

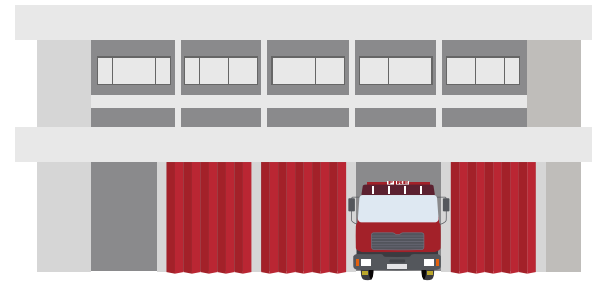
# 行政及后勤支援 ADMINISTRATION AND LOGISTICAL SUPPORT



助理处长(行政)李洁玲(前排左三)与文职人员合照。  
Assistant Director (Administration), Lee Kit-ling,  
Carrie (third left, front row), poses with civilian staff.

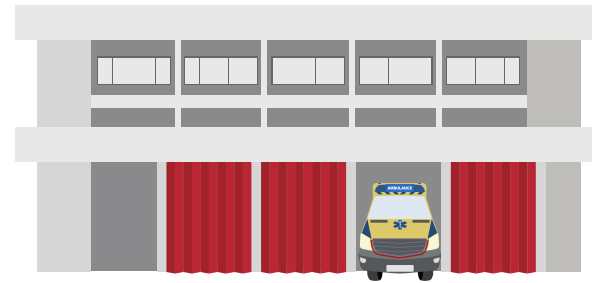


## 消防局及救护站 Fire stations and ambulance depots



消防局  
Fire stations **83** 灭火轮消防局  
Fireboat stations **6**

海上救援局  
Sea rescue berths **2** 潜水基地  
Diving base **1**



救护站  
Ambulance depots **41**

## 行动车辆 Operational vehicles

**1,233** 部  
vehicles

消防车辆  
Fire appliances **468**

救护车  
Ambulance vehicles **514**

其他类型的支援车辆  
Other supporting vehicles **251**

## 策划

策划组负责策划兴建新消防局、救护站和训练设施；处理资源调配工作；以及监察部门基本工程项目的进度。策划组亦会从行动角度，就地区发展计划及城市和商业项目研究报告提供意见。

## 管理

管理组负责统筹、分配和有效使用部门的现有资源，以及处理各总区调配人手的行政事宜。管理组亦负责就部门多方面的管理及政策事务提供意见和支援，包括拟备、检讨和更新部门政策和训令；处理资源的申请；监督法律和纪律事宜；以及统筹部门处所和宿舍的改善和保养工程。该组亦负责内地和海外同业到访消防处的安排。

处长(前排中)向表现卓越的属员颁授嘉许状，副处长(行动)黄镇业(前排右三)及副处长(公众安全及机构策略)陈庆勇(前排左三)亦有出席。

The Director (middle, front row) presents commendation certificates to members with outstanding performance. Deputy Director (Operations), Wong Chun-yip, Angus (third right, front row), and Deputy Director (Public Safety and Corporate Strategy), Chan Derek Armstrong (third left, front row), also attend.

## Planning

The Planning Group plans new fire stations, ambulance depots and training facilities, manages the deployment of resources, and monitors the progress of departmental capital works projects. The group also offers advice on district development plans and study reports on municipal and commercial projects from the operational perspective.

## Management

The Management Group is responsible for the co-ordination, distribution and efficient use of existing resources in the department, and administrative matters on the deployment of personnel in different commands. The group provides advice and support to the department on a variety of management and policy issues by preparing, reviewing and updating the department's policies and orders, processing requests for resources, overseeing legal and disciplinary matters, as well as coordinating improvement and maintenance works for departmental premises and quarters. In addition, it arranges visits to the department for its Mainland and overseas counterparts.





工程及运输组人员检查灭火工具和装备。  
Officers of the Workshops and Transport Division inspect firefighting tools and equipment.

## 工程及运输

工程及运输组负责有关消防车辆、灭火轮、灭火工具和装备(包括灭火机械人)的工程事宜,并就评估及采购新消防车辆、消防产品和装备的事宜,向部门提供专业意见和技术支援。

## 资讯科技管理

资讯科技管理组负责监督部门的资讯和通讯科技事宜,包括筹划资讯和通讯科技策略和保安措施,以及因应电子政府措施和部门运作需要分配资源。该组会留意与部门运作有关的资讯和通讯科技发展趋势、智能灭火措施和最佳作业方式。

## Workshops and transport

The Workshops and Transport Division is responsible for engineering matters relating to fire appliances, fireboats, firefighting tools and equipment including firefighting robots. The division also provides professional advice and technical support to the department in the evaluation and the procurement of new fire appliances, firefighting products and equipment.

## Information technology management

The Information Technology Management Unit oversees matters relating to information and communication technology (ICT) of the department, including the planning of ICT strategies and security as well as the allocation of resources to meet e-government initiatives and the department's business needs. The unit monitors ICT trends, smart firefighting initiatives and the best practices relevant to the business of the department.

## 采购及物流

采购及物流组由资深消防人员和政府物流服务署人员组成,负责策划、组织和推行部门的采购策略和政策,并以中央统筹模式处理所有采购项目。该组亦负责制订有关采购及物流事宜的指引和训令;监察物料和装备开支;以及管理消防处六个物料供应仓,以配合部门的行动需要。

为确保行动效率和个人安全,本处紧贴最新的科技和国际标准,从而物色最合适的消防车辆、救护车、灭火装备和个人防护装备,供在行动中使用。

## 职业安全健康分组

本处致力保障员工的职业安全与健康。为预防工伤和推广职安健,职业安全健康分组积极推行多项措施,包括提供职安健训练;主动视察工作场所的安全;检讨个人防护装备穿着指引;调查工伤个案;以及筹办各类职安健推广活动等,以助建立更完善的安全管理制度。

本处非常重视前线人员执行灭火救援行动时的切身需要。当发生三级或以上火警,或遇上酷热/严寒天气和须长时间工作的情况,现场总指挥官可要求消防通讯中心安排在事故现场附近设立歇息区,让前线人员在长时间工作后稍作休息,恢复体力。二零二二年,本处曾在八宗火警和25宗特别服务事故中设立歇息区。

## Procurement and logistics

The Procurement and Logistics Group is staffed by experienced fire officers and personnel from the Government Logistics Department. The group is responsible for planning, organising and implementing the department's procurement strategies and policies by adopting a centre-led procurement model for all procurement projects. It also draws up guidelines and instructions on procurement and logistics matters, monitors the expenditure on stores and equipment, and manages six departmental storehouses to fulfil the operational needs of the department.

To ensure operational efficiency and personal safety, the department keeps abreast of the latest technologies and international standards so as to identify the most suitable fire appliances, ambulances, firefighting equipment and personal protective equipment (PPE) for operational use.

## Occupational Safety and Health Unit

The department is committed to ensuring the occupational safety and health (OSH) of its staff. With a view to preventing work injuries and promoting OSH, the OSH Unit facilitates the establishment of a better safety management system by actively introducing a range of measures, which include OSH training, proactive safety inspections to workplaces, review of the guidelines for wearing PPE, investigation of work injury cases and organisation of campaigns for the promotion of OSH.

The department attaches great importance to the actual needs of frontline personnel in firefighting and rescue operations. In the event of no. 3 or above alarm fires or very hot/cold weather and long working hours, the incident commanders may request the Fire Services Communication Centre to arrange setting up rest areas near the incident scenes for frontline members to take some rest and restore energy after working for a period of time. In 2022, rest areas were set up for eight fire incidents and 25 special service incidents.