

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

Functional Area - Guarding Services

Title	Handle a fire alarm activation
Code	107740L2
Description	This unit of competency applies to frontline security personnel responsible for performing guarding operations. It covers the abilities to handle a fire alarm activation to the desired outcome in accordance to laid-down policies, procedures and guidelines as well as contingency plans
Level	2
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Knowledge about a fire alarm activation:</p> <ul style="list-style-type: none"> • Understand the objective and desired outcome of handling a fire alarm activation • Be familiar with the physical environment and fire safety measures • Be familiar with the fire orders • Be familiar with the operation of the fire alarm system • Be proficient in relevant policies, procedures and guidelines as well as contingency plans • Be proficient in the operations of relevant systems, devices and equipment • Possess the people skills to deal with others • Possess the communication skills to clearly and accurately report incidents • Possess the literacy skills to clearly and accurately record information and activities <p>2. Handle a fire alarm activation</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Wear the designated uniform, identification badge and personal protective equipment • Take instructions from the supervisor and/or security control about the objective and desired outcome of the role • Maintain close communications with security control and/or the supervisor at every stage • Take appropriate and swift actions in response to a fire alarm activation in accordance to laid-down policies, procedures and guidelines: <ul style="list-style-type: none"> ○ Observe the alarmed area for any signs of smoke or fire or otherwise any other abnormal/suspicious circumstances ○ Report to security control and/or the supervisor accordingly ○ Seek assistance and backup where necessary ○ If it is a false alarm, guard the alarmed area until the cause of alarm is ascertained ○ If there is a fire and it is safe to do so, take actions to fight the fire ○ Evacuate the immediate vicinity of the fire where necessary ○ Take follow-up actions to protect life and safety of people and property until normal operation is resumed • Operate relevant systems, devices and equipment correctly and safely • Record and report all observations of irregular/abnormal activities or circumstances • Handle people with tact and courtesy • Keep proper records of all activities and actions • Report incidents and issues requiring management attention clearly and accurately
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Take appropriate and swift actions in response to a fire alarm activation in accordance to laid-down policies, procedures and guidelines as well as contingency plans; and • Contribute to safety and security of the premises under protection.

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

Functional Area - Guarding Services

Remark	
--------	--