



人力資源管理

Human Resources Management



招聘

二零零九年，消防處經過嚴格挑選，一共聘任363名人員，包括35名消防隊長(行動)、22名救護主任、15名消防隊目(控制)、156名消防員(行動/海務)及135名救護員。

消防訓練學校

消防訓練學校為新聘消防學員提供基本的滅火與救援訓練。學員會接受26週的基本訓練。

消防學員的初級訓練包括基本滅火技巧、消防車輛及裝備的應用、煙火特性訓練、呼吸器的操作、救護學和體能訓練。其他科目包括防火、有關法例、物理和燃燒科學等。

消防訓練學校亦與教育局合辦「多元智能躍進計劃」。這個計劃旨在為中學生提供紀律、領袖和防火訓練。二零零九年，共有1 049名學生及75名老師參加這個計劃。

消防處積極計劃在將軍澳百勝角一幅約十多公頃土地，興建一所國際級消防訓練學校。本處正聯同各相關部門，籌劃各個項目安排及相關的執行計劃。此項目預期可於成功取得撥款後三年內完成。

消防處救護訓練學校

消防處救護訓練學校為各職級的救護人員，提供基本救護學和專門的輔助醫療訓練。

新聘的救護主任和救護員須接受26週初級訓練，內容包括救護學、有關法例、情緒智商、步操、紀律訓練、體能訓練和救護車隨車實習。學員在完成課程後，會調往救護站工作。

訓練學校亦訓練消防人員成為先遣急救員，以及訓練文職人員使用自動心臟去顫器，並繼續為市民免費提供社區心肺復甦法訓練。截至二零零九年年末，有近23 000名市民完成這項訓練。

Recruitment

In 2009, a total of 363 officers were recruited after stringent selection processes, including 35 Station Officers (Operational), 22 Ambulance Officers, 15 Senior Firemen (Control), 156 Firemen (Operational / Marine) and 135 Ambulancemen.

Fire Services Training School

The school provides basic fire-fighting and rescue training to recruit fire officers and firemen who will undergo 26 weeks of basic training.

Initial training for the recruits covers basic fire-fighting techniques, the use of appliances and equipment, compartment fire behaviour training, breathing apparatus, ambulance aid and physical training. Subjects such as fire protection, legislation, physics and science of combustion are also included.

Having co-organised with Education Bureau, the school also conducted an *Enhanced Smart Teen Challenge Project* which aims at providing discipline, leadership and fire protection training to secondary school students. In 2009, 1 049 students and 75 teachers enrolled in this programme.

The Department is actively planning for a new Fire Services Academy of international standards at Pak Shing Kok in Tseung Kwan O, occupying a site of over 10 hectares. Relevant arrangements and implementation plans are being drawn up in collaboration with other departments concerned. It is hoped that the project will be completed in three years upon approval of funds.

Fire Services Ambulance Command Training School

The school provides basic ambulance aid and specialised paramedic training to ambulance personnel of different ranks.

Newly recruited Ambulance Officers and Ambulancemen will undergo a 26-week initial training, which comprises ambulance aid, legislation, emotional intelligence, foot drills, discipline, physical fitness and on-car attachment. Upon completion of the course, the recruits will be posted to ambulance depots.

The school also trains fire personnel as First Responders (FR), civilian staff to use Automated External Defibrillators (AED). It continues to conduct free community Cardio-Pulmonary Resuscitation (CPR) training for the public. At the end of 2009, nearly 23 000 citizens have been trained.

- 1 參觀職業博覽的市民對消防工作深感興趣
Career Expo visitors are deeply interested in the Fire Services work
- 2 救護學員訓練課程
The training course for ambulance recruits
- 3 結業學員示範滅火救援
A demonstration by graduated recruits





消防人員進行真火訓練
Fire personnel receiving live fire training

滅火與救援訓練

西九龍救援訓練中心提供持續訓練課程，加強消防人員處理不同類型火警和災難的技巧。中心設有種類繁多的先進訓練設施，包括在模擬隧道和迷宮進行搜索及救援，並在不同情況下進行真火訓練。二零零九年，共有3 814名屬員參加訓練。

為確保特種救援隊人手足夠，本處在二零零九年為32名屬員提供訓練，而特種救援隊成員在年內亦參加了在所屬消防局舉辦的持續複修課程。此外，共有68名特種救援隊人員接受進階搜救訓練後，加入坍塌搜救專隊。

基礎特種救援隊訓練

為了不斷提升救援行動的效率，本處為前線人員提供多元化的基本搜救技能訓練，包括攀山拯救、公路拯救、急流拯救及高空拯救。

Fire-fighting and Rescue Training

The West Kowloon Rescue Training Centre provides continuous training programme to strengthen the skills of fire personnel in tackling different types of fire and disaster. The Centre is equipped with a wide variety of advanced training facilities including search and rescue at simulated tunnel and maze and live fire training in various situations. A total of 3 814 members attended the training in 2009.

