

人力资源管理

Human Resources Management



编制

截至二零一零年年底，消防处人员的常额编制为9 640人，包括8 998名军装人员和642名文职人员。

招聘

二零一零年，消防处经过严格挑选，一共聘任486名人员，包括59名消防队长（行动）、20名救护主任、两名消防队长（控制）、四名消防员（工程组）、194名消防员（行动/海务）及207名救护员。

Establishment

The Department had an establishment of 9 640 at the end of 2010, comprising 8 998 uniformed and 642 civilian members.

Recruitment

In 2010, a total of 486 people were recruited after stringent selection processes, including 59 Station Officers (Operational), 20 Ambulance Officers, two Station Officers (Control), four Firemen (Workshop), 194 Firemen (Operational/Marine) and 207 Ambulancemen.



- 1 消防处人员在职业博览会中介绍消防处的工作
Fire Services personnel at the Career Expo briefing visitors on Fire Services work
- 2 应徵者正进行体能测验
Applicants are undergoing physical fitness tests
- 3 律政司司长黄仁龙检阅结业学员
The Secretary for Justice, Mr Wong Yan-lung, SC, reviewing the passing-out parade
- 4 结业学员示范
The graduates demonstrate their skills



消防训练学校

消防训练学校为新聘消防学员提供基本的灭火与救援训练。学员会接受26周的基本训练。此外，消防训练学校亦为在职属员提供持续训练课程。

消防学员的初级训练包括基本灭火技巧、消防车辆及设备的应用、烟火特性训练、呼吸器的操作、救护学和体能训练。其他科目包括防火、有关法例、物理和燃烧科学等。

由二零一零年十二月起，消防训练学校为行动总区的队目级人员开办烟火特攻员训练课程，以加强他们的灭火技巧。

消防训练学校亦与教育局合办「多元智能跃进计划」。这个计划旨在为中学生提供纪律、领袖和防火训练。二零一零年，共有985名学生及53名老师参加这个计划。

Fire Services Training School

The school provides basic fire-fighting and rescue training to newly recruited fire officers and firemen who will undergo 26 weeks of basic training. Continuation training courses are also provided to in-service members.

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

The school has introduced the Compartment Fire Attacker (CFA) course for the operational non-commissioned officers (NCO) since December 2010 to enhance their fire-fighting skills.

Having co-organised with the 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 2010, 985 students and 53 teachers enrolled in this programme.



- 1 攀山拯救训练
Mountain Rescue training
- 2 前线消防员在潜水基地急流池进行拯救训练
Frontline firemen receiving swift water rescue training at the FSD Diving Base
- 3 高空拯救训练
High angle rescue training



消防处救护训练学校

消防处救护训练学校为各级别的救护人员，提供基本救护车和专门的辅助医疗训练。

新聘的救护主任和救护员须接受26周初级训练，内容包括救护车、有关法例、情绪智商、步操、纪律训练、体能训练和救护车随车实习。学员在完成课程后，会派驻救护站工作。

训练学校亦训练消防人员成为先遣急救员，以及训练文职人员使用简易心脏去颤器，并为市民免费提供社区心肺复苏法训练。截至二零一零年年底，有近24 400名市民完成这项训练。

灭火与救援训练

西九龙救援训练中心提供持续训练课程，加强消防人员处理不同类型火警和灾难的技巧。中心设有种类繁多的先进训练设施，包括在模拟隧道和迷宫进行搜索及救援，并在不同情况下进行真火训练。二零一零年，共有3 896名人员参加训练。

为确保特种救援队人手足够，本处在二零一零年为17名前线人员提供基础特种救援队训练。

为加强前线消防人员的进阶救援技巧，本处为他们提供一套基础特种救援队技能训练课程，内容包括基本攀山拯救、高空拯救、交通意外拯救及急流拯救。年内，共有11 652人次参与上述各项训练。

管理及发展

为提升部门高级官员的专业知识，本处在二零一零年开办了一项发展课程，内容包括应付紧急事故的管理方法、行动准备能力及危机管理、公共行政及传媒训练。讲师包括本处的高级指挥官及其他机构的专家。年内共有11名高级人员完成上述课程。

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, and civilian staff to use Public Access Defibrillators (PAD). It conducts free community Cardio-Pulmonary Resuscitation (CPR) training for the public. As at the end of 2010, nearly 24 400 citizens had been trained.

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 3 896 members attended the training in 2010.

To maintain a sufficient pool of Special Rescue Squad (SRS) members in the Department, an initial SRS training course was provided to 17 frontline members in 2010.

To strengthen the advanced rescue techniques of all frontline fire personnel, the Department provides them with basic SRS training consisting of modules on mountain rescue, high angle rescue, road traffic accident rescue and swift water rescue. In 2010, a total of 11 652 members attended the various training modules.

