

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

Functional Area - Guarding Services

Title	Handle an incident of fire
Code	107741L2
Description	This unit of competency applies to frontline security personnel responsible for performing guarding operations. It covers the abilities to take appropriate and swift actions to handle an incident of fire 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 handling an incident of fire:</p> <ul style="list-style-type: none"> <li>• Be familiar with the physical environment and fire safety measures</li> <li>• Be familiar with the fire orders</li> <li>• Be familiar with the function and operation of fire fighting equipment such as fire extinguishers</li> <li>• Be proficient in policies, procedures and guidelines as well as contingency plans relevant to fire safety</li> <li>• Be proficient in the functions and operations of systems, devices and equipment relevant to fire safety</li> <li>• Possess the people skills to deal with others</li> <li>• Possess the communication skills to clearly and accurately report incidents</li> <li>• Possess the literacy skills to clearly and accurately record information and activities</li> </ul> <p>2. Handle an incident of fire</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Wear the designated uniform, identification badge and personal protective equipment</li> <li>• Take instructions from the supervisor and/or security control about the objective and desired outcome of the role</li> <li>• Maintain close communications with security control and/or the supervisor at every stage</li> <li>• Take appropriate and swift actions to handle an incident of fire in accordance to laid-down policies, procedures and guidelines: <ul style="list-style-type: none"> <li>○ Determine the nature and severity of the fire</li> <li>○ Activate the fire alarm where necessary</li> <li>○ Report to security control and/or the supervisor and seek assistance and backup where necessary</li> <li>○ Inform government emergency services (e.g. police, fire services and ambulance services) about the fire by dialling 999 if not already done by security control</li> <li>○ If it is safe to do so, take actions to fight the fire</li> <li>○ Evacuate the immediate vicinity of the fire where necessary</li> <li>○ If emergency evacuation is declared, follow actions as prescribed in the fire orders</li> <li>○ Evacuate in an orderly manner according to the pre-planned zones as announced through the PA system</li> <li>○ Check the floors to ensure that they are properly evacuated</li> <li>○ Provide support to those in need of special help or assistance</li> <li>○ Inform emergency services immediately about those unaccounted for after the evacuation</li> <li>○ Facilitate the work of government emergency services</li> <li>○ Maintain security of the premises by setting up proper cordon line to control access in and out of the area</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Remove the cordon line/access control after the site is declared safe for re-occupation by the government emergency services and upon receiving instruction from the security control and/or the supervisor</li> <li>● Operate relevant systems, devices and equipment correctly and safely</li> <li>● Record and report all observations of irregular/abnormal activities or circumstances</li> <li>● Handle people with tact and courtesy</li> <li>● Keep proper records of all activities and actions</li> <li>● Report incidents and issues requiring management attention clearly and accurately</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>● Take appropriate and swift actions to handle an incident of fire in accordance to laid-down policies, procedures and guidelines; and</li> <li>● Contribute to safety and security of the premises under protection.</li> </ul>
Remark	