civil Emergency Preparedness Council



1. It is yet another busy and meaningful year for the Council. Besides earnestly implementing the planned programmes and activities, the Council had embarked on a major review of its composition and representation. This was undertaken to ensure that relevant stakeholders are engaged and represented in the Council and its sub-committees. The review resulted in the appointment of new members and as such, the NFEC will begin the new term with a bigger team. The Council is extremely pleased to have senior officials from the People's Association, the Singapore Institution of Safety Officers, the Singapore Chemicals Industry Council, the Town Council, City Gas and the NCDCC represented in the Council or its sub-committees. Their invaluable presence will enable NFEC to engage the industry and the community more effectively.

### REPORT ON WORK YEAR 2009/2010

2. I am pleased to report that the various Committees in the Council had achieved another productive year. Amongst the main activities conducted in the year were the annual Fire Safety Seminar which continued to receive overwhelming response from the commercial and industrial sectors and the ever popular NFEC Emergency Preparedness Puppet Show entitled "Ever Ready for Emergencies", held at primary schools across Singapore. The Council also continued to organise art competition for schools in support of the ASEAN Regional Drawing Competition held in conjunction with the ASEAN Day for Disaster Management.
3. In our efforts to reach out to other stakeholders, the NFEC had for the first time organized a joint Fire Safety and Shelter Seminar for building professionals with the Fire Safety and Shelter Department of SCDF. The Seminar aimed to update building professionals with the latest developments in fire safety and shelter issues. It also served as a useful platform for building professionals to exchange views and expertise. Another new initiative that the Council had implemented was to engage the Nanyang Polytechnic School of Interactive and Media to work on fire safety and emergency preparedness project. The first of such project is expected to be delivered by the end of the year.
4. A significant milestone achieved in the year was the introduction of two NFEC Mascots named 'Impy' and 'Misty'. These mascots have been deployed extensively in the Councils' activities to publicise the expanded role of the NFEC, which also includes emergency preparedness.
5. The Council also performed well in its fund raising efforts. The seminars and the charity film show along with donations from our partners have helped the NFEC to fund all the activities planned for the year.

## Moving Forward

6. The Council will continue to promote fire safety and emergency preparedness through its existing suite of activities and programmes in the coming year. However, the Council will embark on undertaking two major projects in collaboration with the SCDF and other partners:

a) The Emergency Preparedness Learning Centre.

The learning centre will be an extension to the Civil Defence Heritage Gallery located at the Central Fire Station. It will be equipped with interactive simulators and multimedia presentations to provide visitors with an experiential learning of emergency preparedness and life saving skills. The visitors will learn more about the common causes of fires; participate in an evacuation exercise; experience the effects of natural disasters and learn how to respond to unconventional threats. There will also be opportunities for Civil Defence cadets to serve as tour guides for the exhibition. The EP Learning Centre is targeted to complete by the middle of 2011.

b) Fire Safety Asia Conference.

A regional conference on fire safety design and engineering will be held in October 2011. The conference has the support of five professional associations and will highlight topics that will be of interest to stakeholders from architects, engineers and consultants to fire safety professionals. It is expected to feature about 20 foreign and local speakers and thus provide opportunities for networking and sharing of ideas. The Council will also be launching a Fire Safety Design Awards to encourage higher standards in fire safety design and engineering of buildings in Singapore.

7. In the area of public image, NFEC will continue to emphasise its expanded role in emergency preparedness. The Council will use the new mascots in various publications and activities to forge a new identity with school children and the community. For example, the mascots are featured as superheroes in the new fire safety drama shows for primary schools. The NFEC mascots will also appear in a series of cartoons and publications to supplement the Kiddy Emergency Preparedness handbook that has been distributed to all primary schools. The Council will also work with a number of tertiary institutions in multimedia projects to raise the profile of NFEC with the youths.

8. Before concluding, I would like to thank the NFEC Board of Directors and members of the sub-committees for their dedication, hard work and commitment and our patrons, members, friends and well-wishers for their unreserved support and encouragement all this while.

9. I would also like to express on behalf of the Council, our gratitude and appreciation to Comr Peter Lim, Commissioner SCDF, and his team of dedicated staff for their strong support and invaluable advice to the Council.

Alan Loh

14 June 2010

# *The Board of Directors 2009 – 2010*

## *Patron-in-Chief*



*Mr Wong Kan Seng  
Deputy Prime Minister and Minister for Home Affairs*

## *Office Bearers*



*Mr Alan Loh Peng Leong  
Chairman NFEC*



*Mr Markham  
Shaw Chai Chung  
Vice-Chairman NFEC*



*Mr Yang Soo Suan  
Advisor*



*COL Anwar Abdullah  
Executive Director*



*MAJ David Chow  
Honorary Treasurer*



# Committees' Chairpersons



*Ms Margaret Heng  
Chairperson  
Commercial Premises Committee*



*Mr Rowan Tan  
Chairman  
Industrial Premises Committee*



*Mr Larry Cheng  
Chairman  
Housing Premises Committee*



*Ms Lak Pati Singh  
Chairman  
Fire Safety Committee for  
Schools & Youth*



*Mr Markham Shaw Chai Chung  
Chairman  
Fund Raising & Membership Committee*



*COL N Subhas  
Chairman  
Publicity Committee*

# Members



*Mr Khor Thong Meng*



*Mr Seah Tjun Min*



*Mr Tai Wei Shyong*



*Mr John Wu Voon Liang*



*Mr Andrew Lim Chee Hua*



*Mr Benedict Koh Yong Pheng*



*Mr Fang Chin Poh*



*Ms Jane Ng Kiap Eng*

# *Minutes Of The 23<sup>rd</sup> Annual General Meeting Of National Fire And Civil Emergency Preparedness Council*

*Held On 19 Jul 2009 At 1130 Hrs At The Grand Hyatt Singapore*

## **PRESENT:**

### **Board Of Directors**

Mr Alan Loh Peng Leong	Chairman
Mr Markham Shaw	Vice-Chairman
COL Anwar Abdullah	Executive Director
MAJ David Chow	Hon Treasurer
COL N Subhas	Board Member
Ms Margaret Heng	Board Member
Mr Larry Cheng	Board Member
Mr Lak Pati Singh	Board Member
Mr Khor Thong Meng	Board Member
Mr John Wu	Board Member
Mr Seah Tjun Min	Board Member
Mr Tai Wei Shyong	Board Member
Mr Rowan Tan	Board Member
Mr Andrew Lim	Board Member
Mr Benedict Koh	Board Member
Mr Fang Chin Poh	Board Member

### **SCDF**

Comr Peter Lim and 85 Others	Commissioner SCDF
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## Chairman's Address

- 1 Chairman, Mr Alan Loh called the meeting to order at 1135 hrs and thanked everyone present for taking their invaluable time off to attend today's Annual General Meeting.
- 2 In his address, Mr Alan Loh said that over the years, the Council has grown in strength and stature to be an effective organisation in promoting fire safety awareness and emergency preparedness education in Singapore. It has organised many activities and programmes and achieved significant improvements in fire safety. Working seamlessly with our partners and the SCDF, NFEC was able to continuously maintain a low record of fire incidents (below 5000 calls) since 2002 and attained the lowest fire fatality rate in the world.
- 3 He said that despite these achievements, the Council will not rest on its laurel. Rather, we have set our sight to explore new frontiers that have yet to be explored and that by creating and engaging new partners in these areas, the NFEC cause will be driven to a higher platform. Chairman then highlighted the key events that the Council had undertaken in Work Year 2008/2009.

## REPORT ON WORK YEAR 2008/2009

### Fire Safety for Industrial and Commercial Premises

- 4 Chairman was pleased to report that it was yet another busy year for the two Committees. Amongst the main activities conducted was the Workshop on "Implementing CPR + AED Programme at the Workplace". Jointly organized by NFEC and the Singapore Heart Foundation, it was held on 29 July 2008 at the Singapore General Hospital (SGH) for the staff of premises which had pledged to the programme during the *CPR + AED Community Awareness Launch held in early 2008*.
- 5 He said that another significant event organised was the annual NFEC Fire Safety Seminar which was held on 13 August 2008 at the Furama Riverfront Hotel. Graced by Dr Teo Ho Pin, Chairman GPC for Home Affairs and Mayor for the North West CDC,

the seminar entitled "Enhancing Workplace Safety through Fire Prevention and Emergency Preparedness", highlighted the importance of workplace safety to safety practitioners across the industries. The one-day seminar saw more than 300 participants from the commercial and industrial sector in attendance. Due to overwhelming response, a second run of the seminar with more than 100 participants was held on 21 August 2008.

