

人力資源 管理

HUMAN RESOURCES MANAGEMENT

消防處屬員在消防通訊中心接受訓練。
FSD personnel receive training in the Fire Services Communications Centre.



救護人員透過參與演習提升行動效率。
Ambulance personnel enhance their operational efficiency by participating in an incident drill.



消防人員進行滅火訓練。
Fire personnel getting firefighting training.

消防處人員在職業博覽會向參觀者介紹消防處的工作。

Visitors are briefed on the work of the FSD at the Career Expo.



編制

截至二零一四年年底，消防處的人員編制為10,162人，包括9,446名軍裝人員和716名文職人員。

財政

二零一三至一四及二零一四至一五財政年度，部門總開支分別為46.77億元及49.96億元，佔有關年度政府總開支的1.4%及1.6%。

招聘

二零一四年，消防處經嚴格甄選後，共聘任了379人，包括23名消防隊長（行動）、三名消防隊長（控制）、七名消防隊目（控制）、一名消防隊目（食堂督導員）、201名消防員（行動／海務）、七名消防員（工程組）及137名救護員。

Establishment

The Department has an establishment of 10,162 at the end of 2014, comprising 9,446 uniformed and 716 civilian staff.

Finance

In the 2013-14 and 2014-15 financial years, the total expenditure of the Department amounted to \$4,677 million and \$4,996 million respectively, representing 1.4% and 1.6% of the total government expenditure of the corresponding years.

Recruitment

In 2014, a total of 379 people were recruited after stringent selection processes, including 23 Station Officers (Operational), three Station Officers (Control), seven Senior Firemen/Firewomen (Control), one Senior Fireman (Canteen Supervisor), 201 Firemen (Operational/Marine), seven Firemen (Workshops) and 137 Ambulancemen/Ambulancewomen.



政務司司長林鄭月娥在消防訓練學校結業會操中檢閱一批結業學員（左圖）。

The Chief Secretary for Administration, Mrs Carrie Lam, reviewing graduates at a passing-out parade held in the Fire Services Training School (left).

完成基本訓練的結業學員（右圖）。

The graduates on completion of their basic training (right).



培訓及發展

消防訓練學校

消防訓練學校為新聘的消防隊長和消防員，提供為期26周的留宿初級訓練。訓練課程內容廣泛，包括部門行政、基本滅火及救援技巧、管理及領導才能、消防學、消防工程學、消防車輛及裝備的應用、煙火特性訓練、呼吸器的操作、基本救護學、體能訓練、防火及相關法例。二零一四年，共有55名消防隊長學員及216名消防員學員完成基本訓練。

訓練學校為消防隊目（控制）及消防員（工程組）提供初級訓練，並為內部聘任的消防隊長提供入職培訓。年內，有五名內部聘任的消防隊長（行動）、三名內部聘任的消防隊長（控制）及六名新聘的消防隊目（控制）完成有關訓練。

Training and Development

Fire Services Training School

The Fire Services Training School provides 26-week initial residential training to recruit Station Officers and Firemen. A wide curriculum for the initial training includes departmental administration, basic firefighting and rescue techniques, management and leadership, fire science, fire engineering, use of appliances and equipment, compartment fire behaviour training, breathing apparatus, basic ambulance aid, physical training, fire protection and legislation. In 2014, 55 recruit Station Officers and 216 recruit Firemen completed the basic training.

Initial training for Senior Firemen/Firewomen (Control), Firemen (Workshops) and induction training for in-service appointed Station Officers are provided by the School. During the year, five in-service appointed Station Officers (Operational), three in-service appointed Station Officers (Control), six Recruit Senior Firemen/Firewomen (Control) completed their training.

