



PERSEKUTUAN MAJIKAN-MAJIKAN MALAYSIA  
MALYSIAN EMPLOYERS FEDERATION



PERTUBUHAN IKATAN KOMUNITI SELAMAT  
ALLIANCE FOR A SAFE COMMUNITY



HRD Corp Claimable Courses  
No. : 10001636116

# Introduction to Fire, First Aid & ERP for SME

23 & 24 April 2026

Training Centre, Pertubuhan Ikatan Komuniti Selamat  
10-09, Menara Ecoworld (formerly known as The Stride), Bukit Bintang City  
Centre, No. 2, Jalan Hang Tuah, 55100 Kuala Lumpur

## INTRODUCTION

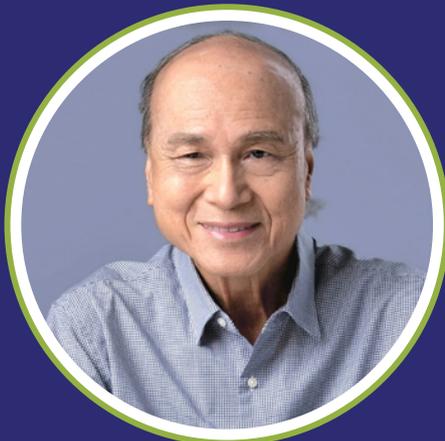
This two-day programme is designed to equip SME employees with essential knowledge and practical skills in fire safety, first aid and emergency response. Participants will gain hands-on experience in fire extinguisher handling, CPR and choking management, workplace evacuation procedures, as well as the fundamentals of Emergency Response Team (ERT) and Incident Command System (ICS).

Through interactive learning and a combined emergency drill, this course enhances coordination, communication and real-time decision-making during emergencies. Suitable for all levels of staff, the programme aims to build confidence, awareness and readiness to respond effectively to workplace emergencies.

## LEARNING OBJECTIVES

By completing the course, participants will be able to :

- Understand fire behaviour, fire hazards and fire classes.
- Operate fire extinguishers safely and effectively.
- Perform CPR, choking management and basic first aid.
- Apply workplace evacuation procedures and ERT/ICS roles.
- Demonstrate skills through tabletop drills and a combined emergency exercise.



**“Fire Prevention and First Aid:  
Knowledge and Awareness Save Lives”**

**Tan Sri Lee Lam Thye**  
Chairman and Founder  
Pertubuhan Ikatan Komuniti Selamat

## INQUIRIES ON REGISTRATION

**Malaysian Employers Federation (03-7498 7200)**

[khairunnisa@mef.org.my](mailto:khairunnisa@mef.org.my)  
[musfirah@mef.org.my](mailto:musfirah@mef.org.my)

# Introduction to Fire, First Aid & ERP for SME

23 & 24 April 2026

Training Centre, Pertubuhan Ikatan Komuniti Selamat

## COURSE MODULE - DAY 1

| Time                                 | Topic  | Content   |
|--------------------------------------|--|---|
| 8.45 - 9.30 am<br>(45 min)           | Introduction to Fire   | <ul style="list-style-type: none"> <li>• Fire Facts</li> <li>• Fire Characteristics</li> <li>• Common Causes of Fire</li> </ul>                                       |
| 9.30 - 10.15 am<br>(45 min)          | Fire Dynamics  | <ul style="list-style-type: none"> <li>• Fire Triangle</li> <li>• Fire Chain Reaction</li> <li>• States of Matter</li> <li>• Product of Combustion</li> </ul>         |
| 10.15 - 11.00 am<br>(45 min)         | Classes of Fire  | <ul style="list-style-type: none"> <li>• Difference of Classes</li> <li>• Extinguishing Agent</li> <li>• Method of Extinguishment</li> </ul>                          |
| 11.00 - 11.15 am<br>(15 min)         | Fire Development   | <ul style="list-style-type: none"> <li>• Heat Transmission</li> <li>• Stages of Fire</li> <li>• Dangerous Situation</li> </ul>  |
| 11.15 - 11.30 am<br>(15 min)         | Principle of Fire Extinguisher                               | <ul style="list-style-type: none"> <li>• Fire Extinguisher Standard Operating Procedure</li> <li>• Operating Safety Precautions</li> </ul>                            |
| 11.30 - 12.45 pm<br>( 1 hour 15 min) | Practical  | <ul style="list-style-type: none"> <li>• Portable Fire Extinguisher</li> <li>• Event of Fire Action</li> </ul>  |
| 12.45 - 1.45 pm<br>(1 hour)          | Lunch  |   |
| 1.45 - 2.15 pm<br>(30 min)           | Basic Life Support<br>Cardiopulmonary<br>Resuscitation (CPR) | <ul style="list-style-type: none"> <li>• About Death</li> <li>• Chain of Survival</li> <li>• Emergency Action Principle</li> <li>• CPR Algorithm D.R.C.A.B</li> </ul> |
| 2.15 - 3.00 pm<br>(45 min)           | Practical  | <ul style="list-style-type: none"> <li>• Cardiopulmonary Resuscitation (CPR)</li> <li>• Adult Single Rescuer</li> </ul>   |
| 3.00 - 3.45 pm<br>(45 min)           | Basic Life Support<br>Foreign Body Airway<br>Obstruction     | <ul style="list-style-type: none"> <li>• Adult, Child and Infant</li> <li>• Choking Management</li> </ul>   |
| 3.45 - 4.45 pm<br>(1 hour)           | Practical Dressings<br>and Bandaging                         | <ul style="list-style-type: none"> <li>• Basic Bandaging Techniques for External Bleeding</li> <li>• Bandaging Specific Injuries</li> </ul>                           |

