

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

Functional Area - Emergency Management

Title	Manage training of personnel for emergency response
Code	107842L4
Description	This unit of competency applies to security personnel responsible for emergency planning and response of an organisation. It covers the abilities to coordinate training for personnel in order to ensure preparedness of the organisation's emergency response capabilities at all time.
Level	4
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Knowledge about training of personnel for emergency response:</p> <ul style="list-style-type: none"> <li>• Understand laws and regulations relevant to emergency planning and response</li> <li>• Understand the organisation's policies and guidelines in emergency management and business continuity management</li> <li>• Be proficient in the organisation's business continuity plan</li> <li>• Be proficient in the organisation's incident response plans</li> <li>• Be familiar with best practices in training of personnel for emergency response</li> <li>• Be familiar with internal and external training programs and resources relevant to emergency planning and response</li> <li>• Possess the people skills and communication skills for dealing with others</li> </ul> <p>2. Coordinate training for personnel for emergency response</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Determine who needs to be trained and who may deliver the training</li> <li>• Identify training needs of the different categories of personnel, including <ul style="list-style-type: none"> <li>○ employees</li> <li>○ management with leadership responsibilities during an emergency</li> <li>○ personnel with responsibilities for emergency response</li> </ul> </li> <li>• Determine any standards or qualifications to be met for any particular role or task or for the use of any equipment e.g. CPR training</li> <li>• Determine the methods of training, e.g. briefings, workshops, drills, etc.</li> <li>• Determine the frequency and schedule of training, e.g. for fire evacuation: <ul style="list-style-type: none"> <li>○ New recruits upon joining the company</li> <li>○ Existing staff – once every 12 months</li> </ul> </li> <li>• Identify internal/external training programs and resources available</li> <li>• Develop internal training where appropriate: <ul style="list-style-type: none"> <li>○ Identify training needs</li> <li>○ Establish training capabilities and resources</li> <li>○ Develop training materials</li> <li>○ Coordinate training schedule</li> <li>○ Deliver the training</li> </ul> </li> <li>• Develop on 12-month basis training schedule and topics to be covered</li> <li>• Develop evaluation criteria for each training program</li> <li>• Keep track of attendance and completion of training</li> <li>• Evaluate effectiveness of training based on trainees' feedback</li> <li>• Evaluate effectiveness of training through drills as well as post-incident reviews</li> <li>• Review plans and procedures regularly for continuous improvement</li> <li>• Maintain proper records about all aspects of training</li> </ul>
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to:

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	<ul style="list-style-type: none"><li>• Plan properly for training of personnel for emergency response, and</li><li>• Verify preparedness of the emergency capabilities of the organisation.</li></ul>
Remark	