### Fire Safety for Residential Premises

- 6 Chairman highlighted the Housing Premises Committee (HPC) which continues to educate the public on the importance of home fire safety, fire preventive measures and the actions to take in the event of a fire. Under the expanded role of the NFEC, the HPC has been actively engaging residents in civil emergency preparedness.
- 7 He said that to help raise fire safety awareness in the home environment, SCDF and NFEC launched programmes such as an on-line quiz and produced fire safety banners for display in the HDB heartlands. Such measures were carried out to highlight the common types of residential fires namely, rubbish chute fires, unattended cooking fires, and discarded items fires and to advise residents to guard against acts of carelessness. In addition, the HPC also reached out to residents through its support for Emergency Preparedness (EP) Days held at various constituencies.

### Fire Safety for Schools & Youth

- 8 Chairman declared once again, that the *Fire Safety Puppet Show for primary school pupils* continued to remain popular. Into its 3<sup>rd</sup> year, the 30-minute show strives to educate younger students on the importance of fire safety in an interesting, interactive and creative way. The show uses puppeteering and songs to emphasise the dangers of fire and teaches the pupils on how to prevent fires. Important civil emergency preparedness messages were added in 2008 and the show was re-titled "Emergency... Be Prepared".

# 9

Chairman said that in conjunction with the ASEAN Day on Disaster Management and the International Day for Disaster Reduction, the NFEC Schools and Youth Committee organized a local drawing competition between May and August 2008. The theme for the drawing competition was "Safer Community – Hospital, School and House of my Dream". The competition aimed to promote and increase awareness amongst the children of ASEAN countries on disaster risk reduction initiatives. The top 3 entries from Singapore were submitted to the regional competition held in Bangkok.

## Fund Raising

# 10

Chairman highlighted the success of the Fund Raising Committee in raising fund for the Council. The NFEC Charity Film Premiere held on 15 Oct 2008 was a huge success and managed to raise over \$50,000 for the Council. He said the committee plans to organise more fund raising events in the new workyear.

## The Way Forward

# 11

Looking forward, Chairman shared his visions and the thrusts for the coming years. They are as follows:-

- a. The Council will continue to work closely with the fire-prone Town Councils and adopt proactive and innovative solutions to address the two most common causes of residential fire - rubbish chutes and unattended cooking although there is a declining trend in such fire calls received over the last decade.
- b. To map out safety features of super highrise buildings and the evacuation procedures to undertake during an emergency, NFEC will engage the Town Council and MCST to address the fire safety and emergency preparedness requirements of such buildings. The Sail and Pinnacle which are 72 and 40 storeys respectively are fine examples.
- c. At the commercial and industrial level, NFEC will continue to partner SCDF

to address the increasing trend in fire safety offences. Key areas identified are the non-maintenance or lack of proper maintenance of fire fighting equipment and obstruction of exit routes.

- d. The importance of developing a Company Emergency Readiness Team (CERT) to handle emergency prior to the arrival of SCDF resources will also be stressed. To facilitate this development, NFEC together with the SCDF will work towards engaging the industries in promoting joint emergency activities.
- e. The importance of continued investment in educating the young on fire safety and emergency preparedness is well recognised. In this respect, the Council will reach out to a wider group of students, especially those in the upper secondary and tertiary institutions.
- f. Exploring the possibility of forming partnership with the tertiary institutions. The aims of this partnership are threefold: Firstly is to promote the image of NFEC amongst the students. Secondly is to engage them in the educational programmes and activities organised by the Council and thirdly to tap on the knowledge and expertise of the students in developing technical solutions to problems faced by the community (example, rubbish chute fires) and creating educational software, programmes or digital videos that will help the Council to better connect with the young and internet savvy population.
- g. NFEC will continue to promote the usage of AED in commercial premises. For the coming year, we will expand the life saving programme to include the community. NFEC together with our partner, the National Heart Foundation, will work closely with the SCDF and PA to map out an action plan for implementing the programme.
- h. As NFEC grows in strength and stature, it is important that the Council continues to expand the partnership with many other stakeholders so that fire safety and emergency preparedness messages and

programmes could be reached out to all. This coming year, the Council will make a deliberate effort to invite and engage companies and organisations to be partners of the NFEC.

- i. To synergise the efforts and strengths of the various Home Team Councils, NFEC will work with the National Crime Prevention Council to identify areas of collaboration and joint activities. NFEC will also work the National Civil Defence Cadet Corps in various education and community programmes. Such collaborations will definitely help the Home Team agencies to achieve its overall objective of making Singapore a Safe and Secure best home for all.

**12** In conclusion, Chairman expressed his heartfelt appreciation to all patrons, members, friends and well-wishers who have given NFEC their unwavering support and encouragement all this while. He said NFEC looks forward for their continued support in 2009.

**13** Finally, Chairman expressed his gratitude and appreciation to a few personnel who have played significant roles in the formation and growth of the NFEC. Foremost is to Mr James Tan Chan Seng, our past Commissioner of SCDF, for his astute leadership, invaluable guidance and support to the Council. NFEC is very much indebted to his wisdom, direction and belief in the Council. Second, is to Ms Teo Lian Geok, our past Chairperson of the Fire Safety for Schools & Youth Committee for her dedication, commitment and contributions to the Council. Last but not least, to Comr Peter Lim, Commissioner SCDF, and his team of capable staff for their strong support and invaluable advice to the Council.

## Confirmation Of Minutes Of Meeting

**14** The minutes of 22<sup>nd</sup> AGM held at the Grand Hyatt Singapore on 17 Jul 2008 was proposed for adoption by Mr John Wu and seconded by Mr Andrew Lim.

## Annual Report 2008/2009

**15** The meeting approved the NFEC Annual Report for WY 2008/2009. Ms Rowan Tan and Mr Seah Tjun Min proposed and seconded to accept the report respectively.

## Approval Of Financial Statement For The Year Ending 31 Mar 2009

**16** The accounts audited by Cypress Singapore PAC for the year ending 31 Mar 2009 were accepted and approved at the meeting. Mr Khor Thong Meng proposed to accept the financial report and Mr Fang Chin Poh seconded it.

## Conclusion

**17** There being no other matters, the meeting ended at 1215 hrs. All members adjourned to a luncheon.

Prepared by : Zee Chung Wei  
Admin Executive, NFEC

Vetted by : COL Anwar Abdullah  
Executive Director, NFEC

Approved by : Mr Alan Loh Peng Leong  
Chairman, NFEC

Date : 30 Jul 2009



# Housing Premises Committee

## Committee Members:

- Chairman - Mr Larry Cheng
- Vice-Chairman - Mr Seah Tjun Min
- Secretary - CPT Kwok Shun Yung
- Assistant Secretary - SSG Jumilah Julie

## Introduction

The Housing Premises Committee (HPC) strives to improve fire safety awareness and readiness level of the home environment through education on importance of home fire safety, prevention measures and actions to undertake in the event of a fire. With this objective in mind, HPC events and activities are organized to impart fire safety knowledge to residents.

## Home Fire Safety and Emergency Preparedness Programme

Of the total number of fires responded by Singapore Civil Defence Force (SCDF) from January to December 2009, 68% of the fires were attributed to fires in residential premises. Of these, rubbish fires contributed significantly. These include fires occurring in rubbish chutes and rubbish bins. Fires involving discarded items at common spaces such as corridors and void decks increased by 38% in 2009 and could possibly be more serious due to the hindrance to residents' evacuation.

In working closely with C2Es to promote fire safety awareness and civil emergency preparedness, HPC also focuses on constituencies that have the highest number of fire occurrences. Through providing support for Emergency Preparedness (EP) Days and other constituencies' events, HPC opines that such platforms offer good outreach to residents.

In addition, to help raise fire safety awareness in the home environment, SCDF and NFEC have launched fire safety banners for display in the HDB heartlands. These help to bring across messages advising against acts of carelessness leading to fires at residential premises caused mainly by rubbish chute fires, unattended cooking fires, and discarded items fires.