End of Day 1

# Introduction to Fire, First Aid & ERP for SME

23 & 24 April 2026

Training Centre, Pertubuhan Ikatan Komuniti Selamat

## COURSE MODULE - DAY 2

| Time                                | Topic  | Content   |
|-------------------------------------|--|---|
| 8.30 - 10.00 am<br>(1 hour 30 min)  | Workplace Evacuation                                 | <ul style="list-style-type: none"> <li>• Fire Service Act Requirement on Workplace Evacuation</li> <li>• Evacuation Procedure and Control</li> <li>• Floor Warden and Evacuation Controller Roles and Responsibility</li> </ul>                   |
| 10.00 - 11.30 am<br>(1 hour 30 min) | ERT Chart for SME and Building Tenants               | <ul style="list-style-type: none"> <li>• Emergency Response Incident Command System (ICS)</li> <li>• Designated First Responder Roles and Responsibilities</li> <li>• Designing the ERT Chart at Workplace</li> <li>• 7 Critical Tasks</li> </ul> |
| 11.30 - 12.45 pm<br>(1 hour 15 min) | Emergency Response and ICS Table Top Exercise        | <ul style="list-style-type: none"> <li>• Walkie Talkie Familiarization</li> <li>• Dry Drills</li> </ul>   |
| 12.45 - 1.45 pm<br>(1 hour)         | Lunch  |   |
| 1.45 - 2.15 pm<br>(30 min)          | General Combined Drill Briefing                      |   |
| 2.15 - 2.45 pm<br>(30 min)          | Combined Drill Set Up                                |   |
| 2.45 - 3.30 pm<br>(45 min)          | Combined Drill Customized to Local Emergencies with; | <ul style="list-style-type: none"> <li>• Evacuation</li> <li>• Fire Fighting and/or</li> <li>• Injuries and/or</li> <li>• Others</li> </ul>   |
| 3.30 - 4.30 pm<br>(1 hour)          | Drill Post Mortem and Closing                        | <ul style="list-style-type: none"> <li>• Post Feedback Analysis</li> <li>• Evaluation</li> </ul>  |
| End of Day 2                        |  |   |



PERSEKUTUAN MAJIKAN-MAJIKAN MALAYSIA  
MALYSIAN EMPLOYERS FEDERATION



PERTUBUHAN IKATAN KOMUNITI SELAMAT  
ALLIANCE FOR A SAFE COMMUNITY



HRD Corp Claimable Courses  
No. : 10001636116

# Introduction to Fire, First Aid & ERP for SME

23 & 24 April 2026

Training Centre, Pertubuhan Ikatan Komuniti Selamat

## SPEAKERS' PROFILES

### Muhammad Muazzam

Mr. Muazzam's expertise in crisis management and industrial training is reinforced by advanced certifications, including Fire and Emergency Services Instructor II and Hazardous Materials Technician (IFSAC), as well as Certified Crisis Management Specialist (CORE, Dubai), reflecting his specialized skills in hazardous materials management and crisis preparedness. During the COVID-19 pandemic in 2020 and 2021, Muazzam was actively involved in HAZMAT response operations across industries nationwide. His work included hazardous materials sampling and risk assessment, contributing to efforts that safeguarded industrial facilities and mitigated biological hazards. His adaptability and technical expertise were vital in supporting critical response strategies during this unprecedented global emergency.

In addition to a Master's Degree in Emergency Response and Planning from Universiti Putra Malaysia (UPM), Muazzam has completed specialized training in incident command systems, hazardous materials response, and industrial firefighting, with programs from the National Board on Fire Service Professional Qualifications (Pro Board) and Texas A&M University.

Beyond training, Muazzam has enhanced emergency preparedness by serving as an observer and evaluator in large-scale disaster exercises, including Ops Panthera (Malaysia Airport Holding Berhad) and SAREX LIMA '19 (Royal Malaysian Air Force). As a dedicated trainer, he has delivered numerous sessions to diverse audiences, including multinational corporations and the public. His hands-on experience and specialized expertise position him as a valuable resource in industrial safety, HAZMAT management, and crisis response.

