

行政及 後勤支援

ADMINISTRATION &
LOGISTICAL
SUPPORT



消防隊員檢查呼吸器，保障前線人員的安全。

A Senior Fireman inspecting a breathing apparatus to ensure personal safety of frontline members.

文職人員為消防處
提供行政支援。

Civilian members
provide administrative
support to the
Department.



工程部人員修理消防車輛。

A staffer of the Fire Services
workshops repairing a fire appliance.



啟德消防局於2013年投入服務。

The Kai Tak Fire Station has been in operation since 2013.



興建中新上水救護站的照片。

A picture of the new Sheung Shui Ambulance Depot under construction.

策劃

總部總區轄下的策劃組，負責策劃有關興建新消防局、救護站、訓練設施和資源調配的事宜，以及監察部門基本工程項目的進度。策劃組亦會從消防行動角度，就地區發展計劃及城市和商業項目的研究報告提供意見。

截至二零一四年年底，全港共有81間消防局、38間救護站、六間滅火輪消防局及一個潛水基地。各消防局／救護站及潛水基地均設於策略性位置，務求在目標召達時間內抵達不同地區的緊急事故現場。

Planning

The Planning Group under the Headquarters Command is responsible for planning new fire stations, ambulance depots, training facilities and deployment of resources, as well as monitoring the progress of departmental capital works projects. From the operational viewpoint, the Group also offers advice on district development plans and study reports on municipal and commercial projects.

At the end of 2014, there were altogether 81 fire stations, 38 ambulance depots, six fireboat stations and a diving base operating throughout the territory. They are strategically located so as to respond within the target response time to emergencies in different areas.

管理

總部總區轄下的管理組，負責統籌、分配及有效使用部門的現有資源，以及處理有關調配人手及車輛到各總區的行政事宜。管理組亦負責發布和執行部門的政策及訓令；處理以資源作非緊急用途的申請，以及統籌部門處所及宿舍的改善與保養工程。管理組亦負責安排內地及海外消防同業到訪香港、監督法律和紀律事宜、職業安全與健康事宜，並為所有軍裝人員提供制服及裝備。

資訊科技管理

資訊科技管理組負責監督部門資訊及通訊科技事宜，包括資訊及通訊科技策略和保安措施的籌劃，以及為配合電子政府措施及部門運作需要而進行的資源分配。該組會監察與部門運作有關的資訊及通訊科技發展趨勢和最佳作業方式，希望能透過應用資訊及通訊科技，為市民提供高效率的服務。

工程及運輸

工程及運輸組負責所有與消防車輛、滅火工具及裝備有關的工程事宜，亦為採購及物流組就評估新產品和裝備及採購新消防車輛等事宜提供專業意見和技術支援。

消防處四個工程部由專業及符合有關技術資格的消防員組成，負責保養、檢查及維修消防車輛、滅火及救援裝備，並改裝消防車輛，以應付行動需要。工程部的緊急支援小組亦會到消防局，即場提供消防車輛及裝備緊急維修服務。如有大型火警及救援事故，緊急支援小組也會趕赴現場，即時提供技術支援。

Management

The Management Group of the Fire Services Headquarters Command is responsible for the co-ordination, distribution and efficient use of existing resources in 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 to Hong Kong for Mainland and overseas counterparts; oversees legal matters and discipline, occupational safety and health matters as well as the provision of uniforms and accoutrements for all uniformed members.

Information Technology Management

The Information Technology Management Unit (ITMU) is responsible for overseeing all information and communications technologies (ICT) matters of the Department, including the planning of the ICT strategy and security, and the allocation of resources to meet E-government initiatives and the Department's business needs. The ITMU monitors 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 the 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 the procurement of new fire appliances.

Staffed by professionals and technically qualified firemen, the four Fire Services workshops provide maintenance, servicing and repairs to fire appliances, firefighting and rescue equipment. Modifications of fire appliances are 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 support.



消防處購置不同類型的車輛以配合行動需要。

The FSD is equipped with various types of vehicles to meet operational needs.