## Way Forward

Together with SCDF, HPC is supporting the launch of promoting fire safety awareness in housing estates. Town councils will be roped in to maintain fire safety provisions in housing estates such as maintaining corridor clearance and removal of obstructions to fire fighting facilities. HPC will also be exploring competition-based efforts to stir housing estates into becoming fire incident-free.

Besides placing concerted emphasis on fire safety and prevention in the identified high fire prone areas of Singapore, HPC will explore other aspects of public education, such as targeting specific audience groups and liaising with education institutes on projects to effectively control fires in residential premises. With this in view, HPC is part of the group working with Nanyang Polytechnic on multimedia projects for spreading educational messages on fire safety. Multimedia projects which HPC is looking at include animations, flash games and literature design.

With the emergence of super high-rise residential estates in Singapore, the message of emergency preparedness among residents has been conveyed via posters and handbooks. As such, one area HPC will be looking at would be conducting a fire evacuation exercise to validate the knowledge of the residents and identifying any gaps in emergency preparedness in such an environment. Efforts will also be carried out to inculcate awareness in other newly setup estates.

HPC will continue working closely with Town Councils, C2Es in these areas to promote fire safety and civil emergency preparedness.

# Industrial Premises Committee

## Committee Members:

Chairman	- Mr Rowan Tan	
Vice-Chairman	- Mr Edwin Yap	
Secretary	- LTA Tan Eng Chew	
Assistant Secretary	- WO Oh Chun Yong	
Members	- Mr Chew Siang Heng	Mr Mark Wing Keong
	Mr Steven Teo	Mr Ong Pak Shoon
	Mr Peter Ho	Mr Tan Gim Sun
	Mr Andrew Lim	Mr Lee Kah Bee
	Mr Wong Siew Hong	Mr David Goh

## Introduction

The Work Year 2009/2010 proved to be an eventful year for the Industrial Premises Committee (IPC). During this period, our members had actively launched key initiatives and organized several NFEC events aimed at supporting the objectives of the Council, and meeting the fire safety goals as well as the enhanced role of civil emergency preparedness for industrial premises.

## Publicity For Course On Emergency Response Plan (ERP)

ERP is a basic tool to prepare small companies for emergency through scenario planning methodology. It is a good first step in promoting self-help among the small players in the industries who are not required to have Company Emergency Response Team (CERT). This course will be beneficial for companies to subsequently build up a CERT. Additionally, the course also covers Transport Emergency Response Plan.

The IPC started a new initiative to propagate the self-help in fire safety for smaller companies through the publicity of the ERP course via the IPC channels such as SISO, FSM, JTC and SMA. As a result, the participation rate for this course reached an all time high of 98.

## Fire Safety Best Practices Scheme Seminar For Fire Safety Managers

The Fire Safety Best Practices Scheme Seminar on SS332:2007 – Fire Door Technical Seminar was successfully held on 16 October 2009 at the HERSING Hub. The half-day event brought together Fire Safety Managers, Facility Management Personnel, Building Owners, Estate Managers, Security Personnel, etc from both commercial and industrial premises to equip participants with a better understanding of the need for Regular Maintenance of Fire Doors under SS332:2007. This seminar also informed the participants of the updated methodologies on how durability test is done to ensure the integrity and functionality of fire doors.

The event also covered the responsibilities of a FSM in respect to Fire Rated doors, and ended with a fruitful sharing of SMA's proposed Fire Safety Best Practices Scheme.



## Distribution Of Fire Safety Posters During Fire Drills

A new initiative was undertaken to spread the fire safety message to more premises through the distribution of fire safety posters by the IPC during major fire drills of the industries. A Ready Book, which covers the emergency procedures during fire, tremor and toxic chemical release, was presented to the Fire Safety Manager of Sembawang Shipyard on 10 July 2009 in support of their annual safety week. The IPC also distributed fire safety posters and pens printed with precautionary measures to take during a tremor to the workers at Sembawang Shipyard. This serves as an additional platform to reach out to more industries in order to tackle the pertinent trend of fire occurrences.

The IPC also supported the fire drill at Fusion Polis on 18 September 2009 by distributing fire safety posters and providing inputs and observations on the evacuation drill conducted. This was the first fire drill conducted at the premises and involved over 300 personnel at the two towers of Fusion Polis.

## Article On Fire Involving Bulky Items

To improve the awareness of the industries on how to facilitate firefighting operations during a fire outbreak, a fire case study involving bulky items was published. It was published in the issue 1/2010 of SISO's magazine, *Safety Matters*, in March 2010 to inform the members of activities that can hamper firefighting operations and how to avoid them. It highlighted the lessons learnt from fires involving bulky items like paper stack, sawn timber etc and how the factory involved can collaborate with the firefighting crew to save precious lives and cut down on fire losses. Some actions include limiting the normal operations in the factory to avoid disruption of water supply and hampering the firefighting operation, use of company's forklift to remove unburnt combustibles to prevent its exposure to fire and minimize the overall damage, and training company's personnel to tackle incipient fires. This article will be extended to SMa, JTC and FSM.

## Article On Electrical Fires In Singapore

To address the third major cause of accidental fires, an article on electrical fires was published. The article highlighted the common causes of electrical fires such as overloading of cables, degradation of cable insulation, faulty connections, short circuit and faulty electrical accessories. Other key areas include the precaution to take when putting out such fires like not to use water and ways to prevent occurrences of electrical fires. The preventive measures include switching off of appliances when not in use, not to overload power points, check the condition of power cord of appliances before use, check the residual current circuit breaker regularly and to engage licensed electrical worker to carry out electrical works. This article will be published in the issue 2/2010 of SISO magazine in June 2010, and extended to SMa, JTC and FSM.

## Forthcoming Activities

In Workyear 2010/2011, the IPC seeks to further improve fire safety awareness by partnering the industries and targeting the areas of concern highlighted in the annual fire statistics report. Where publications are concerned, the IPC will produce posters that the industries can use to raise awareness on fire safety and emergency preparedness. The article on fire involving bulky items and electrical fires in Singapore will be published through various platforms to reach out to more industries. More articles will be published through the IPC to reach out to the subscribers and members, as and when available. The IPC will also partner the industries to organise Fire Investigation Seminar and promote the use of thermal scanner to the industries for identifying of hot spots in their buildings to prevent outbreak of electrical fires.

# Commercial Premises Committee

## Committee Members:

Chairperson	- Ms Margaret Heng
Vice-Chairman	- Mr John Wu
Secretary	- CPT Anthony Toh
Asst Secretary	- WO Mohd Azlan
Members	- Mr Steven Yeo Mr Hassan Bakar Mr Zulkhairi Baharawi MAJ Winson Cheung

## Introduction

The Commercial Premises Committee (CPC) plays an essential role in promoting fire safety and civil emergency preparedness in all commercial premises in Singapore. As part of our on-going effort to effectively engage our key stakeholders such as hotels, high-rise office buildings, shopping centres and retail outlets in defining safety and security in Singapore, CPC hosted a series of events and activities for Work Year 2009/2010.

## NFEC Fire Safety Seminar 2009

The annual NFEC Fire Safety Seminar 2009 was successfully held on 3 August 2009 at the Concorde Hotel. The Guest-of-Honour for the event was Commissioner Peter Lim, Commissioner SCDF. The theme of the seminar, "Fire Safety and Emergency Preparedness – Towards the Next Level", highlighted the importance of not being complacent at our current state of fire safety and emergency preparedness effort but instead to build on it and strive for the next higher level of preparedness. The one-day seminar was attended by more than 300 participants from the commercial and industrial sectors.

## The following 4 papers were shared at the seminar:

1. Overview of Fire Situation for 2008 & Case Studies of Recent Fires *by SCDF*
2. OSH Statistics and Trends on Confined Spaces *by Ministry of Manpower*

3. New Technology on Predictive Studies – CFD Fire Modeling for Buildings *by Mr. Dan Chong, Manager C2D Engineering Solutions*
4. Updates on CERT Roles, Responsibilities and Requirements *by SCDF*

The highlight of the Seminar was the launch of the ICE Outreach Programme by Commissioner Peter Lim. The Seminar ended with a thoroughly engaging workshop session during which *Case Studies on Fire Safety Enforcement and Infringements* were shared with all participants.

