

组织

Organisation

消防处
FIRE SERVICES
DEPARTMENT

防火总区
FIRE PROTECTION
COMMANDS

牌照及审批总区
LICENSING
& CERTIFICATION
COMMAND

消防安全总区
FIRE SAFETY
COMMAND

总部总区
HEADQUARTERS
COMMAND

救护总区
AMBULANCE
COMMAND

行政科
ADMINISTRATION
DIVISION

港岛总区
HONG KONG
COMMAND

九龙总区
KOWLOON
COMMAND

新界总区
NEW TERRITORIES
COMMAND

行动总区
OPERATIONAL
COMMANDS



消防处的主要任务是扑灭火警，在陆上及海上执行救援工作，就防火事宜向市民提供意见，以及为伤病者提供紧急救护服务。

消防处由消防处处长统领，共分为七个总区——三个消防行动总区，以及牌照及审批总区、消防安全总区、救护总区、总部总区和行政科。

灭火、救援及其他紧急服务由港岛（包括离岛及海务）、九龙和新界三个消防行动总区负责，各由一名消防总长掌管。

两个负责防火工作的总区——牌照及审批总区和消防安全总区——各由一名消防总长掌管。牌照及审批总区负责发牌和执行有关法例；消防安全总区则负责防火和消防安全事宜。

救护总区负责提供救护服务，由救护总长掌管。救护总长负责监督救护服务的行政及统筹工作。

总部总区由一名消防总长掌管，协助处长执行规划及管理事务，以及为各行动总区提供政策及后勤的支援。总部总区亦负责管理消防通讯中心、机场消防队、潜水组、消防训练学校、招聘及考试组、工程及运输组、物料供应组、体能训练组和福利组的运作，并处理有关新闻和宣传的事宜。

行政科由文职人员组成，以部门秘书为首，工作范围包括人力资源管理、部门行政、财务管理、会计、内部审计、发外承包工作、员工关系及翻译服务。

The primary roles of the Fire Services Department are to fight fires, to carry out rescue on land and sea, to advise the public on fire protection and to provide emergency ambulance services for the sick and the injured.

The Department is under the overall direction of the Director of Fire Services. It is organised into seven Commands — three operational Commands, a Licensing and Certification Command, a Fire Safety Command, an Ambulance Command and a Headquarters Command; and an Administration Division.

Fire-fighting, rescue and other emergency services are carried out by the three operational Commands covering Hong Kong (including offshore islands and marine), Kowloon and the New Territories, each headed by a Chief Fire Officer.

The two Fire Protection Commands — Licensing and Certification and Fire Safety — are each headed by a Chief Fire Officer. The Licensing and Certification Command oversees licensing and enforcement work; and the Fire Safety Command deals with fire protection and fire safety matters.

The Ambulance Command, led by a Chief Ambulance Officer, is responsible for the administration of ambulance aid and conveyance of patients and casualties to hospital.

The Headquarters Command, headed by a Chief Fire Officer, provides planning and management support to the Director. It also renders policy and logistical support to the operational Commands, oversees the operation of the Fire Services Communications Centre, the Airport Fire Contingent, the Diving Unit, the Fire Services Training School, recruitment and examination, the Fire Services Workshops, transport, supplies and stores, physical training, welfare, as well as information and publicity matters.

The Administration Division is staffed by civilians and headed by the Departmental Secretary who is responsible for human resources management, departmental administration, financial management, accounting, internal audit, outsourcing, staff relations and translation services.

编制

截至二零零五年年底，消防处人员的常额编制为9,184人，包括8,594名纪律人员和590名文职人员。与二零零三年年底比较，编制减少了163个职位。此外，本处并放弃用作开设270个新职位的拨款，以配合控制公务员编制的政策。

政府的效率促进组于二零零四年进行研究后，建议消防处有105个军装职位可予以文职化、重行调配及删除，使有关的军装人员可调回行动单位执行职务。

除了需要保留九个职位给健康欠佳的属员外，本处在二零零四至零五年实施了建议书内的大部分建议。本处亦会在未来数年，因应有关员工自然流失的速度而继续推行文职化。

财政

二零零三至零四及二零零四至零五财政年度，部门开支分别为31.02亿元及30.38亿元，分别占有关年度政府总开支的1.51%及1.53%。

期内，本处通过删除及不开设公务员职位，以及削减津贴及部门开支等节约措施，节省了1.416亿元。

为响应政府的「方便营商奖励计划」，本处采取了多项措施。自二零零一年起，提供非核心支援服务的文职人员，当自然流失或按「自愿退休计划」离职后，他们所负责的服务便会发外承包。截至二零零五年年底为止，

Establishment

As at the end of 2005, the Department had 9,184 posts on its permanent establishment, comprising 8,594 disciplined service and 590 civilian posts. Compared to the position at the end of 2003, the establishment was reduced by 163 posts. The Department also relinquished the financial provision for 270 new posts to help contain the size of the Civil Service.

