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

Functional Area - Emergency Management

| Title | Manage testing and exercising of plans and procedures for emergency response |
|---|---|
| Code | 107838L4 |
| Description | This unit of competency applies to security personal at managerial level responsible for emergency management for an organisation. It covers the abilities to coordinate tests and exercises of plans and procedures for emergency response in order to confirm the emergency preparedness of an organization. |
| Level | 4 |
| Credit | 3 |
| Competency | Performance Requirements<br>1. Knowledge about testing and evaluation of plans and procedures for emergency response:<br><br>• Understand laws and regulations relevant to emergency planning and response<br>• Understand the organisation's policies and guidelines in emergency management and business continuity management<br>• Be proficient in the organisation's business continuity plan<br>• Be proficient in the organisation's incident response plans<br>• Be familiar with best practices in testing and evaluation of the emergency preparedness of an organisation<br>• Possess the people skills and communication skills for dealing with others<br>2. Manage testing and evaluation of plans and procedures for emergency response:<br><br>Be able to:<br>• Arrange to test and exercise the plans and procedures with a view to:<br>    o Verify design effectiveness of the plans<br>    o Verify operational effectiveness and cost efficiency<br>    o Raise the awareness of staff and personnel about response actions and their respective roles and responsibilities<br>    o Identify gaps and failures for remediation<br>• Determine the types of tests and exercises which may include:<br>    o Table-top exercise<br>    o Walk-through exercise<br>    o Functional exercise<br>    o Full-scale exercise<br>• Develop the schedule of tests and exercises, starting with separate groups of personnel and on individual components of the plans and progressively building up to a full-scale exercise<br>• Determine the objective, scope and evaluation criteria of tests and exercises<br>• Plan tests and exercises in advance<br>    o Develop scenarios for the tests and exercises<br>    o Prepare the environment and operations for the tests and exercises<br>    o Arrange for observers<br>• Carry out tests and exercises as planned<br>• Keep track of attendance and performance during the tests and exercises<br>• Carry out debriefings about tests and exercises<br>• Evaluate the results of tests and exercises as well as feedback from all parties involved for continuous improvements<br>• Maintain proper records about all aspects of tests and exercises<br>• Follow up with further actions to improve on gaps and failures identified |

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

Functional Area - Emergency Management

| Assessment Criteria | The integrated outcome requirements of this UoC are the abilities to: <br>• Plan properly for testing and evaluation of emergency response capabilities; <br>• Carry out tests and exercises as planned; and <br>• Verify the preparedness of the organisation's emergency capabilities |
|---|---|
| Remark | |