

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

Functional Area - Guarding Services

Title	Formulate the emergency evacuation plan
Code	107710L4
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 the emergency evacuation plan of the organisation or premises to protect life and safety of people during an emergency.
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about emergency evacuation:</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 • Understand that protecting life and safety of people is the first priority during an emergency • Be familiar with threats and risks against the organisation, the premises and the businesses on site • Be familiar with the contingency plans to deal with the threats and emergencies including but not limited to fire and bomb threats • Be familiar with the nature and mode of operation of the businesses on site • Be familiar with the physical environment and safety and security measures • Be familiar with the protocols, policies, procedures and guidelines as well as facilities for emergency communications • Be familiar with the principles and techniques in formulating the emergency evacuation plan of the organisation or premises • 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. Formulate the emergency evacuation plan</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Identify emergency scenarios that may result in an evacuation • Develop policies, procedures and guidelines for emergency evacuation • Determine safety and security measures to prevent and manage emergencies • Determine emergency evacuation routes and assembly points • Determine protocols and facilities, systems, devices and equipment for emergency communications • Designate personnel and assign roles and responsibilities for emergency evacuation • Coordinate training, drills and exercises to ensure that personnel and other users are familiar with the policies, procedures and guidelines and know how to evacuate in the event of an emergency • Ensure that evacuation routes, exit doors and exit points are kept free of obstruction • Ensure that adequate facilities, systems, devices and equipment are in place and kept in good working condition to facilitate emergency evacuation

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	<ul style="list-style-type: none">• Ensure that actions and decisions with regard to an emergency evacuation are properly recorded• Conduct post-incident reviews to identify gaps and failures and follow through until issues are resolved• Perform periodic reviews for continuous improvement
Assessment Criteria	<p>The integrated outcome requirements of this UoC are to abilities to:</p> <ul style="list-style-type: none">• Formulate an emergency evacuation plan to facilitate an effective evacuation in the event of an emergency; and• Ensure that all operations and measures comply with policies, procedures and guidelines as well as relevant laws, regulations and standards.
Remark	