## Mass Evacuation Drill Exercise 2009

In conjunction with the HomeFront Security Month, premises were encouraged to hold their evacuation drill exercises in September 2009. The evacuation drills conducted were all carried out under the supervision of officers from SCDF. These SCDF officers would observe the entire evacuation process and provide key learning points and sound advice to help the owners of the premises improve on their evacuation procedures. This year, the NCDCC cadets from selected schools were also invited to observe some of the evacuation drills conducted to enhance their overall learning experience.

## Bi-monthly Dialogue with Hotel FSMs

The CPC continued its partnership with the Singapore Hotel Association in conducting the bi-monthly meetings with Fire Safety Managers (FSMs) from hotels. Through the forum, key fire safety messages, initiatives

and developments were shared. The meetings also provided a platform for FSMs to network and share good fire safety best practices.

## **Inaugural Dialogue Session with FSMs of Shopping Complexes**

A new initiative by CPC for Work Year 2009/2010 was to rally the FSMs of all Shopping Complexes and engage them via a common platform to promote good fire safety and emergency preparedness practices. The inaugural Dialogue Session served to provide an opportunity for all FSMs of Shopping Complexes to interact with NFEC representatives and SCDF officers to address any concerns they may have in carrying out their duties. The response from the FSMs was positive and the initiative may be a regular event in NFEC's calendar in the coming years.

## **Fire Safety Award 2009**

Since 1995, the NFEC has been presenting the biennial Fire Safety Excellence Award. In 2007, the award was renamed "Fire Safety Award" or FSA to make it a generic award that recognises commercial premises that have achieved acceptable standards of fire safety. For those premises which have achieved beyond the acceptable standards of fire safety, they will be presented with the Fire Safety Excellence Award (FSEA). The FSA is a testimony of the participating organization's deep-rooted commitment towards maintaining a high standard of fire safety. Of the 76 premises that took part in this year's event, 37 premises were awarded the FSEA while another 37 premises won the FSA. All winners of the 2 categories of awards were presented with their certificates in a grand ceremony held at the Pan Pacific Hotel on 3 November 2009.

## **NFEC-FSSD Fire Safety and Shelter Seminar 2009**

For the first time, this year's Fire Safety and Shelter Seminar for building professionals was jointly organised by NFEC and the Fire Safety and Shelter Department of SCDF. The Seminar, held at the Singapore Expo on 18 November 2009, aimed to update building professionals with the latest developments in fire safety and shelter issues. It also served as a good platform for building professionals to exchange views

and expertise. The Guest-of-Honour for the inaugural NFEC-FSSD Seminar was Commissioner Peter Lim, Commissioner SCDF. 6 exciting presentations as follows were shared with the participant:

1. Review of Technical Requirements for Storey Shelters by SCDF
2. Review of Criteria for FSE Registration by SCDF
3. Fire Safety Requirements for Lift Rescue by SCDF
4. LPG Manifold System for Eating Establishments by SCDF
5. Enhancement of Protection to Atrium Spaces – Considerations and Options by Mr Bryan Chin, Associate Director of Beca Carter Hollings & Ferner (SEA) Pte Ltd
6. Interpretation of Fire Code Part 4 by SCDF

The Seminar ended with a Panel Discussion led by Mr Boo Geok Kwang, Director FSSD and all participants had a fruitful session. Seminar souvenirs included 4 Fire Safety Posters and the NFEC Table Calendar for Year 2010.

## **Brand New Safety Guide to Fire and Emergency Situations in Hotels**

Another new project by CPC for Work Year 2009/2010 was the revamp and update of the contents of the Safety Guide to Fire and Emergency Situations in Hotels. The new and sleek brochure design has been very well-received by the Hoteliers. The guide serves as an excellent easy-to-read educational tool for hotel guests in times of fire and emergency situations. The brochure is available for downloading on NFEC Website and hardcopies can be purchased from the NFEC Secretariat at \$0.35 per copy.

## **Moving Forward**

In Work Year 2010/2011, the CPC will continue with its mission to enhance fire safety at the workplace and greater awareness of the importance of civil emergency preparedness among the commercial community. CPC will build on its achievements and initiatives from last Work Year and initiate new projects and platforms for the promotion and sharing of best practices and experiences. It will be another exciting year ahead for CPC as it strives to further enhance the overall fire safety standards and level of civil emergency preparedness in Singapore.



# Fire Safety Committee for Schools & Youth

## Committee Members:

Chairman	- Mr Lak Pati Singh
Secretary	- CPT Tan Dongneng
Assistant Secretary	- WO1 Vivienne Teo
Members	- Mrs Ang Ju Lang Dr Irene Ho Mdm Tan May Ling Mrs Chandler Jay Siva Ms Teo Liling

## Introduction

The objective of the Fire Safety Committee for Schools and Youth is to educate the students at an early age on fire safety and emergency preparedness through learning in a fun way. The Committee has organised a series of activities to ensure effectiveness in the outreach and inculcation of values in the students. Reinforcement of fire safety and emergency preparedness messages as well as the sustainability of students' interest are important considerations for the Committee's choice of activities. The activities are also aimed at promoting creativity and bonding amongst the students.

## NFEC Emergency Preparedness Puppet Show

In 2009, the NFEC Emergency Preparedness Puppet Show was entitled "Ever Ready for Emergencies". Into its fourth year, the puppet show continues to be a popular educational programme for all primary students in Singapore. This time, NFEC acknowledges the strong support from City Gas as they fully sponsored the 60 puppet shows.

The puppet show aims to educate students on the importance of fire safety and emergency preparedness through an interesting, interactive and creative way. Through art forms such as puppeteering (ventriloquism) and songs, the committee expanded on the previous years' 'Fire Safety Shows' to include important civil emergency preparedness messages like:

- What to Do in a Fire
- What to Do When There is Lightning
- What to Do When There are Tremors
- What to Do When You See a Suspicious Package



## On-the-Spot Art Competition

The "On-the-Spot Art Competition" was held at Clementi Primary School on 23 May 2009. The competition was opened to all upper primary and lower secondary school students in Singapore. The theme for the competition was "Ever Ready for Emergencies", in line with the NFEC Puppet Show. Through their art works, the students were able to express their creativity as they further internalized the fire safety and civil emergency preparedness messages. The prize winners in each category were presented with their prizes by NFEC Executive Director, COL Anwar Abdullah, who graced the event as the Guest-Of-Honour.

## ASEAN Regional Drawing Competition (National Level – Singapore)

The ASEAN Regional Drawing Competition (National Level – Singapore) was conducted from 10 Jul 09 to 4 Aug 09. It served to select the best entries which would represent Singapore in the regional competition. The competition was held in conjunction with the ASEAN Day for Disaster Management (ADDM) in support of the International Day for Disaster Reduction (IDDR).

Opened to school children between 8-12 years old, the competition attracted more than 100 entries from the various primary schools. The theme of the competition was "Safe Hospitals - Hospitals in ASEAN safe from Disasters". It aimed to promote the increase of disaster reduction awareness among the school children in ASEAN, particularly on the importance of hospitals that are safe and fully functional after a disaster occurs. The winners were presented with their prizes by A/P Ho Peng Kee, Senior Minister of State for Law and Home Affairs, at the award presentation ceremony during the Civil Defence Day Parade 2009.

## NFEC Calendar

The production of the National Fire and Civil Emergency Preparedness Council Calendar is an annual affair. It showcases the winning entries from the On-the-Spot Art Competition and the ASEAN Regional Drawing Competition (National Level – Singapore). The calendars for year 2010 were distributed to the key stakeholders and partners of NFEC.

## Future Plans

The new work year looks set to be another exciting one for the Fire Safety Committee for Schools and Youth Committee. The Committee aims to reach out further to the upper secondary and tertiary students. In collaboration with NYP, we are in discussions to produce a computer game using flash animation. The focus of the game will be on issues such as Fire Prevention, Peacetime Emergency, and Terrorism. Other events which the Committee will take up are the continuation of the NFEC Emergency Preparedness Show. Instead of a Puppet Show, a drama will be shown to the school students, and the drama will incorporate the NFEC mascots, Misty and Impy. The theme of the show will be "Ever Ready for Emergencies". Besides the drama shows, we will be continuing to show our support for the ASEAN Regional Art Drawing Competition and will be distributing Fire Safety videos to the schools, highlighting several key fire safety issues, commonly encountered in schools.

