

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

Functional Area - Guarding Services

Title	Formulate contingency plans for emergencies
Code	107703L5
Description	This unit of competency applies to security personnel at managerial level responsible for managing guarding operations of an organisation or a premises. It covers the abilities to develop contingency plans for emergencies and ensure that the security personnel for guarding services perform as planned in the event of emergencies.
Level	5
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about contingency planning and guarding operations:</p> <ul style="list-style-type: none"> • Understand laws and regulations relevant to guarding operations which should include but not limited to: <ul style="list-style-type: none"> ○ Security and Guarding Services Ordinance, Cap 460 ○ Occupational Safety and Health Ordinance, Cap 509 and associated regulations ○ Personal Data (Privacy) Ordinance, Cap 486 • Understand duty of care and third party responsibilities with regard to maintaining safety and security of sites under protection • Be familiar with the nature and objectives of business of the organisation or premises • Be familiar with the physical environment of the organisation or premises and the safety and security measures • Be familiar with the threats and risks against the organisation or premises • Be familiar with the service level agreements with client • Be familiar with insurance arrangements and the associated terms and conditions • Be proficient in the policies, procedures and guidelines associated with guarding operations of the organisation or premises • Be proficient in the types of contingencies associated with guarding operations • Be proficient in the concepts and skills in contingency planning • Possess the analytical skills and critical thinking skills to identify issues and resolve problems and conflicts • Possess the people skills and communication skills to deal with others • Possess the literacy skills to clearly and accurately record information and activities <p>2. Manage contingency planning for emergencies</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Identify the types of emergencies associated with guarding operations, which may include but not limited to: <ul style="list-style-type: none"> ○ Criminal activities ○ Fire outbreak ○ Sick or injured person ○ Electricity failure ○ Gas leakage ○ Lift failure ○ Typhoon ○ Flooding ○ Bombs or suspicious objects ○ Sounding of burglar alarm ○ Suspicious persons ○ Crowd control ○ Falling objects

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

Functional Area - Guarding Services

	<ul style="list-style-type: none"> ○ Collapse of building parts ● Develop contingency plans to maintain safety and security and essential services, which should cover: <ul style="list-style-type: none"> ○ Command and control ○ Communications ○ Life safety and property protection ○ Recovery and restoration of operations ○ Coordination with the police and other emergency services ○ Media handling ● Document the contingency plans ● Obtain the endorsement of management and other stakeholders ● Put in place the necessary systems and resources to support the plans ● Familiarise security personnel for guarding services and relevant parties with the contingency plans through training, drills and exercises ● Ensure that security personnel for guarding services and relevant parties perform according to the plans in the event of emergencies ● Perform periodic reviews of the contingency plans and the associated operations for continuous improvement
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> ● Compile effective contingency plans that meet all legal and regulatory requirements in safety and security as well as service level agreements with the client; ● Ensure that security personnel for guarding services and relevant parties perform according to the plans in the event of emergencies; and ● Perform periodic reviews to ensure the effectiveness of the plans and operations.
Remark	