

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

Functional Area - Security Control Room

Title	Develop contingency plans for security control operations
Code	107771L5
Description	This unit of competency applies to security personnel at managerial level responsible for managing security control operations of an organisation. It covers the abilities to develop contingency plans for the malfunction and/or failure of security systems and/or equipment at the security control in order to ensure safety and security of the premises and minimize disruption to business operations.
Level	5
Credit	4
Competency	<p>Performance Requirements</p> <p>1. Knowledge about contingency planning and security control operations:</p> <ul style="list-style-type: none"> <li>• Understand 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>• Understand duty of care and third party responsibilities with regard to maintaining safety and security of sites under protection</li> <li>• Be familiar with the nature and objectives of business of the organisation</li> <li>• Be familiar with the physical environment of the organisation</li> <li>• Be proficient in the physical security policy of the organisation</li> <li>• Be proficient in the safety and security measures of the organisation</li> <li>• Be proficient in the types of malfunction and/or failure associated with security control operations that may impact on safety and security of people and property and/or disrupt business operations</li> <li>• Be proficient in the concepts and skills in contingency planning</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. Develop contingency plan to manage the malfunction and/or failure of security control operations</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Identify the types of emergencies associated with the malfunction and/or failure of security control operations that will require contingency planning</li> <li>• Develop contingency plans to maintain safety and security and continuity of essential services</li> <li>• Document the contingency plans</li> <li>• Obtain the endorsement of management and other stakeholders</li> <li>• Put in place the necessary systems and resources to support the plans</li> <li>• Familiarise security personnel and relevant parties with the contingency plans through training, drills and exercises</li> <li>• Ensure that security personnel and relevant parties perform according to the plans in the event of emergencies</li> <li>• Perform periodic reviews of the contingency plans and the associated operations for continuous improvement</li> </ul>

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Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: <ul style="list-style-type: none"><li>• Compile effective contingency plans that meet all legal and regulatory requirements in safety and security and minimise impact on business operations;</li><li>• Ensure that security personnel and relevant parties perform according to the plans in the event of emergencies; and</li><li>• Perform periodic reviews to ensure the effectiveness of the plans and operations.</li></ul>
Remark	Revised on Dec 2018