

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

Functional Area - Guarding Services

Title	Handle an emergency evacuation
Code	107742L2
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 emergency evacuation 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 emergency evacuation:</p> <ul style="list-style-type: none"> • Understand that protecting life and safety of people is the first priority during an emergency • Be familiar with the emergency evacuation plan • 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 proficient in policies, procedures and guidelines as well as contingency plans relevant to emergency evacuation • Be proficient in the functions and operations of systems, devices and equipment relevant to emergency evacuation • 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 an emergency evacuation</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 to handle an emergency evacuation in accordance to laid-down policies, procedures and guidelines: <ul style="list-style-type: none"> ○ Determine the nature and severity of the emergency ○ Cordon off the immediate vicinity of the affected area ○ Adopt means of communication other than radio transmission (where necessary) in order to ensure that explosive devices will not be unintentionally detonated ○ Report to security control and/or the supervisor and seek assistance and backup where necessary ○ Inform government emergency services about the emergency (if not already done by security control) ○ If emergency evacuation of the whole or part of the premises is considered necessary by the government emergency services, follow actions as prescribed in the emergency evacuation plan ○ Evacuate in an orderly manner according to the pre-planned zones and/or the instruction of government emergency services ○ Check the floors to ensure that they are properly evacuated ○ Provide support to those in need of special help or assistance ○ Inform emergency services immediately about those unaccounted for after the evacuation

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	<ul style="list-style-type: none"> ○ Facilitate the work of government emergency services ○ Maintain security of the premises by setting up proper cordon line to control access in and out of the affected area ○ 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 ● 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 to handle an emergency evacuation in accordance to laid-down policies, procedures and guidelines; ● Contribute to safety and security of the premises under protection.
Remark	