# Publicity Committee

## Committee Members:

- Chairman - COL N Subhas
- Secretary - LTA Royston Tan
- Assistant Secretary - SSG Lee Chun Yuan

## Introduction

The role of the Publicity Committee is to provide publicity and media coverage for newsworthy NFEC events, programmes and activities. This is achieved through various means such as the newspaper print, broadcast media coverage, the Flashpoint newsletter as well as the NFEC website. Through such exposure, the profile of the NFEC has been raised and this also increased the emergency preparedness awareness of the public. Below we revisit some of the highlights for the past year's main activities of the Publicity Committee.

## Launch of ICE (In Case of Emergency) Campaign



In September 2009, the NFEC, in collaboration with the SCDF, launched the ICE (In Case of Emergency) Outreach Programme. This kicked off a month-long ICE campaign which encouraged mobile phone users to store their emergency contacts with the prefix ICE (eg. ICE-Husband). Such a uniform information storing approach will enable emergency responders to rapidly identify and contact the victim's next-of-kin in the event of an emergency. Roving ICE promotion booths were also stationed at strategic locations in Singapore, such as Raffles Place MRT Station, Ngee Ann City, Tampines Mall and Jurong Point which facilitated the mass distribution of the ICE brochures to promote the ICE concept.

## NFEC Mascot Design Competition



The NFEC and SCDF organized its first Mascot Design Workshop & Competition for young artists in November 2009. The competition was open to all Secondary 3 students with strong background in art and design. This competition provided opportunities for youths to know more about the NFEC's day-to-day operations, as well as the importance of emergency preparedness and national education. The winning design of the competition was adopted as the NFEC's mascot for emergency preparedness. The two mascots, Impy and Misty, were launched during the SCDF's Workplan Seminar 2010.



## Junior Civil Defence Emergency Handbook



To extend the emergency preparedness outreach to primary school children, the NFEC and SCDF collaborated with the Ministry of

Education to incorporate emergency preparedness topics into teaching materials. The Junior Civil Defence Emergency Handbook was conceptualised as a simplified version of the sixth edition of the CD Emergency Handbook. Targeted at primary four students, the contents are presented in an engaging “Manga” comic style to teach them about emergency preparedness. The official mascots of the NFEC, Impy and Misty, were also portrayed giving out emergency preparedness advisories in the Junior CD Emergency Handbook.

## Home Team Xperience - Teens Model Search 2010



Reaching out to the youths, the NFEC together with the other Home Team Councils collaborated with Teens Magazine to organize the Teens Model Search 2010 - The Home Team Xperience. The Home Team Xperience seeks to identify teen role models that will become ambassadors of the Home Team. As a lead up to the final competition, a series of articles were featured in Teens Magazine that highlighted the roles of the various Home Team Councils in keeping Singapore safe and secure. An interview with an arsonist also highlighted the seriousness of arson and the implications of such malicious acts.

## Collaboration with NCDCC Rhino Magazine



To extend the reach of NFEC’s outreach and publicity efforts, the Publicity Committee partnered the National Civil Defence Cadet Corps (NCDCC) to publish several articles on the Rhino Magazine, which is a half yearly publication by the NCDCC. The articles feature key events organised by the NFEC as well as important emergency preparedness tips to better equip the youths with emergency preparedness knowledge.

## Forthcoming Activities

In addition to ongoing projects such as the NFEC Flashpoint newsletter and publicity for NFEC events, the Publicity Committee will be looking into new avenues with mass outreach to engage the public. This includes exploring the use of social media through the NFEC website and how it can be used to encourage interaction and engagement of the internet savvy population. The Publicity Committee is also working on an EP Learning Centre, which is an extension of the Civil Defence Heritage Gallery. It is expected to be opened to the public towards the end of the work year. It will feature interactive exhibits for the public to learn important EP skills and knowledge.

# HIGHLIGHT OF ACTIVITIES



## Fire Safety And Civil Emergency Preparedness Seminar 2009

- 3 Aug 2009



## 23<sup>rd</sup> Annual General Meeting

- 22 Jul 2009



## Fire Safety Award

- 3 Nov 2009





# ACTIVITIES FOR WY 09/10



## Fire Safety And Shelter Seminar 2009

- 18 Nov 2009



## Launch of 'ICE' Outreach Programme

- 3 Aug 2009



## Unveiling new NFEC mascots

- 9 Apr 2010



## Charity Film Premiere

- 13 Oct 2009



# Fund Raising And Membership Committee

## Committee Members:

Chairman	- Mr Markham Shaw
Secretary	- LTA Joanne Lee
Assistant Secretary	- WO Tay Yong Chua
Members	- Mr Khor Thong Meng COL Anwar Abdullah COL N Subhas

## Introduction

The role of the Fund Raising and Membership Committee (FRMC) is to raise funds to aid the Council in conducting its public education activities and campaigns targeted at increasing the population's level of awareness and skills on fire safety and civil emergency preparedness. Different fund-raising projects in the form of Charity Film Premieres and donation draws are organized from time to time.

The Committee also leverages on the Council's fund raising activities and the public outreach programmes to recruit new members who are keen to assist the Council to execute its myriad of activities.

In Workyear 2009/2010, the FRMC conducted a highly successful fund-raising drive.

## NFEC Charity Film Premiere

The NFEC Charity Film Premiere held on 13 Oct 2009 was a huge success as the event raised over \$50,000 for the Council. The movie screening at the Lido 1 Cineplex was graced by Mr Arthur Fong, Member, GPC for Home Affairs and Law. "Pandorum", directed by Christian Alvart, was screened to a packed audience. The movie tells the story of two astronauts, who awaken in a hyper-sleep chamber aboard a seemingly abandoned spacecraft. It is pitch black, they are disoriented, and the only sound is a low rumble and creak from the belly of the spacecraft. They can't remember anything and the only way out of the chamber is a dark and narrow airshaft. Corporal Bower (Ben Foster), the younger of the two, crawls inside, while the other, Lt. Payton (Dennis Quaid), stays

behind for guidance on a radio transmitter. As Bower ventures deeper and deeper into the ship, he begins to uncover a terrifying reality. Slowly the spacecraft's shocking and deadly secrets come unraveled, and the astronauts realize that the survival of mankind hinges on their actions.

## Membership Incentives

In recognition of their commitment and contributions, all members are eligible to utilize the corporate membership that NFEC has with the HomeTeamNS Clubs. Members may loan the HomeTeamNS corporate cards to use the facilities at any of the five HomeTeamNS Clubhouses. Members also have privileged access to NFEC's publications, posters and brochures to assist them in promoting fire safety and civil emergency preparedness at their workplaces.

## Future Plans

The Committee will continue to seek new members to join the Council as either individual or corporate members. This will gradually translate to a larger base of people who will help to promote the Council's mission.

The Committee would like to express its appreciation to all individual and corporate well-wishers for their generous sponsorships and donations to the NFEC. In particular, the Committee would like to thank the Shaw Foundation for their continuous strong support over the years.

## PLEDGE FORM

YES! I/We would like to be part of the Council.  
Enclosed is my/our contribution in cheque for  
the desired membership category

**\* All donations to the Council are tax-exempted**

Second Fold

Name:  
(Dr/Mr/Miss/Mdm/Ms)

\_\_\_\_\_

Company: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Cheque No: \_\_\_\_\_

\_\_\_\_\_

Amount: S\$ \_\_\_\_\_

**ENTRANCE FEE**  
**(One time)**

**SUBSCRIPTION FEE**  
**(Annual)**



A. Corporate: \$50

\$500



B. Individual: \$10

\$100



C. SPECIAL DONOR\*

I/We sincerely believe in the efforts of the NFEC and  
would like to donate the following amount:

S\$ \_\_\_\_\_

*\* all donations made are tax exempt*

*\* Cheque Payment : National Fire And Civil Emergency Preparedness Council or NFEC*

First Fold

### **BENEFITS FOR CORPORATE AND INDIVIDUAL MEMBERS OF NFEC**

- Membership in NFEC has its rewards and all corporate and individual members of the council can look forward to the following benefits:-
- Members will be issued with a Certificate on signing up.
- Members will be able to promote public awareness and concerns about outbreaks of fire and to secure co-operation of the public in establishing proper prevention and protection measures against loss of life and property in case of fire under the guidance of the NFEC.
- Members shall have access to the FS booklets, posters and brochures produced by any of the committees of the Council.
- Members shall have access to the Home Team NS Clubhouse as Corporate members.
- Members shall have access to and be invited to attend all activities organised by NFEC at a special rate.
- Members shall have special rates for rental of the Council's Fire Safety Exhibition Panels.
- Members will receive copies of the NFEC Newsletter 'Flashpoint' to keep them updated on fire safety issues, activities and events organised by the council.
- Any member, whether individual or corporate shall be entitled to one vote at all general meetings held by the Council
- Any corporate member may nominate any individual as its representative at meetings of the Council.



