

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

Functional Area - Guarding Services

Title	Manage post-incident reviews and follow-up actions after an incident or emergency
Code	107746L4
Description	This unit of competency applies to security personnel at managerial level responsible for managing guarding operations. It covers the abilities to carry out reviews after an emergency in order to identify ways and means to prevent re-occurrence and enhance capabilities in dealing with emergencies.
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Analyse relevant information to identify critical requirements for managing post-incident reviews and follow-up actions after an emergency</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Evaluate the laws and regulations relevant to guarding operations, which should include but not be limited to: <ul style="list-style-type: none"> ○ Security and Guarding Services Ordinance, Cap 460 ○ Occupational Safety and Health Ordinance, Cap 509 and related regulations ○ Personal Data (Privacy) Ordinance, Cap 486 • Evaluate the organisation's duty of care and third party responsibilities with regard to maintaining safety and security of sites under protection • Evaluate requirements of relevant contingency plans and measures for handling the emergency <p>2. Manage post-incident reviews and follow-up actions after an incident or emergency Be able to:</p> <ul style="list-style-type: none"> • Carry out an investigation about the emergency, following the laid-down policies, procedures and guidelines in investigation • Analyse the design effectiveness and operational readiness and efficiency in each of the following stages of the emergency: <ul style="list-style-type: none"> ○ Mitigation ○ Preparation ○ Response ○ Recovery • Analyse the design effectiveness and operational readiness and efficiency in each of the following aspects about handling of the emergency: <ul style="list-style-type: none"> ○ Command and control ○ Communications ○ Life safety ○ Property protection ○ Coordination with internal/external parties ○ Media relations ○ Recovery and restoration • Identify loss and damage, insurance and liabilities • Identify gaps and failures and recommend ways and means to improve on capabilities and preventing reoccurrence and dealing with the emergency • Identify wrong-doer(s) and recommend disciplinary or restitution actions • Present the investigation report as the prescribed format and communicate the findings to management and relevant stakeholders as required • Review findings of the investigation with relevant authorised parties to: <ul style="list-style-type: none"> ○ Identify root causes of the emergency

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	<ul style="list-style-type: none">○ Evaluate design effectiveness of policies, procedures and guidelines and contingency plans○ Evaluate operational readiness, efficiency and effectiveness○ Evaluate loss and damage caused by the emergency○ Develop further actions● Follow through with further actions until the issuers are resolved
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none">● Carry out a comprehensive post-incident review to identify the root causes of the emergency; and● Follow through with management decisions to prevent re-occurrence and enhance capabilities as well as carry out further actions to resolve issues
Remark	