NOMINATION FORM
Award assessment period – 1ˢᵗ January 2016 to 31ˢᵗ December 2017

Individual Category

Building Name	SSWG Cluster Name	Contact Person/Details
		Name: Contact No: Email address:

Safety and Security Watch Group (SSWG) buildings may indicate your interest to participate to your respective Neighbourhood Police Centre (NPC) SSWG Liaison Officer (LO).

For **Safety Component,** please submit the Nomination Form and ANNEX A (either hardcopy or softcopy accepted) to Ms Ng Yun Shiean by 9 April 2018, 1800hrs. Physical submission of supporting documents is **not required**. SCDF will contact you thereafter to arrange for a physical audit and checking of required documents at site:

Ms Ng Yun Shiean
Ng_Yun_Shiean@scdf.gov.sg
6848 1518
Senior Staff Officer, Community Management
Volunteer and Community Partnership Department
HQ SCDF
HQ SCDF Address: 91 Ubi Avenue 4 Singapore 408827

For **Security Component**, please submit the Nomination Form, ANNEX B and supporting documents in hardcopy to your NPC SSWG Liaison Officer by 9 April 2018, 1800hrs. A random physical audit may be arranged to verify/clarify the submitted documents.

NOMINATION FORM
Award assessment period – 1st January 2016 to 31st December 2017

Cluster Category

Building Names	SSWG Cluster Name	Contact Person /Details
1.		Name: Contact No: Email address:
2.		Name: Contact No: Email address:
3.		Name: Contact No: Email address:
4.		Name: Contact No: Email address:
5.		Name: Contact No: Email address:
6.		Name: Contact No: Email address:
7.		Name: Contact No: Email address:
8.		Name: Contact No: Email address:

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*Note to Nominee
- SSWG members should only submit <u>either</u> of the cover page for the Nomination Form based on the award category they are entering.
- For Cluster award nomination, respective members are required to submit an individual checklist.
- All hardcopy submission shall be enclosed in a sealed envelope.
- Failure to submit the nomination requirements before the closing date and time stated, to both SPF and SCDF will constitute to late submission and will not be considered for assessment.
- Supporting documents should be arranged in sequence according to corresponding Components and Items.
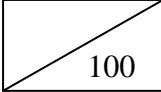
SAFETY COMPONENT (100 points)

This portion will be assessed by SCDF. Contact Ms Ng Yun Shiean from SCDF @ 6848 1518 if further clarifications are required on the criteria in this document.

Participation level **(FORMATION OF EMERGENCY RESPONSE PLANS)**	Documentation required	Points	Points Awarded & Comments (If any)
Building owner has formulated an Emergency Response Plan based on SCDF's guidelines	Check that an ERP is available and updated. It should be reviewed once every 6 months.	5 points if ERP is available, updated and reviewed regularly. 3 points if available and not reviewed. 0 if not available.	
ERP is made available to all occupants of the building	Evidence of ERP being received by building occupants, e.g. availability of ERP booklets / records of tenants receiving copies of ERP	15 points if ERP is available to all occupants. 8 points if made partially available. 0 points if ERP is not made available.	
	Sub-total	20 points	

Participation level **(EMERGENCY PREPAREDNESS SKILLS TRAINING)**	Documentation required	Points	Points Awarded & Comments (If any)
Building members have attended SCDF's Community Emergency Preparedness Programme (CEPP) or similar of emergency preparedness training.	1) Name list of at least 10 members in the building who attended CEPP[1] / other training programmes within the past 2 years ago 2) Copies of the certificates of participation to show that the members in the above name list have attended the training	10 points One point per member per training attended in the past 2 years. Max half point if no proof of participation in addition to name list.	
System in place to train building occupants in emergency preparedness	Brief description of the training plan in CEPP/CEPP equivalent programme e.g. training plan for new employees or evacuation procedure courses for fire wardens.	10 points if training plan is in place. No points if training plan is unavailable.	
	Sub-total	20 points	

Participation level **(EMERGENCY PREPAREDNESS DRILLS)**	Documentation required	Points	Points Awarded & Comments (If any)
Conduct of fire evacuation drill	Records of evacuation drill details in the past 2 years	15 points	
Conduct of In-Place Protection drill	Records of In-Place Protection drill details in the past 2 years	15 points	
	Sub-total	30 points	

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[1] Participants of CEPP are encouraged to go for refresher training every two years.

Participation level (MAINTAINING HIGH SAFETY STANDARDS)	Documentation required	Points	Points Awarded & Comments (If any)
Conducted regular inspection to ensure compliance of fire safety measures	Report of regular inspection of the fire safety measures. Please indicate areas and dates of inspection.	5 points	
Availability and visibility of a working AED set for public use	An audit check will be conducted by a Fire Station to ensure that a working AED set is available at the Information Counter for public use.	5 points	
Compliance with fire safety measures through enforcement audit check by Fire Station	An enforcement audit check will be conducted by a Fire Station to verify that the fire safety measures are in compliance. Examples of such measures are regular servicing of fire extinguishers, operational exit signs and unobstructed exit passageways.	10 points 1 point deduction for failure to comply with fire safety measures.	
Participation in SSWG exercises (TTX) - fire safety or emergency preparedness aspects	Brief description of SSWG exercise (TTX), i.e. Exercise objectives, scenarios, parties involved and post-exercise report (e.g. AAR)	5 points	
Participation in SSWG exercises (Ground Deployment) – fire safety or emergency preparedness aspects	Brief description of SSWG exercise (Ground Deployment), i.e. Exercise objectives, scenarios, parties involved and post-exercise report (e.g. AAR)	5 points	
	Sub-total	30 points	
Total Points Awarded: / 100			

Date of Audit   _____

Audit conducted by:

Name of Officer   _____

Designation   _____
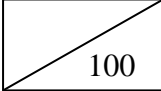
SECURITY COMPONENT (100 points)

This portion will be assessed by SPF. Contact your NPC SSWG LO if further clarifications are required on the criteria in this document.