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*National Fire And  
Civil Emergency  
Preparedness Council*

**(REGISTERED UNDER THE  
SOCIETIES ACT, CAP. 311)**

**UEN No. S86SS0064F**

*Financial Statements*

**For the year ended**

**31 March 2010**

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**STATEMENT BY COUNCIL MEMBERS**

In our opinion, the accompanying financial statements are drawn up so as to present fairly the state of affairs of the Council as at 31 March 2010 and of its results and changes in accumulated fund and cash flows for the year ended on that date, and at the date of this report, there are reasonable grounds to believe that the Council will be able to pay its debts as and when they fall due.

ON BEHALF OF THE COUNCIL



---

ALAN LOH PENG LEONG  
Chairman



---

MAJ DAVID CHOW TAI WEI  
Honorary Treasurer

Singapore, 20 May 2010



**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF  
NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL  
(REGISTERED UNDER THE SOCIETIES ACT, CAP. 311)**

We have audited the accompanying financial statements of National Fire and Civil Emergency Preparedness Council which comprise the statement of financial position as at 31 March 2010, and the statement of comprehensive income, statement of changes in accumulated fund and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory notes.

***Management's Responsibility for the Financial Statements***

The management is responsible for the preparation and fair presentation of these financial statements in accordance with the provisions of the Societies Act, Cap. 311 (the "Act") and Singapore Financial Reporting Standards. This responsibility includes: devising and maintaining a system of internal accounting controls sufficient to provide a reasonable assurance that assets are safeguarded against loss from unauthorised use or disposition; and transactions are properly authorised and that they are recorded as necessary to permit the preparation of true and fair financial statements and to maintain accountability of assets; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Singapore Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

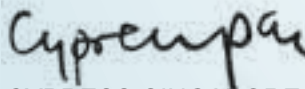
An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Opinion***

In our opinion,

- (a) the financial statements are properly drawn up in accordance with the provisions of the Act and Singapore Financial Reporting Standards so as to give a true and fair view of the state of affairs of the Council as at 31 March 2010 and the results, changes in accumulated fund and cash flows of the Council for the year ended on that date; and
- (b) the accounting and other records required by the Act to be kept by the Council have been properly kept in accordance with the provisions of the Act.



CYPRESS SINGAPORE PAC  
Public Accountants and  
Certified Public Accountants  
Singapore

Date, 20 May 2010

**NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL  
(REGISTERED UNDER THE SOCIETIES ACT, CAP. 311)**

**STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2010**

	Note	2010 S\$	2009 S\$
ACCUMULATED FUND	3	<u>1,352,972</u>	<u>1,250,547</u>
Represented by:			
PLANT AND EQUIPMENT	4	–	–
INVESTMENTS	5	754,061	754,992
<b>CURRENT ASSETS</b>			
Cash at bank and on hand	6	608,796	504,524
Less:		608,796	504,524
<b>CURRENT LIABILITIES</b>			
Accrued operating expenses		5,235	4,619
Subscription fee received in advance		4,650	4,350
		<u>9,885</u>	<u>8,969</u>
<b>NET CURRENT ASSETS</b>		598,911	495,555
		<u>1,352,972</u>	<u>1,250,547</u>

The accompanying notes form an integral part of the financial statements

**NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL  
(REGISTERED UNDER THE SOCIETIES ACT, CAP. 311)**

**STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31 MARCH 2010**

	Note	2010 S\$	2009 S\$
<b>REVENUE</b>			
Donation received-tax exempt		112,000	102,000
Charity Film Premiere-non tax exempt donation		41,203	18,188
Charity Film Premiere-tax exempt donation		22,012	45,487
NFEC Puppet Show Sponsorship		–	25,500
Fire Safety Seminar		96,685	78,380
Fire safety Orientation Toolkits		2,160	814
Fire Safety Award		2,218	–
Fire Safety Mobile Exhibits		3,050	1,350
Interest income			
- Deposit with bank		1,910	1,718
- Interest on bonds		28,244	27,202
Other income		9,288	7,698
Subscription fee		6,400	6,800
		<u>325,170</u>	<u>315,137</u>
<b>LESS: OPERATING EXPENSES</b>			
<b>COMMITTEE EXPENSES</b>			
Commercial Premises Committee		(4,901)	100
Fire Safety Committee for Schools & Youth		(29,416)	(25,500)
Publicity Committee		(7,271)	(840)
<b>PROJECT EXPENSES</b>			
AED Awareness Programme 2008		–	90
Annual General Meeting		(12,721)	(12,367)
ASEAN Regional Drawing Competition		(1,809)	–
Fire Safety Seminar		(48,760)	(32,550)
Charity Film Premiere		(9,051)	(9,094)
Fire Safety Skit Competition		–	(6,261)
Digital Art Competition		–	(10,106)
ASEAN Disaster Management and Colouring Competition		–	(1,023)
<b>ADMINISTRATIVE EXPENSES</b>			
Employee benefits expense	7	(80,916)	(84,157)
Printing, postage and stationery		(1,927)	(11,681)
Other operating expenses		(25,973)	(24,828)
<b>SURPLUS BEFORE TAXATION</b>		<u>102,425</u>	<u>96,920</u>
<b>TAXATION</b>	9	–	–
<b>NET SURPLUS FOR THE YEAR</b>		<u>102,425</u>	<u>96,920</u>
<b>OTHER COMPREHENSIVE INCOME</b>		–	–
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>		<u><u>102,425</u></u>	<u><u>96,920</u></u>

The accompanying notes form an integral part of the financial statements.



**NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL  
(REGISTERED UNDER THE SOCIETIES ACT, CAP. 311)**

**STATEMENT OF CHANGES IN ACCUMULATED FUND FOR THE YEAR ENDED  
31 MARCH 2010**

	Accumulated Fund S\$
BALANCE AS AT 1 APRIL 2008	1,153,627
Total comprehensive income for the year	96,920
BALANCE AS AT 31 MARCH 2009	<u>1,250,547</u>
Total comprehensive income for the year	102,425
BALANCE AS AT 31 MARCH 2010	<u><u>1,352,972</u></u>

The accompanying notes form an integral part of the financial statements

**NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL  
(REGISTERED UNDER THE SOCIETIES ACT, CAP. 311)**

**STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2010**

	Note	2010 S\$	2009 S\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Surplus before taxation		102,425	96,920
Adjustment for non-cash items :			
Interest income		(30,154)	(28,920)
Operating surplus before working capital changes		72,271	68,000
Accrued operating expenses		616	(2,377)
Subscription fee received in advance		300	(900)
Net cash effect of operating activities		<u>73,187</u>	<u>64,723</u>
<b>CASH FLOWS FROM INVESTMENT ACTIVITIES</b>			
Proceed from matured bond		–	250,000
Purchase of bond		–	(250,000)
Interest income received		31,085	26,448
Net cash effect of investment activities		<u>31,085</u>	<u>26,448</u>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>		<b>104,272</b>	<b>91,171</b>
CASH AND CASH EQUIVALENTS AS AT 1 APRIL	6	504,524	413,353
CASH AND CASH EQUIVALENTS AS AT 31 MARCH	6	<u><u>608,796</u></u>	<u><u>504,524</u></u>

The accompanying notes form an integral part of the financial statements

**NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL  
(REGISTERED UNDER THE SOCIETIES ACT, CAP. 311)**

**NOTES TO THE FINANCIAL STATEMENTS – 31 MARCH 2010**

**1. GENERAL INFORMATION**

The Council is registered as a society in Singapore under the Societies Act, Cap. 311 and is domiciled in Singapore. The mission of the Council is to make Singapore safe by promoting fire prevention and civil emergency preparedness amongst the public.

