

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

Functional Area - Emergency Management

Title	Manage life safety during an emergency
Code	107834L4
Description	This unit of competency applies to security personnel responsible for emergency planning and response of an organisation. It covers the abilities to plan for and take appropriate actions in respect of life safety during an emergency.
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about emergency management and life safety:</p> <ul style="list-style-type: none"> <li>• Understand the obligations and liabilities of the organisation in providing a safe and secure environment for its operations</li> <li>• Understand that protecting life safety is the first priority during an emergency</li> <li>• Understand the threats and contingencies faced by the organisation</li> <li>• Understand the organisation's policies and guidelines for emergency management and business continuity management</li> <li>• Be proficient in the incident response plans of the organisation</li> <li>• Be proficient in best practices about emergency planning and response</li> <li>• Be proficient in the knowledge and techniques for managing various types of emergencies</li> <li>• Be proficient in the HK government emergency response system and the operations of emergency services and related organisations</li> </ul> <p>2. Manage life safety during an emergency</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Plan for evacuation during an emergency <ul style="list-style-type: none"> <li>○ Identify vulnerabilities (in consultation with qualified and/or authorized persons) in areas which should include but not limited to: <ul style="list-style-type: none"> <li>▪ Building construction and evacuation routes, exits, exit signs and emergency lighting</li> <li>▪ Building systems and equipment to detect and warn people of imminent risks</li> </ul> </li> <li>○ Work with Facilities Management/Property Services to remediate vulnerabilities and ensure that relevant laws and regulations are met</li> <li>○ Determine the criteria under which an evacuation is necessary</li> <li>○ Define command and control (e.g. the EMG and IMG) and in particular, who has the authority to call for an evacuation from and re-occupation of the facility</li> <li>○ Designate evacuation routes, assembly points and shelter</li> <li>○ Develop procedures: <ul style="list-style-type: none"> <li>▪ For evacuation and in particular, for assisting those with disabilities or requiring help</li> <li>▪ To account for people after an evacuation</li> <li>▪ About re-occupation of the facility after an evacuation</li> </ul> </li> <li>○ Co-ordinate plans and procedures with government emergency services and related organisations and stakeholders in the community</li> <li>○ Designate personnel to assist in the evacuation, to account for people after an evacuation and to re-occupy the facility after an evacuation</li> <li>○ Define roles and responsibilities of parties involved in the evacuation</li> <li>○ Document the plans and procedures</li> <li>○ Deploy manpower and resources as planned</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"><li>○ Conduct training, tests and exercises of the plans, procedures, systems and equipment</li><li>● Carry out evacuation procedures as planned during</li><li>● Carry out reviews after an evacuation and update plans and procedures in order to ensure that they remain effective and relevant at all time.</li></ul>
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: <ul style="list-style-type: none"><li>● Prepare for evacuation to ensure life safety during an emergency;</li><li>● Carry out evacuation procedures as planned during an emergency; and</li><li>● Ensure that the plans, procedures and actions are relevant and kept up-to-date.</li></ul>
Remark	