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 2010. A total of 11 Senior Officers completed the programme conducted by Senior Commanders of the Department and experts from various organisations.

二零一零年，本处亦为部属人员开办发展课程，作为一项核心训练课程。年内，本处为48名助理消防区长及高级救护主任举办了两次课程。

二零一零年，有542名属员修读公务员培训处举办的各项管理、领导才能、沟通及中国研究训练课程，为事业发展作好准备。此外，有66名属员前往英国、美国、加拿大、澳洲、纽西兰、泰国及新加坡，修读各项训练课程。

至于员佐级人员，在二零一零年有176名消防队目参加了队目级人员指挥才能训练暨防火知识课程。

现场指挥训练

为提高前线消防人员在火警及紧急事故中的指挥及综合应变能力，消防处设立了一个「现场指挥调派系统训练中心」。中心装置有多媒体电脑及软件以进行此类训练。本处已开办有关「高楼大厦火警」及「交通意外」的训练项目，而其他训练项目如「隧道火警」及「空难事故」亦已在积极筹备中。

A development programme for Subordinate Officers was launched in 2010 as a core training programme. Two classes were conducted for 48 Assistant Divisional Officers and Senior Ambulance Officers during the year.

For career development, 542 Service members attended various courses on management, leadership, communication and China studies organised by the Civil Service Training and Development Institute in 2010. During the year, 66 members attended various overseas training programmes in the United Kingdom, the United States of America, Canada, Australia, New Zealand, Thailand and Singapore.

For the rank-and-file, 176 Senior Firemen attended the NCO command-cum-fire protection courses in 2010.

Incident Command Training

The Incident Command System Training Centre was established to enhance the capability of frontline fire personnel in handling fire and emergency incidents with the aid of computerised simulation software. Training programmes on “Fire-fighting in High-rise Building” and “Road Traffic Accident” had been developed. More training programmes on different scenarios such as “Tunnel Fire” and “Aircraft Crash Incident” are in the pipeline.

体能训练

体能训练组为本处人员提供体能训练，并推广体育活动，使他们保持体格强健。

体能训练组人员亦协助筹办部门体育活动，例如陆运会、水运会和越野赛。此外，该组人员经常应本地及国际体育团体的邀请，为体育活动担任委员。

兴趣小组及专责队伍

火警调查组

本处成立火警调查组，为现场火警调查工作提供专业支援。十九名高级消防队长已完成涵盖火警调查各专业范畴的训练，并成为火警调查员。

此外，部门亦成立火警调查兴趣小组，目的是向前线消防人员介绍火警调查的专业知识及技术。此外，部门亦为小组成员筹办讲座，以提升他们在火警调查方面的专业知识。

压力辅导组

本处成立压力辅导组，为求助的同事进行辅导，藉以纾解他们因工作造成的心理压力或困扰。辅导组由约100名消防处同事组成，组员均完成由香港中文大学举办的心理与辅导技巧基础训练。年内，组员进一步接受有关危机事件压力管理的训练，并且获得美国马里兰大学颁授证书。

纪律专责队伍

为提升进行纪律聆讯的水准，本处于二零零九年一月成立了「纪律专责队伍」，成员包括116名已受训并自愿参与的主任级人员。「纪律专责队伍」成员除了接受有关法律知识训练外，亦有机会处理纪律聆讯，掌握实用知识和经验。

Physical Training

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

Interest Groups and Specialist Teams

Fire Investigation Team

The Fire Investigation Team provides professional support in the investigation on the cause of fire at scene. 19 Senior Station Officers had been trained as fire investigators after completing training on various professional aspects of fire investigation.

The Fire Investigation Interest Group was also formed to recruit frontline fire personnel who are 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 some 100 staff members. All the team members had completed the basic training on psychology and counselling skills organised by the Chinese University of Hong Kong. In 2010, the team members were further trained on Critical Incident Stress Management (CISM) and acquired the certification from the University of Maryland in the USA.

Service Disciplinary Team

To enhance the standard in conducting disciplinary hearings, a Service Disciplinary Team (SDT) comprising 116 trained voluntary Officers has been set up since January 2009. Apart from legal training, SDT members were given opportunities to handle disciplinary hearings to gain practical experience.



