



Australian Government

Department of Education, Employment and Workplace Relations

# CPPSEC3017A Plan and conduct evacuation of premises

Release: 1

## CPPSEC3017A Plan and conduct evacuation of premises

### Modification History

Not Applicable

### Unit Descriptor

<b>Unit descriptor</b>	<p>This unit of competency specifies the outcomes required to plan and conduct an evacuation of premises while providing for the maximum safety and protection of self and others. It requires the ability to contribute to the development of an evacuation policy, arrange and participate in evacuation drills, maintain regular communication with designated fire wardens, and conduct evacuations.</p> <p>This unit may form part of the licensing requirements for persons engaged in guarding operations in those states and territories where these are regulated activities.</p>
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### Application of the Unit

<b>Application of the unit</b>	<p>This unit of competency has wide application in the security industry in those roles involving guarding activities. Competency requires legal and operational knowledge applicable to relevant sectors of the security industry. The knowledge and skills described in this unit are to be applied within relevant legislative and organisational guidelines.</p>
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### Licensing/Regulatory Information

Refer to Unit Descriptor

### Pre-Requisites

Not Applicable

## Employability Skills Information

**Employability skills** This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge section and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
<b>1 Contribute to writing of policy and procedures for an evacuation situation.</b>	<p>1.1 Applicable provisions of <i>legislative</i> and <i>organisational requirements</i> relevant to planning and conducting evacuations are identified and complied with.</p> <p>1.2 Occupational Health and Safety (OHS) requirements for evacuation procedures are obtained and reviewed.</p> <p>1.3 <i>Emergency scenarios</i> are discussed and a system of emergency alerting determined in consultation with <i>relevant persons</i>.</p> <p>1.4 Evacuation policy incorporates outcomes of the consultative process and is presented for review to relevant persons.</p> <p>1.5 Presented information uses clear and concise language and complies with organisational requirements for format, style and structure.</p> <p>1.6 Industry information is regularly reviewed to establish the need for new or revised evacuation policy and procedures.</p>
<b>2 Participate in conducting evacuation drills.</b>	<p>2.1 Documented evacuation policy and procedures are disseminated to relevant persons in accordance with organisational procedures.</p> <p>2.2 Further information and support materials are readily available and accessible.</p> <p>2.3 Routine and regular evacuation drills are planned and scheduled in consultation with relevant persons.</p> <p>2.4 Fire wardens are identified and confirmed in strategic locations.</p> <p>2.5 Evacuation drills are conducted in accordance with evacuation policy and procedures.</p> <p>2.6 Feedback on evacuation implementation is sought and modifications to evacuation policy and procedures are finalised and reissued in a timely manner.</p>
<b>3 Conduct evacuation.</b>	<p>3.1 Evacuation need is determined and appropriate emergency services agencies are <i>notified</i>.</p> <p>3.2 <i>Hazards</i> are identified and appropriate <i>risk control measures</i> are implemented within scope of own responsibility, competency and authority.</p> <p>3.3 <i>Evacuation of premises</i> is conducted in accordance with evacuation policy and procedures.</p> <p>3.4 Mobility impaired persons are identified and special arrangements implemented in accordance with organisational procedures.</p> <p>3.5 Evacuated personnel are accounted for in accordance with</p>

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	evacuation policy and procedures.
	3.6 Relevant <b>documentation</b> is completed and securely maintained in accordance organisational procedures.

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge and their level required for this unit.

#### Required skills

- accurately complete reports and process documentation
- accurately recognise and monitor the likely source of risks and threats
- communicate effectively with people from different social, cultural and ethnic backgrounds and of varying physical and mental abilities
- communicate using clear and concise language
- conduct evacuation drills
- facilitate commonsense solutions within operating parameters
- identify and comply with applicable legal and procedural requirements including licensing requirements
- identify potential security threats to people, property and premises
- interpret codes and alarm signals and respond accordingly
- maximise the safety and protection of self and others
- plan and prepare evacuation procedures
- present a professional image to members of the public and colleagues
- prioritise planning activities and meet designated timeframes
- recognise support and assistance requirements
- record and report information
- safely and efficiently conduct evacuation procedures.

#### Required knowledge

- applicable legislation and regulations including licensing requirements
- bomb threat and counter-terrorism procedures
- documentation procedures and processes
- emergency and evacuation requirements for organisations
- first aid principles and procedures
- limits of own responsibility and authority
- location of emergency and security systems
- planning methods
- premises layout and access points

## REQUIRED SKILLS AND KNOWLEDGE

- principles of effective communication including interpersonal techniques
- report and documentation requirements
- types of safety hazards and risks.

## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	A person who demonstrates competency in this unit must be able to provide evidence of: <ul style="list-style-type: none"><li>• accurately planning and completing an evacuation of premises including maintaining related documentation</li><li>• assessing a variety of potentially dangerous situations requiring the movement of persons</li><li>• conducting evacuation drills and following emergency procedures in compliance with emergency services requirements</li><li>• implementing plans and procedures to control the movement of persons including persons with reduced mobility</li><li>• selecting and using appropriate security equipment throughout evacuation.</li></ul>
<b>Context of and specific resources for assessment</b>	<p>Context of assessment includes:</p> <ul style="list-style-type: none"><li>• a setting in the workplace or environment that simulates the conditions of performance described in the elements, performance criteria and range statement.</li></ul> <p>Resource implications for assessment include:</p> <ul style="list-style-type: none"><li>• access to a registered provider of assessment services</li><li>• access to a suitable venue and equipment</li><li>• access to plain English version of relevant statutes and procedures</li><li>• assessment instruments including personal planner and assessment record book</li><li>• work schedules, organisational policies and duty statements.</li></ul> <p>Reasonable adjustments must be made to assessment processes where required for people with disabilities. This could include</p>

access to modified equipment and other physical resources, and the provision of appropriate assessment support.

**Method of assessment**

This unit of competency could be assessed using the following methods of assessment:

- observation of processes and procedures
- questioning of underpinning knowledge and skills.

**Guidance information for assessment**

Assessment processes and techniques must be culturally appropriate and suitable to the language, literacy and numeracy capacity of the candidate and the competency being assessed. In all cases where practical assessment is used, it should be combined with targeted questioning to assess the underpinning knowledge.

Oral questioning or written assessment may be used to assess underpinning knowledge. In assessment situations where the candidate is offered a choice between oral questioning and written assessment, questions are to be identical.

Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.

## Range Statement

### RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

***Legislative requirements may relate to:***

- apprehension and powers of arrest
- Australian standards and quality assurance requirements
- counter-terrorism
- crowd control and control of persons under the influence of intoxicating substances
- force continuum, use of force guidelines
- general 'duty of care' responsibilities
- inspection of people and property, and search and seizure of goods
- licensing or certification requirements
- privacy and confidentiality

- relevant commonwealth, state and territory legislation, codes and national standards for:
  - anti-discrimination
  - cultural and ethnic diversity
  - environmental issues
  - equal employment opportunity
  - industrial relations
  - OHS
- relevant industry codes of practice
- trespass and the removal of persons
- use of restraints and weapons:
  - batons
  - firearms
  - handcuffs
  - spray.

***Organisational requirements may relate to:***

- access and equity policy, principles and practice
- business and performance plans
- client service standards
- code of conduct
- code of ethics
- communication channels and reporting procedures
- documentation systems, procedures and processes
- emergency and evacuation procedures
- employer and employee rights and responsibilities
- legal and organisational policy and procedures including personnel practices and guidelines
- legislation relevant to the operation, incident or response
- OHS policies, procedures and programs
- organisational goals, objectives, plans, systems and processes
- policies and procedures relating to own role, responsibility and delegation
- quality and continuous improvement processes and standards
- resource parameters.

***Emergency scenarios may include:***

- emergencies eg fire, scenes of crime, accidents
- hazardous situations eg physical, chemical, electrical, psychological, biological
- threats eg bombs, sabotage.

***Relevant persons may include:***

- building manager
- clients
- colleagues

- emergency services personnel eg fire, ambulance, police, army bomb disposal unit
  - fire wardens
  - supervisor.
- Notification may be made by:**
- dedicated communications link
  - direct alarm link
  - telephone and mobile phone
  - two-way radio (portable and installed).
- Hazards may include:**
- blocked stairway exits
  - falling debris
  - incorrect or insufficient information on evacuation procedures
  - smoke inhalation.
- Risk control measures may involve:**
- evacuating the premises
  - isolating and removal of risk
  - isolating area of potential risk
  - notifying relevant emergency services agencies
  - providing access for emergency services
  - provision of first aid
  - request for support and assistance
  - restraint of person
  - use of negotiation techniques.
- Evacuation of premises may be:**
- by designated alternative routes
  - by prescribed primary routes
  - to designated assembly point.
- Documentation may include:**
- activity logs
  - incident reports
  - request for assistance forms
  - review and feedback of evacuation policy and procedures.

## Unit Sector(s)

**Unit sector** Security

## Competency field

**Competency field** Operations