訓練學校亦為外地同業及私人機構員工提供滅火技巧訓練。二零一四年，有19名澳門消防主任及330名私人機構員工完成有關基本滅火、呼吸器、署任消防隊長啓導訓練，以及油庫、樓宇結構及高層樓宇滅火的課程。

本處繼續為屬員開辦各種煙火特性訓練課程。在二零一四年，共有33名行動組屬員取得煙火特攻員資格，277名消防學員完成入職課程，108名在職行動組屬員參加進修課程，以及50名見習消防隊長參加煙火特性訓練中級課程。年內，共有七名高級消防隊長及一名消防隊長受訓成為煙火特性訓練教官。

為使煙火特性訓練教官掌握更深入的教學知識及滅火技巧，兩名煙火特性訓練教官於二零一四年九月參加在比利時澤德爾海姆(Zedelgem)的T型貨櫃教官課程及阿瑟(Asse)的3D滅火課程，而課程均為期一周。二零一四年，共有1,106名行動組屬員獲委派為消防安全支援隊隊員，以加強部門在須長時間處理的大型火警事故中的滅火能力，並推行事故後的消防安全計劃。

The School also provides training on firefighting techniques to foreign counterparts and private organisations. In 2014, 19 fire officers from Macao and 330 employees from private organisations completed courses on basic firefighting, breathing apparatus, acting Station Officer induction training, and oil tank, building structure and high-rise building firefighting.

The Department has continued to provide various kinds of compartment fire behaviour training (CFBT) to Fire Services members. In 2014, 33 operational members attained the compartment fire attacker (CFA) qualification, 277 new recruits completed the induction course, 108 serving operational members received the refresher and assessment course, and 50 Probationary Station Officers attended the CFBT intermediate course. During the year, seven Senior Station Officers and one Station Officer were trained as CFBT instructors.

In order to equip CFBT instructors with better knowledge of teaching and firefighting skills, two CFBT instructors attended a one-week T-cell instructor course in Zedelgem, Belgium, and a one-week 3D firefighting course in Asse, Belgium in September 2014. In 2014, 1,106 operational members were deployed as members of the Incident and Fire Safety Support Unit to strengthen the firefighting capability in major and prolonged fire incidents and to implement the post-incident fire safety programme.



消防人員正進行滅火訓練。

Fire personnel undergoing firefighting training.



消防人員重溫煙火特性理論(左圖)及進行煙火特性訓練(右圖)。

FSD personnel attending a refresher course on fire behaviour theories (left) and undergoing compartment fire behaviour training (right).



為提高行動組屬員的行動效率，本處在二零一四年開辦煙火特性通風課程，着重教授煙火特性通風策略，亦會重溫煙火特性理論。為節省學員的交通時間，上述課程利用柴灣消防局的滅火訓練車授課。二零一四年，共有301名行動組屬員參加這個課程。

In order to enhance the operational efficiency of the operational members, a new course on compartment fire ventilation was introduced in 2014. The course focuses on ventilation strategies in compartment fires with a recap of fire behaviour theories. In order to save travelling time of trainees, the course makes use of the Firefighting Training Unit located at Chai Wan Fire Station. In 2014, 301 operational members attended the course.

為了讓合資格的煙火特攻員重溫滅火技巧及知識，本處在二零一四年推出為期一天的進修課程，共有30名合資格的煙火特攻員參加。

In order to refresh the firefighting skill and knowledge of qualified CFAs, a one-day refresher course was introduced in 2014. A total of 30 qualified CFAs attended this course.

訓練學校與教育局合辦「多元智能躍進計劃」，旨在為中學生提供紀律、領導才能和防火的訓練。二零一四年，共有950名學生及63名教師參加這個計劃。

The School and the Education Bureau co-organised an Enhanced Smart Teen Project aiming at providing discipline, leadership and fire protection training to secondary school students. In 2014, 950 students and 63 teachers enrolled for this project.

西九龍救援訓練中心

西九龍救援訓練中心提供持續訓練課程，以加強消防人員處理不同類型火警和事故的技巧。中心設有多種先進的訓練設施，包括在模擬隧道和迷宮內進行搜索及救援，以及在不同情況下進行實火訓練。在二零一四年，共有3,243名屬員接受訓練。

West Kowloon Rescue Training Centre

The West Kowloon Rescue Training Centre provides continuous training programmes to strengthen the skills of the fire personnel in tackling different types of fires and incidents. The Centre is equipped with a wide variety of advanced training facilities including search and rescue at a simulated tunnel and maze as well as live fire training in different situations. A total of 3,243 members attended the training in 2014.



