

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

Functional Area - Guarding Services

Title	Coordinate drills and exercises for guarding operations
Code	107715L3
Description	This unit of competency applies to security personnel at supervisory level and above responsible for managing guarding operations of an organisation or a premises. It covers the abilities to coordinate drills and exercises of contingency plans and procedures associated with guarding operations in order to confirm emergency preparedness and capabilities.
Level	3
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Knowledge about drills and exercises of plans and procedures for guarding operations:</p> <ul style="list-style-type: none"> <li>• Be proficient in the scope of guarding services</li> <li>• Be proficient in the policies, procedures and guidelines in relation to guarding operations</li> <li>• Be proficient in the contingency plans</li> <li>• Be proficient in laws and regulations relevant to guarding operations, which should include but not limited to: <ul style="list-style-type: none"> <li>○ Security and Guarding Services Ordinance, Cap 460</li> <li>○ Occupational Safety and Health Ordinance, Cap 509 and associated regulations</li> <li>○ Personal Data (Privacy) Ordinance, Cap 486</li> </ul> </li> <li>• Be proficient in duty of care and third party responsibilities with regard to maintaining safety and security of sites under protection</li> <li>• Be proficient in the licensing and training requirements relevant to guarding operations</li> <li>• Be familiar with the service level agreements with clients</li> <li>• Be proficient in best practices in coordinating drills and exercises and in evaluating emergency preparedness</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. Coordinate drills and exercises of contingency plans and procedures</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• I Identify contingency plans and procedures requiring drills and exercises, which should include but not limited to: <ul style="list-style-type: none"> <li>○ Emergency evacuation</li> <li>○ Fire incidents</li> <li>○ Crimes such as robbery</li> <li>○ Bomb threat</li> <li>○ Power failure</li> <li>○ Fooding</li> <li>○ Any other emergency situations specific to the site</li> </ul> </li> <li>• Determine the types of drills and exercises which may include: <ul style="list-style-type: none"> <li>○ Table-top drills/exercises</li> <li>○ Walk-through drills/exercises</li> <li>○ Functional drills/exercises</li> <li>○ Full-scale drills/exercises</li> </ul> </li> <li>• Develop the programs for drills and exercises, taking a progressive approach from individual groups and on individual components to full-scale drills and exercises I Determine the objective, scope and evaluation criteria for the drills and exercises I Plan for the drills and exercises:</li> </ul>

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	<ul style="list-style-type: none"> <li>○ Develop scenarios</li> <li>○ Set up the necessary facilities and operations</li> <li>○ Appoint the facilitator(s), assessors and observers</li> <li>● Carry out drills and exercises as planned</li> <li>● Keep track of attendance and performance during the drills and exercises</li> <li>● Carry out debriefings about the drills and exercises</li> <li>● Evaluate the results of drills and exercises as well as feedback from all parties involved</li> <li>● Maintain proper records about all aspects of drills and exercises</li> <li>● Follow-up with gaps and failures identified to ensure continuous improvement</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>● Plan proper drills and exercises in order to ensure the emergency response capabilities of guarding services;</li> <li>● Carry out the drills and exercises as planned and on regular basis; and</li> <li>● Follow-up on the outcomes of the drills and exercises for continuous improvement.</li> </ul>
Remark	