



行政及后勤支援

ADMINISTRATION &
LOGISTIC SUPPORT



文职人员为消防处各单位提供行政支援
Civilian staff provide administrative support to various units of the Department

行政及后勤支援 Administration & Logistic Support

重置的香港仔消防局暨救护站于2012年9月启用，能提高行动效率

Put into operation in September, 2012, the reprovisioned Aberdeen Fire Station cum Ambulance Depot enhances operational efficiency



策划

总部总区辖下的策划组，负责策划有关兴建新消防局、救护站、训练设施和资源调配的事宜，以及监察部门基本工程项目的进度和建造。策划组亦会就地区发展计划及城市和商业项目的研究报告，从消防行动角度提供意见。

Planning

The Planning Group under the Headquarters Command plans for new fire stations, ambulance depots, training facilities and deployment of resources, as well as monitors the progress and construction of departmental capitals works projects. The Group also offers advice from an operational point of view on district development plans and study reports on municipal and commercial projects.

为配合香港的持续发展，经重置的香港仔消防局暨救护站于二零一二年九月启用。截至二零一二年年底，全港共有80间消防局、38个救护站、六间灭火轮消防局及一个潜水基地。各消防局/救护站及潜水基地均设于策略性位置，务求在现时的目标召达时间内，抵达各区的紧急事故现场。

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，以及处理有关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；处理以资源作非紧急用途的申请，以及统筹部门处所及宿舍的改善与保养工程。管理组亦负责安排内地及海外消防同业到访、监督法律和纪律事宜、职业安全与健康事宜，并为所有军装人员提供制服及装备。

资讯科技管理

资讯科技管理组负责监督部门所有资讯及通讯科技事宜，包括资讯及通讯科技策略和保安措施的筹划，以及为配合电子政府措施及部门运作需要而进行的资源分配。该组会继续留意与部门运作有关的资讯及通讯科技发展趋势和最佳作业方式，以期能透过应用资讯及通讯科技，为市民提供高效率的服务。

工程及运输

工程及运输组负责所有与消防车辆、灭火工具及装备有关的工程事宜，亦为采购及物流组就评估新产品和装备及采购新消防车辆等事宜提供专业意见和技术支援。

To keep pace with Hong Kong's continuous development, the reprovisioned Aberdeen Fire Station cum new Ambulance Depot was put into operation in September 2012. At the end of 2012, there were altogether 80 fire stations, 38 ambulance depots, six fireboat stations and a diving base operating throughout the territory. They were strategically located to provide emergency response to all areas within the present target response times.

Management

The Management Group of the Fire Services Headquarters Command 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 and quarters. The Group also arranges visits of the Mainland and overseas counterparts; oversees legal matters and discipline, occupational safety and health matters as well as the provision of uniform and accoutrements for all uniformed members.

Information Technology Management

Information Technology Management Unit (ITMU) is responsible for overseeing all information and communications technologies (ICT) issues of the Department including the planning of ICT strategy and security and the allocation of resources to meet E-government initiatives and the Department's business needs. ITMU maintains surveillance on ICT trends and best practices relevant to the business of the Department with a view to providing an efficient service to the public through the application of ICT.

Workshops and Transport

The Workshop and Transport Division is responsible for all engineering matters relating to fire appliances, firefighting tools and equipment. It also provides professional advice and technical support to the Procurement and Logistics Group in the evaluation of new products and equipment, as well as procurement of new fire appliances.

于2012年9月投入服务的
辅助医疗装备车能进一步
提升救护服务
*Put into service in
September, 2012, the
Paramedic Equipment
Tender further enhances
ambulance services*



消防处四个工程部由专业及符合有关技术资格的消防人员组成，负责保养、检查及维修消防车辆、灭火及救援装备，并改装消防车辆，以应付行动需要。工程部的紧急支援小组亦会到消防局，即场提供消防车辆及装备紧急维修服务。如有大型火警及救援事故，紧急支援小组也会赶赴现场，即时提供技术支持。

车辆

截至二零一二年年底，消防处共有945辆行动车辆，包括409辆消防车、368辆救护车和168辆其他类型的支援车辆。车上配备不同种类的工具及装备，以配合行动需要。

采购及物流

总部总区辖下的采购及物流组，由具备专业采购资格的人员和有行动经验的消防人员组成，负责策划、组织及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。该组会每年制定符合本处整体目的和目标的采购优先次序及目标。该组亦制定采购及物流事宜的指引及训

Staffed by professionals and technically qualified firemen, the four Fire Services workshops provide maintenance, servicing and repairs to fire appliances; firefighting and rescue equipment. Modification of fire appliances is also carried out to meet the operational needs. The workshop's Emergency Backup Unit (EBU) provides emergency on-site repair services to fire appliances and equipment at fire stations. In major fire and rescue incidents, the EBU also attends the scenes to provide prompt technical supports.

Appliances

At the end of 2012, the Department has 945 operational vehicles comprising 409 fire appliances, 368 ambulances and 168 other supporting vehicles fitted with different types of tools and equipment to fulfill operational requirements.

Procurement and Logistics

The Procurement and Logistics Group of the Fire Services Headquarters Command is composed of qualified procurement professionals and experienced fire officers. The Group is responsible for planning, organising and implementing the procurement strategy and policy of the Department by adopting a centre-led procurement model for all procurement projects. It sets out procurement priority and targets that are in line with overall aims and

令，监察物料供应及装备的帐目开支，以及管理六个消防处物料供应仓，以配合部门的行动需要。

装备及个人防护装备

部门不断检讨及物色技术先进及符合最新标准的消防车辆、灭火装备及个人防护装备，以提升行动效率和加强个人安全。就此，「消防工具及标准装载检讨委员会」定期评估及检讨所有与救援及灭火行动有关的工具。「消防个人防护装备咨询委员会」及「救护个人防护装备咨询委员会」亦会定期评估及检讨所有个人防护装备。

为了进一步加强保障前线消防人员的安全，经加强安全设计的新安全足踝靴已于二零一二年十月起使用。部门亦会在短期内向前线属员分发工作汗衣，为穿着灭火防护服的消防人员提供多一种舒适的工作服。此外，部门已于二零一二年五月以「3.7米摺迭梯」取代附设于泵车的「二楼梯」，摺迭式楼梯可在紧急事故中派上用场，而且更为灵活。

objectives of the Department on a yearly basis. It also develops guidelines and instructions on procurement and logistics matters, monitors the expenditure on stores and equipment, and operates six departmental storehouses to cope with the operational requirements of the Department.

Equipment and Personal Protective Clothing

The Department keeps on reviewing and identifying fire appliances, firefighting equipment and personal protective equipment of an advanced technology and the latest standards for enhancing operational efficiency and personal safety. In this connection, the Fire Services Equipment and Standard Stowage Review Committee evaluates and reviews all equipment relating to rescue and firefighting operations. The Fire Personal Protective Equipment Advisory Committee and the Ambulance Personal Protective Equipment Advisory Committee evaluate and review on all personal protective equipment on a regular basis.

To further enhance the safety of frontline fire personnel, the new Safety Ankle Boots with enhanced safety features have been put into use since October 2012 while the Working T-shirt, which provides a comfortable working dress to firefighters in addition to the firefighting protective suit, will be issued in the near future. On the other hand, with the implementation of the 3.7 metres folding ladder in replacing the first floor ladder mounted on Major Pump in May 2012, the feasibility and mobility of the ladders is enhanced when being used in emergency incidents.



符合最新标准的装备及个人防护装备有效保障前线人员安全

Equipment and personal protective clothing which align with the latest safety standards effectively enhance safety of frontline staff