西九龍救援訓練中心為消防處人員提供持續訓練課程。

The West Kowloon Rescue Training Centre provides continuous training to Fire Services personnel.

消防處救護訓練學校

消防處救護訓練學校為各級救護人員及消防人員提供救護學和專門的輔助醫療訓練，亦為市民安排不同的課程。

Fire Services Ambulance Command Training School

The Fire Services Ambulance Command Training School provides ambulance aid and specialised paramedic training to ambulance personnel of different ranks and fire personnel. Besides, it also offers various courses to the general public.



消防處救護訓練學校為救護人員提供基本救護訓練（左圖）及二級急救醫療助理訓練（右圖）。

The Fire Services Ambulance Command Training School gives basic ambulance aid training (left) and Emergency Medical Assistant II training (right) to ambulance personnel.



新聘的救護主任和救護員須在訓練學校接受為期26周的初級訓練，內容包括基本的輔助醫療知識及技巧、相關法例、情緒智商、客戶服務、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派駐救護站履行職務。二零一四年，共有137名救護員學員接受初級訓練。

部門會挑選有經驗的救護人員修讀由訓練學校舉辦的二級急救醫療助理訓練課程，為期21周。成功修畢課程的學員將合乎資格成為二級急救醫療助理。該項資格獲輔助醫療學院及卑詩省同濟專科學院認可，須每三年重新考核一次。二零一四年，共有138名消防處屬員參加二級急救醫療助理訓練課程。

訓練學校亦為消防人員提供各項培訓，例如為學員提供基本救護學課程，並為先遣急救員提供救護學進階課程。訓練學校又為市民安排免費社區心肺復甦法課程，以及為市民和不同政府部門的員工安排自動心臟去顫法訓練。二零一四年，有883名市民接受社區心肺復甦法訓練及384名市民接受自動心臟去顫法訓練。

Newly recruited Ambulance Officers and Ambulancemen/Ambulancewomen will undergo a 26-week initial training in the School, which comprises basic paramedic knowledge and skills, legislation, emotional intelligence, customer service, foot drills, discipline training, physical fitness and on-car attachment. Upon completion of the course, the recruits will be posted to ambulance depots to discharge their duties. In 2014, 137 recruit Ambulancemen/Ambulancewomen received the initial training.

Experienced ambulance personnel will be selected to attend a 21-week Emergency Medical Assistant II (EMA II) Training Course provided by the School. Successful candidates will be qualified as EMA II. This qualification, accredited by the Paramedic Academy and Justice Institute of British Columbia, is required to be revalidated every three years. In 2014, a total of 138 Fire Services members attended the EMA II training course.

The School provides training to fire personnel, such as the basic ambulance aid training for the recruits and the advanced ambulance aid training at the first responders level. The School also arranges free community cardio-pulmonary resuscitation (CCPR) training for the the public, and public access defibrillation (PAD) training for the public and staff of different government departments. In 2014, 883 members of the public received the CCPR training; 384 received the PAD training.

管理及發展培訓

為了職業發展，在二零一四年有1,202名本處屬員修讀公務員培訓處舉辦的各項管理、領導才能、溝通及國家事務研習課程。年內亦有50名屬員分別前往英國、美國、加拿大、澳洲、比利時、泰國及新加坡修讀不同的訓練課程。

現場指揮訓練

為提高前線消防人員處理火警及緊急事故的能力，消防處利用「消防工作室 4.0」及「高級災難管理系統電腦模擬訓練」電腦培訓軟件，為消防訓練學校的學員提供高樓大廈火警的現場指揮訓練。在二零一四年，共有136名消防隊長學員及消防員學員接受這項訓練。

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。

本處屬員的周年體能測驗由兩部分組成，即耐力跑及體能測試。二零一四年，在8,036名接受測驗的屬員中，有33.8%取得最高的「優異」（1/A）等級，只有約3%的人員需要再行測試。

體能訓練組人員經常獲委派協助籌辦消防處的各項體育活動，例如陸運會、水運會及越野賽，並在活動中擔任裁判。此外，該組人員亦經常獲本地及國際慈善團體邀請，於體育活動擔任裁判，例如樂施會毅行者及香港器官移植及透析人士運動會等。他們亦代表本處參與慈善活動和賽事，例如「匡智競步上雲霄」。

Training on Management and Development

For career development, 1,202 Fire Services members attended various courses on management, leadership, communication and China studies organised by the Civil Service Training and Development Institute in 2014. During the year, 50 members attended various overseas training programmes in the United Kingdom, the United States of America, Canada, Australia, Belgium, Thailand and Singapore.