A study by the Government's Efficiency Unit in 2004 recommended 105 disciplined service posts of the Department for civilianisation, redeployment and deletion in order to release the staff concerned to take up operational duties.

Apart from the nine posts reserved to accommodate health impaired officers, the Department has implemented the bulk of the recommendations in 2004-05 and will continue doing so in the following years having regard to the pace of natural wastage of the staff concerned.

Finance

Departmental expenditure for the financial years of 2003-04 and 2004-05 amounted to \$3,102 million and \$3,038 million respectively, representing 1.51% and 1.53% of the total Government expenditure of the relevant year.

Efficiency savings of \$141.6 million were achieved during the period through deletion of existing and non-creation of approved posts, and reduction in allowances and departmental expenses.

To take forward the initiatives under the Government's Helping Business Awards Scheme, the Department has since 2001 made use of the vacancies arising from the natural wastage of civilian staff and from implementation of the Voluntary Retirement Schemes to outsource non-core supporting services. As at the end of 2005, catering services

本处已把40间消防局和救护站的膳食服务、全部33间救护站的庶务，以及三幢消防处楼宇的保安服务发外承包。

管理

总部总区辖下的管理组，负责统筹、分配及有效使用部门的现有资源，以及处理调配人手及车辆到各总区的行政事宜。管理组亦负责发布和执行部门的政策及训令、处理有关以资源作非紧急用途的申请，以及协调消防处楼宇的改善与维修工程。管理组并负责内地及海外的消防同业到访的安排、处理涉及法律的事务，以及为行动总区管理呼吸器、潜水及其他维生装备的供应。

策划

总部总区辖下的策划组，负责策划兴建新消防局、救护站和调配资源。策划组亦负责监察部门基本建设项目的建造与进度。策划组亦会就地区发展计划，以及地方或商业项目的研究报告，提供消防运作方面的意见；评估新式灭火和救援装备及车辆的效能；以及处理职业安全及健康事宜。

► 铝质抗热袍可抵抗高于摄氏1,000度的辐射热力
Aluminised Proximity Suit can withstand radiant heat of over 1,000 °C



for 40 fire stations and ambulance depots, general labour services for all 33 ambulance depots and security services for three Fire Services premises were contracted out.

Management

The Headquarters Command's Management Group is responsible for the co-ordination, distribution and efficient use of existing resources within the Department and administrative matters on the deployment of personnel and appliances to different Commands. It also disseminates and implements the Department's policies and orders, processes requests for non-emergency use of resources, and co-ordinates improvement and maintenance works for departmental premises. The Group also arranges visits of mainland and overseas counterparts, oversees legal matters and provides breathing apparatus, diving and other life-supporting equipment for the operational Commands.

Planning

The Planning Group under the Headquarters Command plans for new fire stations, ambulance depots and deployment of resources, as well as monitors the progress and construction of departmental capital projects. The Group also offers advice from an operational view on district development plans and study reports on municipal and commercial projects; evaluates fire-fighting and rescue equipment and appliances as well as oversees occupational safety and health matters.



▲ 竹篙湾消防局暨救护站
Penny's Bay Fire Station cum Ambulance Depot



◀ 流动灭火支援车专用于隧道火警
Mobile Fire-fighting Supporting Machine designed for tunnel fires

为配合香港的持续发展，两间分别位于宝马山和竹篙湾的新消防局已经启用。截至二零零五年年底，全港共有 76 间消防局、33 个救护站及六间灭火轮消防局。各消防局／救护站都设于适当地点，务求在所定的召达时间内，抵达各区的紧急事故现场。

新闻及公共关系

新闻组负责通过传媒，向市民发布消防处各方面的资讯。新闻组以新闻稿、新闻发布会和简报会、采访和访问，宣传部门的政策、服务、运作、活动及计划等。

期内，新闻组每月平均答覆 997 个来自传媒及市民的查询，并安排了 255 个采访活动，以及举行了 87 个新闻发布会／简报会，向传媒讲解有关消防处的特别及一般事项。

To keep pace with Hong Kong's continuous development, two new fire stations – Braemar Hill and Penny's Bay – were opened. At the end of 2005, there were altogether 76 fire stations, 33 ambulance depots and six fireboat stations operating throughout the territory. They are strategically located to provide an emergency response to all areas within the preset target response times.