The registered address of the Council is at Singapore Civil Defence Force, Central Fire Station, 62 Hill Street, Singapore 179367.

The Council is a registered Charity under the Charities Act since 30 September 1986.

The Code of Governance for Charities and Institutions of a Public Character (IPCs) was launched by the Charity Council on 26 November 2007. The Council has complied 21 out of 21 applicable guidelines of the Code of Governance Evaluation Checklist for the “basic-tiered” – Institutions of a Public Character (IPCs) and large charities (Full checklist is available at [www.charities.gov.sg](http://www.charities.gov.sg))

**2. SIGNIFICANT ACCOUNTING POLICIES**

**2.1 Basis of accounting**

The financial statements are prepared in compliance with Singapore Financial Reporting Standards issued by Accounting Standards Council.

The financial statements are presented in Singapore Dollars.

The financial statements are prepared in accordance with the historical cost convention except as disclosed in the accounting policies below.

The financial statements for the financial year ended 31 March 2010 are authorised to be issued on the date of the Statement by Council members.

**2.2 Adoption of new and revised Financial Reporting Standards**

The accounting policies adopted in the financial year are consistent with those used in the previous financial year except for the adoption of certain new and revised Financial Reporting Standards effective for the financial year beginning 1 April 2009. These new and revised Financial Reporting Standards have no significant effects on the Council's accounting policies used except for:-

i) FRS 1 (Revised) Presentation of Separate Financial Statements

The revised standard requires all changes in equity arising from transactions with owners in their capacity as owners to be presented separately from components of comprehensive income.

Components of comprehensive income are not permitted to be included in statement of changes in equity; rather, the revised standard provides the option of presenting items of income and expenses and components of other comprehensive income either in a single statement of comprehensive income with subtotals, or in two separate statements (a separate statement of profit and loss followed by a statement of comprehensive income). In additions, entities making restatements or reclassifications of comparative information will be required to present a restated statement of financial position as at the beginning of the comparative period. The revision also includes changes in the titles of some of the separate financial statements primary statements.

The key impact of the application of the revised standard is on the presentation of an additional primary statement, the statement of comprehensive income.

The following statements have been renamed to conform to new terms used by the revised Standard:-

<u>Previously known as</u>	<u>Now presented as</u>
Balance Sheet	Statement of Financial Position
Income Statement	Statement of Comprehensive Income
Cash Flow Statement	Statement of Cash Flows



## 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### 2.2 Adoption of new and revised Financial Reporting Standards (continued)

#### ii) FRS 107 Improving disclosures about financial statements (effective from 1 January 2009)

The amendment requires enhanced disclosures about fair value measurement and liquidity risk. In particular, the amendment requires disclosure of fair value measurements by level of a fair value measurement hierarchy. The adoption of the amendment results in additional disclosures but does not have an impact on the accounting policies and measurement adopted.

### 2.3 Issued but not yet effective Financial Reporting Standards

As at the date of this report, the council has not applied any new or revised Financial Reporting Standards that have been issued but not yet come into effect. These new or revised standards upon adoption will not have significant impact on the financial statements.

### 2.4 Significant judgments by the Council Members in applying accounting policies

In the process of applying the Council's accounting policies, the council members did not make any significant judgments, apart from those involving estimations, that have significant effects on the amounts recognised in the financial statements.

### 2.5 Key sources of estimation uncertainty

The preparation of financial statements in conformity with Singapore Financial Reporting Standards requires the use of estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as at the date of the financial statements, and the reported amounts of income and expenses during the financial year. Although these estimates are based on the council members' best knowledge of current event and actions, actual results may differ from those estimates.

There are no significant key assumptions concerning the future, nor other key sources of estimation uncertainty at the year end that would have significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

### 2.6 Plant and equipment

Plant and equipment are initially stated at cost. Subsequent to initial recognition, plant and equipment are stated at cost less accumulated depreciation and accumulated impairment losses.

Depreciation of an asset commences when the asset is available for use. Depreciation is provided on gross carrying amounts less residual value in equal annual installments over the estimated lives of the assets. The annual rates of depreciation are as follows:

	% per annum
Office equipment	20%
Fire safety robots	20%

The residual value and the useful life of an asset is reviewed at each year end, and if expectations different from previous estimate, changes are made to the depreciation charge for the remaining undepreciated amount.

Fully depreciated assets are retained in the financial statements until they are no longer in use or disposed and no further charges for depreciation is made in respect of these assets. Any gain or loss arising from the derecognition of the asset is recognised in the statement of comprehensive income.

When events or changes in circumstances indicate that the carry amount of an asset is not recoverable, impairment loss is recognised in the statement of comprehensive income.

### 2.7 Impairment assets

As at each year end, assets are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Whenever the carrying amount of an asset exceeds its recoverable amount, an impairment loss is recognised in the statement of comprehensive income unless it reverses a previous revaluation credited to reserve. The recoverable amount is the higher of an asset's net selling price and value in use. The net selling price is the amount realisable from the sale of the asset in an arm's length transaction. Value in use is the present value of estimated future cash flows expected to arise from the continuing use of the asset and from its disposal at the end of its useful life. Recoverable amounts are estimated for individual assets or, if impossible to be estimated individually, for the cash-generating unit in which the asset is deployed.

Reversal of an impairment loss previously recognised is recorded to the extent the impairment loss had previously been recognised. A reversal of an impairment loss on a revalued asset is credited directly to reserve, unless the impairment loss on the same revalued asset was previously expensed in the statement of comprehensive income, in which case it is recognised as income.

## 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### 2.8 Financial assets

Financial assets, are classified as 'financial assets at fair value through profit or loss', 'loans and receivables', 'held-to-maturity investments', or 'available-for-sale' financial assets. Financial assets are recognised in the statement of financial position when the Council becomes a party to the contractual provisions of the financial assets.

All financial assets are initially recognised at fair value plus any directly attributable transactional costs, except for 'financial assets at fair value through profit or loss' which are measured at fair value only. The classification of financial assets, after initial recognition, is re-evaluated and reclassified where allowed and appropriate.

### 2.9 Cash and cash equivalents

Cash and cash equivalents included in the statement of cash flows comprise cash on hand, non restricted bank balances and fixed deposits with original maturity of three months or less, net of bank overdrafts which are repayable on demand.

### 2.10 Cash at bank and on hand

Cash at bank and on hand are classified and accounted for as 'loans and receivable' as they are non-derivatives financial assets with fixed or determinable payments that are not quoted in an active market. These assets are carried at amortised cost using the effective interest method.

Gains or losses are recognised in the statement of comprehensive income when these loans and receivables are derecognised or impaired, as well as through the amortisation process.

### 2.11 Investments

These investments are non-derivatives financial assets that are designated as held-for-maturity financial assets. These investments are stated at cost less amortised cost at the year end.

### 2.12 Other payables

These liabilities, which are normally settled on 30 – 90 day terms, are financial liabilities. Financial liabilities are recognised on the statement of financial position when, and only when, the entity becomes a party to the contractual provisions of the financial instrument. Financial liabilities are initially recognised at fair value of consideration received less directly attributable transaction costs and subsequently measured amortised cost using the effective interest method.

Gains and losses are recognised when the liabilities are derecognised as well as through the amortisation process. The liabilities are derecognised when the obligation under the liability is discharged or cancelled or expired.

### 2.13 Revenue recognition

Revenue comprises the fair value of the consideration received or receivable for the sale of goods and services, net of goods and services tax, rebates and discounts.

Revenue is recognised when the amount of revenue can be reliably measured, it is probable that future economic benefits will flow in and specific criteria have been met for each of the activities as described below. The amount of revenue is not considered to be reliably measured until all contingencies relating to the transaction have been resolved. In recognising revenue, estimates based on historical results, taking into consideration the type of customer, the type of transaction and the specifics of each arrangement are considered.

Income from donations and sponsorships are recognised on a cash basis. Income from charitable events and other events are recognised upon the completion of such events. Interest income is recognised on time proportioned basis using the effective interest method.

### 2.14 Functional currency

Functional currency is the currency of the primary economic environment in which the entity operates. The financial statements are prepared using Singapore dollar as the functional currency.