Incident Command Training

In order to enhance the capability of the frontline fire personnel in handling fire and emergency incidents, an incident command training programme on firefighting in high-rise buildings using training software “Fire Studio 4.0” and “Advanced Disaster Management Simulator” was arranged for the recruits of the Fire Services Training School. A total of 136 Recruit Station Officers and Firemen received the training in 2014.

Physical Training

The Physical Training Establishment (PTE) provides physical training and promotes sports activities for the Fire Services personnel so as to maintain their good physical condition.

The annual Physical Fitness Assessment for the Fire Services members consists of two parts – Aerobic Run and Strength Test. Out of 8,036 Fire Services members took part in the assessment in 2014, 33.8% achieved the top grading of 1/A and only about 3% were required to be reassessed.

The PTE staff are often deployed to assist in organising and act as officials at Fire Services sports events such as athletic meets, swimming galas and cross-country runs. Moreover, they are often invited by local and international charitable associations to act as officials for sports events such as the Oxfam Trailwalker competitions and the Hong Kong Transplant and Dialysis Games. They also represent the Department to participate in charitable events/competitions such as the Hong Chi Climbathon.



體能訓練讓消防處人員保持強健體格。

Physical training is provided for Fire Services personnel to maintain their good physical condition.

專責隊伍及興趣小組

壓力輔導組

為協助同事紓緩因事故及工作造成的壓力，部門成立了壓力輔導組。輔導組由超過85名已受訓並自願參與的屬員組成，提供輔導服務。

紀律專責隊伍

部門於二零零九年一月成立「紀律專責隊伍」，成員包括266名已受訓並自願參與的主任級人員。為使屬員在紀律研訊方面的工作保持高水準的表現，紀律專責隊伍轄下成立了「紀律聆訊諮詢小組」，與紀律專責隊伍分享紀律事宜的知識，並向其成員提供指引。

Specialist Teams and Interest Groups

Stress Counselling Team

The Stress Counselling Team was set up to help colleagues alleviate stress caused by incidents and work. The team comprises more than 85 trained voluntary members providing the counselling service.

Service Disciplinary Team

A Service Disciplinary Team (SDT) comprising 266 trained voluntary officers was set up in January 2009. In order to maintain a high standard of performance in disciplinary proceedings, a Disciplinary Advisory Group under the SDT has been set up for sharing knowledge and providing guidance to SDT members.



「三維場景激光掃描儀」協助火警調查。

The Deltasphere 3000 IR 3D Scene Digitizer assists fire investigation.

消防車輛車廂及工具儲物櫃設計/
裝置改良興趣小組主席吳偉強主持
委任儀式。

The Chairman of the Fire Appliances
Cabin and Locker Design/Modification
Interest Group, Mr Ng Wai-keung,
officiates at the appointment ceremony.



火警調查組

火警調查組為火警起因的調查工作提供專業支援。該組由有興趣並自願參與的前線主任級人員組成。二零一四年，共有四名火警調查員參與協助調查火警事故。此外，本處年內又招募了28名前線消防主任擔任火警調查員。部門為小組成員籌辦一連串進修課程，以提升他們在火警調查方面的知識。另外，有九名火警調查員曾到外地參與專門的火警調查課程。

消防車輛車廂及工具儲物櫃設計/裝置改良興趣小組

部門成立消防車輛車廂及工具儲物櫃設計/裝置改良興趣小組，旨在鼓勵屬員就改良車廂及工具儲物櫃的設計和行動效率提出意見。小組現時有50名成員。

消防工程學興趣小組

為豐富本處屬員的消防工程學知識，部門在二零一零年十一月成立了消防工程學興趣小組。自二零一一年起，小組聯同香港理工大學合辦「消防工程研究先鋒計劃」，以促進成員在消防工程方面的專業知識。有四名學員就摩天大樓、岩洞、住宅花灑系統、隧道及行車隧道的消防安全設施進行研究。