To maintain a sufficient pool of Special Rescue Squad (SRS) members in the Department, training courses were conducted with 32 members attending in 2009. On-going refresher training was also provided at station level for squad members. In addition, 68 SRS members received advanced search and rescue training to become members of the Urban Search and Rescue Team.

Basic Special Rescue Squad Training

To continuously enhance our efficiency in rescue operations, the Department is providing all frontline staff with basic SRS training which includes mountain rescue, road rescue, rapid water rescue and high angle rescue.



① 攀山拯救訓練
Mountain rescue training



② 高空拯救訓練
High angle rescue training



③ & ④ 攀山拯救演練
Mountain rescue exercise

管理及發展

為提升部門高級官員的專業知識，本處在二零零九年開辦了一項發展課程，內容包括應付緊急事故的管理方法、行動準備能力及危機管理、公共行政及傳媒訓練，講師包括本處的高級指揮官及其他機構的專家。年內共有 11 名高級人員完成上述課程。

二零零九年，有 480 名屬員修讀公務員培訓處舉辦的管理、領導才能、溝通及中國研究訓練課程，為事業發展作好準備。此外，有 91 名屬員前往英國、美國、加拿大、澳洲及新加坡，修讀各項訓練課程。

至於員佐級人員，二零零九年有 123 名消防隊員參加了隊目級人員指揮才能訓練暨防火知識課程。

現場指揮訓練

為提高前線人員在火警及緊急事故中的指揮及綜合應變能力，消防處設立了一個「現場指揮調派系統訓練中心」。中心裝置有多媒體電腦及軟件以進行模擬訓練。三個行動總區的前線人員已完成首個訓練項目「高樓大廈火警」，而其他訓練項目如「隧道火警」、「交通意外」及「空難事故」亦已在積極籌備中。



消防人員在現場指揮調派系統訓練中心學習指揮技巧
Fire personnel are learning command skill at the Incident Command System Training Centre

Management and Development

To enhance the professional knowledge of Senior Officers, a departmental development programme covering emergency management, operational readiness and crisis management, public administration and media training was organised in 2009. A total of 11 Senior Officers completed the programme which was conducted by the Department's senior commanders and experts from different organisations.

For career development, 480 Service members attended courses on management, leadership, communication and China studies organised by the Civil Service Training and Development Institute (CSTDI) in 2009. During the year, 91 members attended various overseas training programmes in the United Kingdom, the United States of America, Canada, Australia and Singapore.

For the rank-and-file, 123 Senior Firemen attended the NCO command-cum-fire protection courses in 2009.

Incident Command Training

The Incident Command System Training Centre was established to enhance officers in the handling of fire and emergency incidents with the aid of computerised simulation software. The first training module on "Fire-fighting in High-rise Building" was successfully rolled out for frontline members of the three Operational Commands. More training programmes on different scenarios such as "Tunnel Fire", "Road Traffic Accident" and "Aircraft Crash Incident" are in the pipeline.

體能訓練

體能訓練組為本處人員提供體能訓練，並推廣體育活動，使他們保持體格強健。

體能訓練組人員亦協助籌辦部門體育活動，例如運動日、水運會和越野賽。此外，該組人員經常應本地及國際體育團體的邀請，為體育活動擔任委員。

Physical Training

The Physical Training Establishment (PTE) provides physical training and promotes sports activities for Service members to help them in maintaining good physical condition.

PTE staff often assist in organising departmental sports events such as the athletic meet, swimming gala and cross country run. They are often invited by local and international sports associations to act as officials for sports events.



消防學員進行體能訓練
Physical training for recruits



1



2



3

- 1 火警調查組人員在火警現場進行調查
Fire Investigation Team members at a fire scene
- 2 壓力輔導小組成員學習輔導技巧
Stress Counselling Team members attend a counselling skills course
- 3 模擬紀律聆訊法庭
A mock-up disciplinary hearing court room

火警調查組

本處成立火警調查組，為現場火警調查工作提供支援。調查組有36名火警調查員，都是高級消防隊長／消防隊長職級，他們均曾接受涵蓋火警調查各方面專業範疇的訓練。

此外，部門亦成立火警調查興趣小組，目的是向前線消防人員介紹火警調查的專業知識及技術。此外，部門亦為小組成員籌辦講座，以提升各級人員在火警調查方面的專業知識。

壓力輔導組

本處成立壓力輔導組，為求助的同事進行輔導，藉以紓解他們因工作造成的心理壓力或困擾。輔導組由約110名消防處同事組成，組員均完成由香港中文大學舉辦的心理與輔導技巧基礎課程。

紀律專責隊伍

為鞏固和提升本處主任級人員在處理紀律聆訊的技能，本處於二零零九年一月一日正式成立了「紀律專責隊伍」，成員包括69名已受專業訓練並自願參與的主任級人員。「紀律專責隊伍」成員除了不時接受處方安排有關法律知識訓練外，亦有更多機會參與處理紀律聆訊，掌握實用知識和經驗。

Fire Investigation Team

The Fire Investigation Team provides support for the investigation on the cause of fire at scene. The Team comprises 36 members of Senior Station officers / Station officers. They have received training on various professional aspects to enhance their skills of fire investigation.