### 2.15 Employee benefits expense

Employee benefits, which include base pay, cash bonuses, contribution to defined contribution plans such as the Central Provident Fund and other staff-related allowances, are recognised in the statement of comprehensive income when incurred. For defined contribution plans, contributions are made to publicly or privately administered funds on a mandatory, contractual or voluntary basis. Once the contributions have been paid, there will be no further payment obligations.

Employee entitlement to annual and other leave is recognised when they accrue to employees. A provision is made for the estimated liability for annual leave as a result of services rendered by employees up to the year end.

## 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### 2.16 Provisions

Provisions are recognised when the Council has a present obligation as a result of a past event which is probable and will result in an outflow of economic benefits that can be reliably estimated.

### 2.17 Offsetting financial instruments

Certain financial assets and liabilities offset each other and the net amount is reported in the statement of financial position when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle them on a net basis, or realize the asset and settle the liability simultaneously.

## 3. ACCUMULATED FUND

The accumulated fund is an unrestricted fund to meet the expenditure in accordance with the mission of National Fire and Civil Emergency Preparedness Council as stated in Notes to the Financial Statements 1.

## 4. PLANT AND EQUIPMENT

	Office equipment S\$	Fire Safety Robots S\$	Total S\$
<u>Cost</u>			
As at 1 April 2008	12,953	33,935	46,888
Additions	—	—	—
As at 31 March 2009	12,953	33,935	46,888
Additions	—	—	—
As at 31 March 2010	12,953	33,935	46,888
<u>Accumulated depreciation</u>			
As at 1 April 2008	12,953	33,935	46,888
Depreciation charge for the year	—	—	—
As at 31 March 2009	12,953	33,935	46,888
Depreciation charge for the year	—	—	—
As at 31 March 2010	12,953	33,935	46,888
<u>Carrying amount</u>			
As at 31 March 2010	—	—	—
As at 31 March 2009	—	—	—

## 5. INVESTMENTS

	2010 S\$	2009 S\$
Unquoted investment in bonds:		
Power Seraya bonds with a coupon rate of 3.97% per annum, maturing on 30.9.2010	250,213	250,494
WBSP bonds with a coupon rate of 4.1% per annum maturing on 30.9.2019	251,833	250,505
F & N treasury bonds with a coupon rate of 3.6% per annum maturing on 7.9.2010	252,015	253,993
	754,061	754,992

## 6. CASH AND CASH EQUIVALENTS

	2010 S\$	2009 S\$
Cash at bank	608,423	504,127
Cash on hand	373	397
	608,796	504,524



7. **EMPLOYEE BENEFITS EXPENSE**

	2010 S\$	2009 S\$
Staff salary and bonus	70,011	73,825
Employer's CPF contribution	8,362	7,752
Staff welfare	143	180
Staff transport allowance	2,400	2,400
	<u>80,916</u>	<u>84,157</u>

There is no remuneration to key management personnel included in employee benefits expense.

8. **FUTURE COMMITMENTS**

The Council has the following future commitments approved or budgeted by the Board of Directors but not provided for in the financial statements as follows:

	2010/2011 \$	2009/2010 S\$
Project planned		
Commercial Premises Committee	4,200	18,000
Fire Safety Committee for Schools & Youth	32,800	36,600
Fund Raising and Membership Committee	–	5,000
Industrial Premises Committee	7,000	12,000
Housing Premises Committee	3,000	6,000
Publicity Committee	26,300	223,000
Secretariat Committee	–	10,200
	<u>73,300</u>	<u>310,800</u>

9. **TAXATION**

The council is a registered charity and no provision for income tax is required for the Council.

10. **OPERATING LEASE COMMITMENT**

At the year end, the commitments in respect of rental of office equipment are as follows:

	2010 S\$	2009 S\$
Due within 1 year	1,733	1,733
Due within 2 – 5 years	<u>2,456</u>	<u>4,189</u>

11. **FINANCIAL RISK MANAGEMENT**

The Council is exposed to the following risks through its normal operations. There are no changes on the Council's objectives, policies or processes relating to the management of the Council's financial risk during the year.

a) **Market risk**

i) **Foreign exchange risk**

The Council is not exposed to foreign exchange risk as all of its transactions are carried out in local currency.

ii) **Interest rate risk**

Interest rate risk is the risk that the fair value or future cash flows of financial instrument will fluctuate because of changes in market interest rate.

The Council closely monitors interest rates to ensure that favourable interest rates are obtained from its investments.

b) **Credit risk**

The Council has no significant concentrations of credit risk except for investment in bonds and cash at bank. However, these investment and cash at bank are placed in creditworthy institutions.

The maximum exposure to credit risk is represented by the carrying amount of financial assets which are mainly investment on bonds and bank balances.

## 11. FINANCIAL RISK MANAGEMENT (CONTINUED)

### b) Credit risk (continued)

*Financial assets that are neither past due nor impaired*

Bank deposits, are mainly transacted with banks of high credit ratings assigned by international credit rating agencies.

*Financial assets that are past due and/or impaired*

There is no other class of financial assets that is past due and/or impaired.

### c) Liquidity risk

The Council manages its liquidity position with a view to meet its obligations on a timely basis. The Council measures and manages its cash flow requirements regularly and constantly monitors its sources of funds to ensure that these sources yields the funds required to meet its obligations.

The Council does not have any significant financial liabilities.

### d) Fair value risk

The fair value of Council's financial assets and financial liabilities reported in the statement of financial position approximate their carrying value.

The responsibility for managing the above risk is vested in the Council Members.

## 12. FINANCIAL INSTRUMENTS

### a) Classification of financial instruments

Financial assets and financial liabilities are measured on an ongoing basis either at fair value or at amortised cost. The significant accounting policies in Note 2 describe how the classes of financial instruments are measured, and how income and expenses, including fair value gains and losses, are recognised. The following table analyses the financial assets and financial liabilities in the statement of financial position by the class of financial instrument to which they are assigned, and therefore by the measurement basis:

	Loans and receivables S\$	Held-to- maturity investments S\$	Financial liabilities at amortised cost S\$	Total S\$
As at 31 March 2010				
<u>Assets</u>				
Investment	–	754,061	–	754,061
Cash at bank and on hand	608,796	–	–	608,796
Total financial assets	<u>608,796</u>	<u>754,061</u>	<u>–</u>	<u>1,362,857</u>
Total non-financial assets				–
Total assets				<u>1,362,857</u>
<u>Liabilities</u>				
Total financial liabilities	<u>–</u>	<u>–</u>	<u>–</u>	–
Total non-financial liabilities				9,885
Total liabilities				<u>9,885</u>

12. **FINANCIAL INSTRUMENTS (CONTINUED)**

a) Classification of financial instruments (continued)

	Loans and receivables S\$	Held-to- maturity investments S\$	Financial liabilities at amortised cost S\$	Total S\$
As at 31 March 2009				
<u>Assets</u>				
Investment	–	754,992	–	
Cash at bank and on hand	504,524	–	–	504,524
Total financial assets	<u>504,524</u>	<u>754,992</u>	<u>–</u>	<u>1,259,516</u>
Total non-financial assets				–
Total assets				<u>1,259,516</u>
<u>Liabilities</u>				
Total financial liabilities	<u>–</u>	<u>–</u>	<u>–</u>	–
Total non-financial liabilities				8,969
Total liabilities				<u>8,969</u>

b) Derivative instruments

The Council does not utilise any derivative instruments.



# *Corporate & Individual Members*

## **CORPORATE MEMBERS**

City Developments Ltd  
City Gas Pte Ltd  
Gee Sheng Machinery & Engineering Pte Ltd  
Grand Hyatt Singapore  
Housing and Development Board  
HSBC Institutional Trust Services (Singapore) Ltd  
Lee Foundation  
Management Corporation Strata Title No. 1008  
Management Corporation Strata Title No. 1143  
Ngee Ann Property Management Pte Ltd  
NTUC Fairprice Cooperative Ltd  
Real Estate Developers' Association of Singapore  
The Association of Banks in Singapore  
The Shaw Foundation Pte

## **INDIVIDUAL MEMBERS**

Desmond Lee Ling Chye  
Goh Hoo Peng  
Lim Teng Leong

# Mission

The National Fire and Civil Emergency Preparedness Council (NFEC) is committed towards promoting fire prevention and civil emergency preparedness to make Singapore safe and secure.



**National Fire  
And  
Civil Emergency  
Preparedness  
Council**

**NFEC**

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