

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

Functional Area - Emergency Management

Title	Coordinate response actions at the scene of an emergency
Code	107839L4
Description	This unit of competency applies to security personnel responsible for leading the IMG at the scene of an emergency. It covers the abilities to take charge of and co-ordinate actions at the scene of an emergency in accordance with the laid-down policies and guidelines for emergency response.
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about emergency response:</p> <ul style="list-style-type: none"> • Understand the organisation's policies and guidelines in emergency management and business continuity management • Be familiar with command and control relevant to emergency response of the organisation, vis-à-vis, Crisis Management Team, EOC, EMG and IMG • Be familiar with the composition, function and operation of EOC and EMG • Be proficient in the organisation's business continuity plan • Be proficient in the organisation's incident response plans • Understand laws and regulations relevant to emergency planning and response in HK • Understand the HK government's emergency response system and the operations of emergency services and related organisations • Understand the organisation's policy and guidelines in media management • Be proficient in the media management plan in an emergency • Possess the leadership skills to lead and command actions in an emergency • Possess the people skills and communication skills for dealing with others <p>2.</p> <ul style="list-style-type: none"> • Co-ordinate response actions at the scene of an emergency <ul style="list-style-type: none"> ○ Attend scene and take charge of the incident ○ Assess impact on life safety, property and operations ○ Notify government emergency services (e.g. police, fire services, and medical services) where necessary ○ Order an evacuation or other appropriate actions should there be imminent risks to life safety ○ Activate the EOC, EMG and IMG, where necessary ○ Provide the EOC and EMG of a status report and regular updates ○ Seek assistance and support from EOC and EMG where needed ○ Deploy manpower and resources to cordon off the scene, attend to the injured, and provide support to government emergency services ○ Consult with business representative(s) and activate actions to completely or partially shut down business operations ○ Work with government emergency services to carry out any other response actions to minimize impact on life safety and property ○ Determine re-occupation of the facility in consultation with government emergency services and other organisations such as the Buildings Department for issues in relation to building safety ○ Ascertain safety and security before re-entering the facility ○ Ascertain readiness of building infrastructure, people, systems and equipment, process, and data for resumption of operations

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	<ul style="list-style-type: none">○ Resume operations in accordance to the organisation's policies and plans for business continuity
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none">• Take charge of the response actions of the organisation at the scene of an emergency;• Coordinate effectively response actions with relevant internal and external parties at the scene to minimize impact on life safety, property and operations; and• Ensure that actions taken comply with relevant laws and regulations as well as the organisation's laid-down policies and guidelines.
Remark	