The Fire Investigation Interest Group was also formed to recruit frontline fire personnel of various ranks who were interested in fire investigation. A series of seminars were organised for group members to enhance their knowledge of fire investigation.

Stress Counselling Team

The Department set up the Stress Counselling Team to help colleagues overcome work-related stress. The Team is composed of about 110 staff members. All the team members have completed the basic courses on psychology and counselling skills organised by the Chinese University of Hong Kong.

Service Disciplinary Team

With a view to fostering and promoting competency of our members in handling disciplinary hearings, a dedicated Service Disciplinary Team (SDT), comprising 69 voluntary and legally trained Officers had been set up since January 1, 2009. Apart from legal training organised by the Department from time to time, SDT members were also given opportunities in handling disciplinary hearings to gain practical experience.

福利

消防福利主任負責就影響到個別或整體消防人員的福利事宜，包括傷病、房屋、財政和家庭方面遇到的困難，提供意見。消防福利主任除了就消防處人員的福利事宜，與政府部門及其他機構聯絡外，亦安排探訪住院接受治療的員工，並籌劃及推行員工福利計劃。二零零九年，消防福利主任接見和輔導了235名在職或退休員工及其家屬，就個人及家庭問題給予意見。

員工關係

本處設有妥善的溝通途徑，鼓勵管職雙方定期交流。這些途徑包括消防處部門協商委員會、總區聯誼會和分區聯誼會，以及文職人員協商委員會。

為加深了解前線人員的情況，處長及各高級指揮官定期探訪消防局及救護站，與屬員直接溝通。副處長則與員工協會定期會面，商討影響到員工的工作、福利和服務條件的事項，有需要時並就新管理措施收集職方的意見，以及就職方關注的事項發放資訊。

這些溝通途徑有效協助促進管職雙方的了解和合作。許多影響職方利益和福祉的課題，都在部門協商委員會和文職人員協商委員會的會議上進行討論。職方的意見和建議如能有助改善作業程序和服務條件，都會被考慮和採用。事實證明，對職方進行諮詢，確實有助管方引入政策的改革及推行新管理措施。

Welfare

The Fire Services Welfare Officer (FSWO) advises on welfare matters affecting Service members, either individually or collectively, including injury, sickness, housing and financial and domestic difficulties. Apart from liaising with Government departments and other agencies on matters relating to the welfare of Service members, he also arranges visits to hospitalised members, and organises and implements staff welfare schemes. In 2009, FSWO interviewed and counselled 235 serving and retired members and their family members on personal and domestic affairs.

Staff Relations

There are well-established channels of communication within the Department to encourage regular dialogue between the management and staff. These communication channels include the Fire Services Departmental Consultative Committee (FSDCC), the Staff Relations Units of Commands and Divisions, and the Civilian Staff Consultative Committee (CSCC).

To better understand the needs of frontline Service members, the Director and respective Senior Commanders pay regular visits to fire stations and ambulance depots in order to communicate directly with them. The Deputy Director meets with staff associations regularly to discuss issues affecting their work, benefits, conditions of service. He also holds discussions with staff as required to seek their views on new management initiatives and disseminate information on matters of interest.

These communication channels have effectively promoted better understanding and co-operations between the management and staff. Important issues affecting the interests and well being of staff were discussed at the FSDCC and CSCC meetings. Staff views and suggestions that would improve work processes and service conditions would be considered and adopted. The staff consultations have proved useful in the introduction of policy changes and new management initiatives.

體育及康樂

香港消防處體育福利會在部門內推廣各種體育活動，以鼓勵屬員建立健康的生活模式及強健體魄，並為在職和退休屬員及家屬舉辦康體活動、社交活動和節日慶祝會。各活動隊伍亦參與外間機構舉辦的體育和文化活動。體育福利會的經費來自消防福利基金及消防同樂會的收益。

年內，本處各個運動隊伍繼續參與多項跨部門和全港比賽，成績斐然，贏取無數獎項。

Sports and Recreation

To encourage members to establish a healthy life style and to enhance their physical fitness, the Hong Kong Fire Services Sports and Welfare Club organises various kinds of sports and recreational and social activities as well as festive celebrations for both serving and retired members and their families. Various activity groups also participate in external sports and cultural activities. The Sports and Welfare Club is financed by the Fire Services Welfare Fund and proceeds of the Fire Services Club.

During the year, the Department's sports teams performed amazingly well both in inter-departmental and territorial events and won numerous championships.



處長盧振雄從特殊奧運會之星黃金寶手上接過火炬
Director Lo receives the torch from the Star of Special Olympics, Mr Wong Kam-po

