

**Specification of Competency Standards**  
**for the Security Services Industry**  
**Unit of Competency**

Functional Area - Security Management

Title	Manage safety and security of special events
Code	107637L4
Description	This unit of competency applies to security personnel at supervisory level and above responsible for managing security services of an organisation. It covers the abilities to properly plan for and implement the plan for the safety and security of special events in order to meet the needs and objectives of the special events.
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about safety and security of special events:</p> <ul style="list-style-type: none"> <li>• Understand requirements of the Security and Guarding Services Ordinance, Cap 460 relevant to the provision of security services in Hong Kong</li> <li>• Understand requirements of the Public Order Ordinance, Cap 245 about public meetings/events and the roles and responsibilities of the organisers of these meetings/events</li> <li>• Understand the nature and objectives of the special events</li> <li>• Understand the roles and responsibilities of security services at the special events</li> <li>• Be proficient in the concepts and skills for crowd management</li> <li>• Be proficient in the concepts and skills for dealing with a wide range of incidents and emergencies including but not limited to protests and strikes, bomb threats, evacuation and hostage situations</li> <li>• Possess the skills for security risk profiling and risk analysis</li> <li>• Possess the skills for resource planning and budgeting</li> <li>• Possess the analytical skills and critical thinking skills to identify issues and resolve problems and conflicts</li> <li>• Possess the people skills and communication skills to deal with others</li> <li>• Possess the literacy skills to clearly and accurately record information and activities</li> </ul> <p>2. Manage the safety and security of special events</p> <p>Be able to: Identify the nature and objectives of the special events, which may include:</p> <ul style="list-style-type: none"> <li>○ Board-meetings</li> <li>○ Annual general meetings</li> <li>○ A social event, e.g. a ball, a cocktail reception, an annual dinner, etc.</li> <li>○ A public gathering, e.g. an exhibition, a concert, a sports event, etc.</li> </ul> <ul style="list-style-type: none"> <li>• Conduct threat and risk assessment taking into consideration relevant factors about the event, the crowd, the venue, security personnel and resources available, the presence of law enforcement and other emergency services, insurance, relevant legal considerations and political concerns</li> <li>• Develop the safety and security plan to mitigate threats, vulnerabilities and risks: <ul style="list-style-type: none"> <li>○ Determine security needs and services required</li> <li>○ Determine guard posts, tasks/duties, shifts and working hours</li> <li>○ Establish command and control and authority</li> <li>○ Establish policies and procedures about search, admission and access control, control of crowd movement and behaviour</li> <li>○ Establish protocols, roles and responsibilities and procedures for handling incidents and emergencies</li> <li>○ Establish means of communications and call signs with relevant internal and external parties</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Document and confirm the safety and security plan, its scope and objectives with relevant internal and external parties</li> <li>● Implement the safety and security plan for special events <ul style="list-style-type: none"> <li>○ Deploy manpower, equipment and resources for the planned services</li> <li>○ Ensure providers of security services hold valid security company licenses in Hong Kong</li> <li>○ Ensure that security personnel hold valid Security Personnel Permits</li> <li>○ Coordinate training and drills to familiarise security personnel and other relevant parties with the policies, procedures and guidelines and their roles and responsibilities</li> <li>○ Monitor performance to ensure compliance with the laid-down policies, procedures and guidelines</li> <li>○ Handle incidents and emergencies according to the laid-down policies, procedures and guidelines</li> <li>○ Record all activities and incidents</li> <li>○ Conduct post-event reviews for continuous improvement</li> </ul> </li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>● Develop and implement the safety and security plan to meet the needs and objectives of the special events;</li> <li>● Ensure that security operations are effective and efficient and achieve the desired outcomes; and</li> <li>● Conduct post-event reviews for continuous improvement</li> </ul>
Remark	