Information and Public Relations

The Information Unit is responsible for disseminating information on various aspects of the Department to the public mainly through the mass media. It publicises the departmental policies, services, operations, events and projects by means of press releases, news conferences, briefings, interviews and visits.

During the period under review, the Unit answered a monthly average of 997 media and public enquiries, and arranged 255 interviews and 87 news conferences/briefings for journalists on specific and general subjects relating to the Department.



▲ 年终工作回顾记者会
A year-end review press conference

公众联络小组

公众联络小组在一九九四年成立，由30名来自社会各阶层的市民组成。除了有助促进消防处与市民的联系，使市民更了解本处的工作、理想和使命外，公众联络小组还加强了本处与社区在扑灭火警、防火和履行其他使命时的伙伴关系。

过往多年，小组成员经常在总部总区消防总长主持的会议上，提供有建设性的意见和建议。消防处亦定期邀请小组成员参加结业会操、消防局开放日，参观灭火及拯救演习，以及参与宣传及其他活动，使他们更了解本处的工作。

公务员建议书计划

消防处成立了一个由20名成员组成的消防处公务员建议评审委员会，负责审议各项改善及精简部门运作与管理系统的建议。委员会一直得到消防处属员的支持，并收到不少具创意的建议书。

委员会由总部总区副消防总长担任主席，期内总共收到六份建议书。具创意的参加者已

Public Liaison Group

The Public Liaison Group was set up in 1994 comprising 30 members of the public from all walks of life. The Group helps foster good community relationships and promote public understanding of the Department's work, vision and mission. It also strengthens the Department's partnership with the community in fire fighting, fire protection and other missions.

Over the years, members of the Group have offered constructive views and suggestions in the meetings chaired by the Chief Fire Officer (Headquarters). To give Group members a better understanding of the work of the Department, they were invited to passing-out parades and open days of fire stations, as well as to observe fire and rescue exercises and to take part in publicity campaigns and other activities on a regular basis.

Staff Suggestions Scheme

The 20-member Fire Services Staff Suggestions Scheme Committee formed to consider suggestions for improving and streamlining departmental operations and management systems continued to receive innovative suggestions.

The Committee, chaired by the Deputy Chief Fire Officer (Headquarters), received six suggestions in the period under review. Commendation certificates and cash grants were awarded to innovative submissions such as the naming of a new fire boat and transport alternation to Wai Hang Street

获颁发嘉许状和奖金，当中的建议包括为一艘新的灭火轮命名，以及有关西湾河惠亨街交通改道以方便紧急车辆出动的建议。

顾客服务

二零零五年，消防处在公务员事务局举办的公务员优质服务奖励计划中，连续三次夺得「最佳公众形象奖」金奖。本处亦在同一奖励计划中，赢得其他四个奖项，计为：部门合作奖金奖（共七个部门合作参与的「楼宇维修统筹计划」）、专门服务队伍奖金奖（二零零三年七月屯门公路巴士意外的拯救行动）、部门精进服务大奖铜奖（院前护理服务），以及部门合作奖铜奖（共三个部门联合参与扑救二零零四年十一月在大屿山发生的山火）。

in Sai Wan Ho for efficient turnout of emergency vehicles.

Customer Service

In 2005, the Department obtained for the third time the Gold Award for the 'Best Public Image Award' in the Civil Service Outstanding Service Award contest organised by the Civil Service Bureau. It also won another four awards under the same scheme — Champion Partnership Award with seven departments participating in the Co-ordinated Maintenance of Building Scheme; Champion Team Award for the rescue operation of Tuen Mun Road bus accident in July 2003; and second runners-up in Departmental Award for Service Enhancement for Pre-hospital Care and in Partnership Award with three departments participating in a joint operation in putting out a vegetation fire on Lantau in November 2004.

▼ 本处在公务员优质服务奖励计划中赢得多个奖项
FSD wins multiple awards in the Civil Service Outstanding Service Award Scheme