香港电台图片
RTHK photo

消防工程学兴趣小组

为促进属员对消防工程学的认识，以及掌握消防工程学的最新发展，本处在二零一零年十一月成立了消防工程学兴趣小组，为小组成员举办有关消防工程学的活动。该小组现时有21名成员。

消防车辆兴趣小组

为促进消防人员对消防车辆的兴趣，掌握消防车辆的最新发展，以及改善消防车辆的工具储物柜，消防处在二零一零年年底成立消防车辆兴趣小组。小组26名成员定期聚会，互相交流资料及分享意见。

福利

消防福利主任负责就影响到个别或整体消防人员的福利事宜，包括伤病、房屋、财政和家庭方面遇到的困难，提供意见。消防福利主任除了就消防处人员的福利事宜，与政府部门及其他机构联络外，亦安排探访住院接受治疗的员工，并筹划及推行员工福利计划。二零一零年，消防福利主任接见和辅导了210名在职或退休员工及其家属，就个人及家庭问题给予意见。

员工关系

本处设有妥善的沟通途径，鼓励管职双方定期交流。这些途径包括消防处部门协商委员会、总区联谊会 and 分区联谊会，以及文职人员协商委员会。这些委员会及联谊会提供有效的平台，让管职双方就共同关注的事项交换意见。

为加深了解前线人员的情况，处长会探访各前线单位，并为各级人员举行座谈会，与他们直接沟通。副处长则与员工协会定期会面，商讨影响到员工的工作、福利、服务条件及福祉的事项，有需要时与员工就关键事宜进行磋商，并就新管理措施收集职方的意见，以及就职方关注的事项发放资讯。

Fire Engineering Interest Group

To promote better understanding of fire engineering and keep Service members abreast of its latest development, a Fire Engineering Interest Group was established in November 2010 to organise activities on fire engineering for group members. The group comprises 21 members.

Fire Appliance Interest Group

To develop members' interest in fire appliances; to keep track of their latest development and to perfect locker design, a Fire Appliance Interest Group was established at the end of 2010. The Group comprising 26 members meets periodically for exchanging information and sharing thoughts.

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 2010, FSWO interviewed and counselled 210 serving and retired members and their families 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). These committees and staff relation units provide useful forums for the exchange of views between the management and staff on matters of common interest.

To better understand the needs of frontline Service members, the Director pays visits to frontline units and holds forums with different levels of staff to communicate with them directly. The Deputy Director meets with staff associations regularly to discuss issues affecting their work, benefits, conditions of service and well-being. He also holds discussions with staff on topical issues as required to seek their views on new management initiatives and disseminate information on matters of interest.

这些沟通途径有效协助促进管职双方的了解和合作。许多影响职方利益和福祉的课题，都在部门协商委员会和文职人员协商委员会的会议上进行讨论。职方的意见和建议如能有助改善作业程式和服务条件，都会被考虑和采用。事实证明，对职方进行谘询，确实有助管方引入政策的改革及推行新管理措施。

These communication channels have effectively promoted better understanding and co-operation 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.



1 处长举办「真情对话」座谈会加强与属员沟通
Director's Forum for staff members helps enhance understanding and communication



2 处长到访消防局
The Director visits a fire station

体育及康乐

香港消防处体育福利会在部门内推广各种体育活动，以鼓励属员建立健康的生活模式及强健体魄，并为在职和退休属员及家属举办康体活动、社交活动和节日庆祝会。各活动队伍亦参与外间机构举办的体育和文化活动。体育福利会的经费来自消防福利基金及消防同乐会的收益。

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.



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- 1 消防处周年越野赛
Annual FSD Cross Country Run
- 2 消防水运会
Fire Services Swimming Gala
- 3 射击比赛
Shooting Competition
- 4 消防处陆运会
Fire Services Athletic Meet



3



4



1

- 1 消防处代表队出席韩国举行的消防竞技大赛，出发前处长主持授旗仪式
Director Lo presents a flag to the FSD Delegation for participating in the World Firefighters' Games held in Korea
- 2-3 消防处代表队在多项比赛中夺标
FSD Delegation wins championships in a number of competitions



2



3

年内，本处各个运动队伍继续参与多项跨部门和全港比赛，成绩斐然，赢取无数奖项。二零一零年世界消防竞技大赛在韩国大邱市举行，共有60个国家及地区参与。香港消防处代表队勇夺合共168面奖牌，包括66面金牌、54面银牌及48面铜牌，并且获得全场总季军，成绩优异。

年内，体育福利会圆满举办一个慈善晚会，为儿童癌病基金筹款。

During the year, the Department's sports teams performed extraordinarily well both in inter-departmental and territorial events and won numerous championships. The Hong Kong Fire Services Delegation again came back with flying colours from the 2010 World Firefighters' Games held in Daegu, Korea, snatching a total of 168 awards - 66 gold, 54 silver and 48 bronze medals, being the overall second runner-up. A total of 60 countries and regions took part in the event.

In 2010, the Sports and Welfare Club successfully organised a charity show to raise money for the Children's Cancer Foundation.