Participation level (PROJECT GUARDIAN)	Documentation required	Points	Points Awarded & Comments (If any)
Building joined Project Guardian scheme	Name list of Project Guardian officers nominated in the SSWG building	2 points	
Project Guardian Workshop	Attendance list of Project Guardian officers attending the workshop • <5 PG officers • 5 or more PG officers	2 points 6 points	
Project Guardian Refresher Workshop	Attendance list of Project Guardian officers attending the refresher workshop • <5 PG officers • 5 or more PG officers	2 points 6 points	
Participation in exercises	Name list of Project Guardian officers participated in exercises and brief description of exercise conducted. The officers must have assisted emergency authorities in any of the following areas; i) crowd control ii) traffic control iii) cordon control iv) evacuation v) crisis communication	6 points	
Public assisted arrest	Proper documentation of such assistance. Documentation should include brief description of incident, action by Project Guardian officers, report number and outcome • < 2 cases • 2 or more cases	5 points 10 points	
	Sub-total	30 points	

Participation level (**NETWORKING & COLLABORATION**)	Documentation required	Points	Points Awarded & Comments (If any)
Monthly Engagement	NPC endorsement or testimonial or any documentation proof. Form of engagement could be either through monthly crime advisories, terrorism awareness activities like establishment visits or bilateral meetings.	12 points (1 point awarded for each engagement record, capped at 12 points)	
Drive initiatives that foster SSWG identity and spirit	Brief description of initiatives that foster SSWG identity & spirit. E.g. organize SSWG networking session etc	2 points	
Initiated and implemented CSSP (security) project	Brief description of one CSSP (security) projects implemented and how it impacted on crime trend or security related issues.	4 points	
Participation in SSWG exercises (phone activation/TTX) – Terrorism preparedness	Brief description of SSWG exercise, i.e. phone or TTX, number of parties involved and scenario	7 points	
Participation in SSWG exercises (Ground Deployment) – Terrorism preparedness	Brief description of SSWG exercise, i.e. number of parties involved, scenario and actions taken based on learning lessons	10 points	
	Sub-total	35 points	

Participation level (**TARGET HARDENING**)	Documentation required	Points	Points Awarded & Comments (If any)
Periodic reviewed on contingency and security plans	Highlights of key areas reviewed in the SSWG members' contingency or security plans (e.g. new response plan to manage terrorism attack or assessment if current practice is still relevant). Documentation should include brief description of the area reviewed, objective and/or justification if review is not necessary.	3 points	
In-house internal security briefing, communications or training	Attendance list of internal staff involved in security briefing and any documentation (minute/filenote/video) of briefing conducted. The briefing or training should lead to the increased competency of security personnel e.g. updates on terrorist threats, crime trend or contingency plans.	3 points	
Software/system enhancements to premise security	Brief details of the enhancement in software/system. An audit check by the NPC to acknowledge the implementation. Such enhancements may refer to changes made in software upgrading, development of databases, systems or processes that	6 points	

	leads to better access control, surveillance or crisis response.		9
Hardware/structural enhancement to premise security	Brief details of the enhancement in hardware/structural. An audit check by the NPC to acknowledge the implementation. Such enhancements may refer to hardware enhancement, such as glass lamination, new crash barriers or enhanced access control capabilities etc.	6 points	
CCTV capabilities	Level of adherence to the VSS Standards. Refer to **VSS STANDARDS FOR Enhancing Building Security** checklist attached for Points allocation. 0.5 point allocated for each adherence	9 points	
Conducted intrusion exercises to test implemented security measures	Documentation of intrusion exercises.	8 points	
	Sub-total	35 points	
Total Points Awarded:		/100	

Date of Audit   _____

Audit/Verification conducted by:

Name of Officer   _____

Designation   _____

VSS STANDARDS FOR Enhancing Building Security

S/N	Description	Minimal VSS Standards	Point Allocation
	Cameras		
1	Type of Cameras	2MP digital cameras	0.5
	Recording Equipment		
2	Continuous 24-hours Recording?	Yes	0.5
3	No. of days of archival	31 days	0.5
4	Allow simultaneous image recording and Playback	Yes	0.5
5	Codec for compression	MPEG4 / M-JPEG2000 / H.264 or equivalent	0.5
6	Video container format	Capable to export recording to open source container formats and/or common multi-media container formats (e.g. *.avi, *.mov, *.mp4)	0.5
7	Authentication mechanism to ensure integrity	Superimposition showing camera ID codes, date and time (non-adjustable by operator). Display should not obscure or interfere with the image.	0.5
	Quality of Recorded images		
8	For indoor	6fps (Human movement) 12fps (Vehicular movement)	0.5
9	For outdoor	12fps	0.5
10	Recorded in	Colour	0.5
11	Resolution of Recorded images	HD 1080p: 1920x1080	0.5
	Lighting		
12	Lighting for CCTV cameras	Adequate lighting 24/7	0.5
	Coverage of VSS		
13	Common Area	Comprehensive coverage on general access area	0.5
14	Entrances & Exits	Comprehensive coverage on external public access doors for human and vehicular traffic, including emergency exits	0.5
15	Lifts / Staircases	Comprehensive coverage on alternative public entry and exit point in buildings	0.5
16	Counters	Comprehensive coverage on locations involving security checks or registration	0.5
17	Sensitive/Critical Areas	Comprehensive coverage on non-public access area, including critical areas such as rooftops and air intake vents	0.5
	Miscellaneous		

| 18 | Signage | Notices informing public of VSS being monitored and recording | 0.5 |