## INQUIRIES ON REGISTRATION

Malaysian Employers Federation (03-7498 7200)

[khairunnisa@mef.org.my](mailto:khairunnisa@mef.org.my)

[musfirah@mef.org.my](mailto:musfirah@mef.org.my)



PERSEKUTUAN MAJIKAN-MAJIKAN MALAYSIA  
MALYSIAN EMPLOYERS FEDERATION



PERTUBUHAN IKATAN KOMUNITI SELAMAT  
ALLIANCE FOR A SAFE COMMUNITY



HRD Corp Claimable Courses  
No. : 10001636116

# Introduction to Fire, First Aid & ERP for SME

23 & 24 April 2026

Training Centre, Pertubuhan Ikatan Komuniti Selamat

## SPEAKERS' PROFILES

### Mohd Faizal Md Zain

With over 17 years of distinguished service in the Fire and Rescue Department of Malaysia (FRDM), Mohd Faizal bin Md Zain has brought operational experience, leadership, and technical expertise to the emergency response training industry since 2022. During his time serving the people as a professional firefighter, Mr. Faizal rose through the ranks to Deputy Fire Assistant Superintendent, having led various FRDM branches, including Certificate, Investigation, Prosecution, and Certificate Branch. He had participated in 150 fire and rescue incidents and 200 fire investigation cases in total. Mr. Faizal's exemplary service has earned him Excellent Service Awards 3 times throughout his service and the FRDM Excellence Medal in 2015. Despite his many years of field experience with FRDM, Mr. Faizal never stopped pursuing advanced knowledge and skills in emergency response. In recent years, he obtained several NFPA-level certifications in firefighting and hazmat management to keep up with the international best practices. Mr. Faizal's track record of dealing with fire incidents in real life allows him to bring deep operational insights and professional integrity that enrich the training he conducts. His commitment to fire safety and emergency response inspires and motivates participants to prepare themselves well for unexpected incidents.

### Raymond Ngu Sheau Hing

Raymond Ngu Sheau Hing is an International Trainer distinguished by his exceptional blend of senior public service and legal expertise. He achieved the high command rank of Senior Fire Superintendent II in the Fire and Rescue Department of Malaysia (FRDM), lending his instruction an authoritative, command-level perspective on fire safety and enforcement. His credentials are unique, founded upon an LL.B. Degree from the University of London and a Certificate in Legal Practice (CLP). This legal foundation ensures his training focuses on statutory compliance, mitigating corporate liability and the regulatory scrutiny faced by organisations. Mr. Ngu maintains alignment with global standards, holding key National Fire Protection Association (NFPA) certifications, including NFPA 1031 (Fire Inspector) and NFPA 1072 (HAZMAT Operations), complementing his extensive technical background. His instruction guarantees a holistic and authoritative educational experience. Participants gain essential technical expertise combined with a critical understanding of legal compliance and enforcement, crucial for effective fire safety management.

## INQUIRIES ON REGISTRATION

**Malaysian Employers Federation (03-7498 7200)**

[khairunnisa@mef.org.my](mailto:khairunnisa@mef.org.my)

[musfirah@mef.org.my](mailto:musfirah@mef.org.my)



PERSEKUTUAN MAJIKAN-MAJIKAN MALAYSIA  
MALYSIAN EMPLOYERS FEDERATION



PERTUBUHAN IKATAN KOMUNITI SELAMAT  
ALLIANCE FOR A SAFE COMMUNITY



HRD Corp Claimable Courses  
No. : 10001636116

# Introduction to Fire, First Aid & ERP for SME

23 & 24 April 2026

Training Centre, Pertubuhan Ikatan Komuniti Selamat

## REGISTRATION

Link : <https://forms.office.com/r/GNJgtJg1N8>



## COURSE FEE

RM1,700.00 per participant

## PAYMENT

- HRD Corp Claimable Course scheme; or
- Direct payment to: Pertubuhan Ikatan Komuniti Selamat ; Bank Account No: 3819507424 – Public Bank Berhad

A copy of the transfer slip and invoice number should be emailed to [tnc.ikatan@gmail.com](mailto:tnc.ikatan@gmail.com) .

Any cancellation of attendance must be communicated via email to Ms Nisa at [khairunnisa@mef.org.my](mailto:khairunnisa@mef.org.my) or Ms Elize at [tnc.ikatan@gmail.com](mailto:tnc.ikatan@gmail.com) at least 3 working days prior to the session. Pertubuhan Ikatan Komuniti Selamat reserves the right to charge the full fees for “NO SHOW”.

### Inquiries on Invoices, Payment and Venue

- Pertubuhan Ikatan Komuniti Selamat (Ms Thana / Ms Elize)
- [tnc.ikatan@gmail.com](mailto:tnc.ikatan@gmail.com)
- 016-271 1009

## INQUIRIES ON REGISTRATION

Malaysian Employers Federation (03-7498 7200)

[khairunnisa@mef.org.my](mailto:khairunnisa@mef.org.my)

[musfirah@mef.org.my](mailto:musfirah@mef.org.my)