Fire Investigation Group

The Fire Investigation Group provides professional support for investigations into the causes of fires. The team comprises interested frontline officers who voluntarily take up the responsibility. In 2014, four fire investigators were turned out for fire investigations. Besides, 28 frontline fire officers were recruited as fire investigators during the year. A series of refresher courses were organised for them to enhance their knowledge of fire investigations. On the other hand, nine fire investigators had attended overseas courses on specialist fire investigations.

Fire Appliances Cabin and Locker Design / Modification Interest Group

The Fire Appliances Cabin and Locker Design/Modification Interest Group is set up to encourage members to contribute their views on improving cabin and locker design as well as the efficiency of operation. The Group currently comprises 50 members.

Fire Engineering Interest Group

To enrich fire engineering knowledge among Fire Services members, a Fire Engineering Interest Group was established in November 2010. In collaboration with the Hong Kong Polytechnic University, the Group has organised a joint mentorship programme to foster members' professionalism in fire engineering since 2011. Four mentees conducted research into fire safety provisions in supertall buildings, caverns, domestic sprinklers, tunnels and vehicular tunnels.

國際期刊「Tunnelling and Underground Space Technology」在二零一四年刊登了一篇有關香港岩洞消防安全策略的研究文章。為了與本處屬員分享研究成果，小組於二零一四年六月在九龍塘消防局演講廳舉行為期兩天的消防工程學研究簡介會，反應十分熱烈，有超過400名本處人員出席。

消防車輛興趣小組

部門成立消防車輛興趣小組，旨在提高屬員對消防車輛的興趣，並認識消防車輛的最新設計。小組現時有50名成員，他們會定期會面，就新置的車輛提出寶貴意見。

消防個人防護裝備諮詢委員會

消防個人防護裝備諮詢委員會統籌各消防單位對個人防護裝備的意見，以提升有關裝備對屬員的防護。其成員包括採購及物流組及職業安全健康分組人員、各消防總區安全協調主任和有關工會的代表。委員會每兩個月舉行會議討論及認為有需要時，會將有關防護裝備的意見轉交至採購及物流組跟進。

誠信管理委員會

誠信管理委員會致力提高消防處在誠信管理方面的成效。在二零一四年，委員會以「廉直守紀，奉公以誠」為主題推行一系列工作，提醒屬員謹慎行事，切勿作出違反誠信的行為。為顯示部門對誠信管理的重視，處長黎文軒於二零一四年九月在一個典禮上簽署誠信管理使命宣言。該宣言已張貼於本處各個單位，提醒屬員時刻秉持廉直守紀，奉公以誠的工作態度。

各總區亦已成立總區誠信管理委員會，由副消防總長或副救護總長領導有關工作，以提醒屬員注意所屬總區內一些因其特定職務性質而較易出現不當行為的工作範疇，並制訂防範措施。

A research paper on the fire safety strategies for caverns in Hong Kong was published by international journal “Tunnelling and Underground Space Technology” in 2014. To share the research findings with FSD members, fire engineering research presentations which lasted for two days were held in June 2014 at the Auditorium of Kowloon Tong Fire Station. The response was overwhelming, and over 400 FSD personnel attended the presentations.

Fire Appliance Interest Group

The Fire Appliance Interest Group is established to develop members' interest in fire appliances and to keep abreast the latest design. The Group comprising 50 members meets regularly to offer valuable views on the newly procured appliances.

Fire Personal Protective Equipment Advisory Committee

The Fire Personal Protective Equipment Advisory Committee coordinates comments on the personal protective equipment from all units in the fire stream with a view to enhancing protection for the FSD personnel. It comprises members from the Procurement and Logistics Group, Occupational Safety and Health Unit, all Command Safety Coordinators in the fire stream and representatives from related staff side associations. Regular meetings are to be held bi-monthly. Comments which have been made at the meetings and are deemed necessary for consideration will be given to the Procurement and Logistics Group for follow-up actions.

