

Unit FM306 Contribute to the management of incidents and emergencies
(SQA Unit Code FG78 04)

This unit is imported from Cogent (unit C4).

This unit is for first-line managers/supervisors at work in the FM environment. It is about contributing to the management of the incidents and emergencies that can occur in the FM workplace.

This unit is about the managing the FM incidents and emergencies that fall within your area of responsibility. It describes the competences required to make sure that you:

- report incidents and emergencies
- contribute to the correction of incidents and emergencies

Performance Criteria

You must be able to do the following:

Report incidents and emergencies

1. Identify the nature, location and scope of incident
2. Raise the appropriate alarms
3. Report the incident to the appropriate people in accordance with organisational/plant reporting procedures
4. Provide accurate and unambiguous information to the appropriate people
5. Complete all relevant documentation

Contribute to the correction of incidents and emergencies

6. Follow appropriate procedures after the situation has been assessed
7. Inform appropriate people as actions are taken
8. Take the correct actions, in accordance with procedures, to make the process safe
9. Take the correct actions, in accordance with procedures, to deal with the incident
10. Minimise the incident, hazard or emergency
11. Minimise waste and loss
12. Act promptly and in association with others
13. Correctly modify actions in response to changing conditions
14. Work safely in accordance with operational requirements

Knowledge and Understanding for this unit

You must know and understand the following:

- a. how to select, use and care for PPE (e.g. sight/hearing protection, gloves, footwear, hard hats, respirators)
- b. the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- c. how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)
- d. the emergency procedures for plant and site
- e. how to work with and within the Permit to Work system (if appropriate)
- f. the types of incidents which should be reported (to include fire; flood; toxic vapour and/or liquid release; explosions; injured personnel; major plant or service failure)
- g. how the alarm should be raised for each type of incident
- h. how to access, interpret and implement site emergency plans; environmental procedures; site/plant emergency procedures
- i. how to communicate effectively (e.g. verbal; written)
- j. the procedure for responding at an early stage of an incident (to include fire; flood; toxic vapour and/or liquid release; explosions; injured personnel; major plant or service failure)
- k. your own responsibilities during emergencies
- l. the potential incidents within your area of responsibility and the actions to be taken
- m. the need for and use of emergency equipment
- n. the appropriate first response to casualties
- o. the effect of the emergency on plant, equipment and personnel