Integrity Management Committee

The Integrity Management Committee aims to promote the effectiveness in implementing integrity management in the Department. In 2014, a series of programmes were launched under the theme of “We serve the public with integrity and honesty” to remind service members to be cautious when discharging their duties and to avoid any acts that may undermine the integrity of the FSD. To demonstrate the Department's emphasis on integrity management, Director Lai Man-hin signed the Integrity Management Policy Statement at a ceremony in September 2014. The statement has been displayed in various units of the Department to remind service members of the need to uphold their integrity and honesty in serving the public at all times.

Besides, a Command Integrity Management Committee, led by a Deputy Chief Fire Officer or Deputy Chief Ambulance Officer, has been set up in each Command to draw service members' attention to the work areas that may more likely induce malpractices due to their specific job nature, and to formulate corresponding preventive measures.

福利

消防福利主任就本處屬員在傷病、住屋、財政和家庭困難等方面的福利事宜提供意見。消防福利主任除了就消防處屬員的福利事宜與政府部門及其他機構聯絡外，亦會安排探訪住院的屬員，並籌劃和推行員工福利計劃。二零一四年，消防福利主任與186名在職或退休屬員及其家屬面談，並就他們個人及家庭的事宜提供輔導。

員工關係

部門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。這些委員會及聯誼會提供有效的平台，讓管職雙方就涉及共同關注的事宜交換意見。

為加深了解本處前線人員的需要，處長和副處長會探訪各前線單位，與不同級別的人員直接溝通，並與員工協會定期會面，商討關乎員工工作、福利、服務條件及福祉等事宜，亦會在有需要時與員工進行磋商，就新的管理措施蒐集職方意見，並就職方關注的事項提供資料。

體育及康樂

緊急服務人員在體能及心理質素的要求嚴格。部門一向鼓勵屬員常做運動，保持健康的生活方式，以達到這要求。因此，香港消防處體育福利會舉辦多項體育活動、興趣小組，以及康樂和社交活動。

年內，本處成立了一個全方位的興趣小組，向屬員推廣健康的生活方式。有關活動深受歡迎，現職和退休屬員及其家屬均鼎力支持。此外，多個興趣小組及多名運動隊伍成員亦參與外間機構舉辦的體育和文化活動，成績令人鼓舞。

Welfare

The Fire Services Welfare Officer (FSWO) advises on welfare matters of the Fire Services members, including injury, sickness, housing, financial and domestic difficulties. Apart from liaising with government departments and other agencies on matters relating to the welfare of the Fire Services members, the FSWO also arranges visits to hospitalised members, and organises and implements staff welfare schemes. In 2014, the FSWO interviewed and counselled 186 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 dialogues between the management and staff. These communication channels include the Fire Services Departmental Consultative Committee, the Staff Relations Units of Commands and Divisions, and the Civilian Staff Consultative Committee. These committees and staff relations 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 the frontline Fire Services members, the Director and Deputy Director pay visits to frontline units so as to communicate with staff of different ranks directly and meet with staff associations regularly to discuss issues affecting their work, benefits, conditions of service and well-being. They also hold discussions with staff as required to seek their views on new management initiatives and disseminate information on matters of interest.

Sports and Recreation

The Department always advocates its members to exercise regularly to achieve a healthy lifestyle in order to meet the demanding requirements on physical fitness and mental strength as emergency responders. In this regard, the Hong Kong Fire Services Sports and Welfare Club organises various sports events, interest groups, recreational and social activities.

A holistic interest group which aims to promote members' awareness of healthy lifestyle was established in the year and has gained full support from both serving and retired members as well as their families. In addition, various interest groups and sports group members also participate in external sports and cultural activities with encouraging results.



(反時針方向)
消防處人員參與
消防處陸運會、消
防處水運會及港
澳消防埠際賽。

(Counterclockwise)
FSD members
participating in
the Fire Services
Athletic Meet, FSD
Swimming Gala
and the Hong Kong
and Macao Fire
Services Interport
Competition.