車輛

截至二零一四年年底，消防處共有1,006輛行動車輛，包括416輛消防車、412輛救護車和178輛其他類型的支援車輛。車上配備不同種類的工具及裝備，以配合行動需要。

採購及物流

總部總區轄下的採購及物流組，由政府物流服務署人員和有行動經驗的消防人員組成，負責策劃、組織及推行部門的採購策略和政策，並以中央統籌模式處理所有採購項目。該組每年均會訂定部門的採購優次及目標，亦負責制定採購及物流事宜的指引及訓令；監察物料及裝備的開支，以及管理六個消防處物料供應倉，以配合部門的行動需要。

Appliances

At the end of 2014, the Department had 1,006 operational vehicles comprising 416 fire appliances, 412 ambulances and 178 other supporting vehicles fitted with different types of tools and equipment to fulfil operational needs.

Procurement and Logistics

The Procurement and Logistics Group of the Fire Services Headquarters Command is staffed by personnel from the Government Logistics Department 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 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.

因應西非地區於2014年首季爆發伊波拉病毒，消防處制訂了處理疑似／確診伊波拉病毒個案的行動指引，加強保護前線人員，並為屬員採購及提供足夠的個人防護裝備，包括特衛強即棄保護衣連頭套、膠圍裙、頭帶型貼面眼罩、N95口罩、保護面罩、檢查用手套（雙層）及膠靴。右圖顯示救護人員穿上全副裝備。

In response to the outbreak of Ebola virus in West Africa in the first quarter of 2014, the FSD has drawn up operational guidelines on handling suspected/confirmed Ebola virus cases to strengthen the protection of frontline staff. The Department procures and provides sufficient personal protective equipment for the personnel, including Tyvek barrierman coverall disposable gowns, plastic aprons, tight seal goggles, N95 masks, face shields, examination gloves (double layer) and rubber boots. The right picture shows an ambulanceman in full gear.

頭帶型貼面眼罩
Tight seal goggle



保護面罩
Face shield



N95口罩
N95 Mask



檢查用手套
Examination gloves

膠靴
Rubber boots



裝備及個人防護裝備

部門不斷檢討和物色先進及符合最新標準的消防車輛、滅火及個人防護裝備，以提升行動效率和加強個人安全。就此，消防工具及標準裝載檢討委員會評估及檢討所有與救援及滅火行動有關的裝備。消防個人防護裝備諮詢委員會及救護個人防護裝備諮詢委員會亦定期評估及檢討所有個人防護裝備。

為加強保障消防員在處理如山火、不涉及火警的特別服務、爆炸和涉及危害物質風險等事故時的安全，部門以PBI matrix構築物滅火防護服的外層取代「普班」輕便滅火防護服，新安排已於二零一四年四月全面實施。為了進一步提升本處人員處理塌樹事故的行動能力，部門於二零一四年三月引入新型號的專業手鋸，又於二零一四年十月採用新的發光二極管(LED)區域照明系統，特別在偏遠地點及於夜間為事故現場提供足夠照明。部門亦將救援三腳架和相關設備分配予所有大搶救車及細搶救車，以提升本處人員在密閉空間進行救援時的行動能力和效率。

Equipment and Personal Protective Equipment

The Department keeps on reviewing and identifying fire appliances, firefighting equipment and personal protective equipment of advanced technologies and the latest standards to enhance 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 all personal protective equipment on a regular basis.

To enhance the safety of firefighters whilst attending incidents, such as vegetation fires, special services with no fire, explosion and hazardous material risks incidents, a new arrangement of replacing “Proban” light weight firefighting protective suit by the outer shell of PBI matrix structural firefighting protective suit has been fully implemented by April 2014. With a view to further enhancing our operational capabilities in handling tree collapse incidents, a new model of professional hand saw was introduced in March 2014. Moreover, a new light-emitting diode (LED) area lighting system, which provides adequate lighting at incident scenes especially in remote areas and during dark hours, was put into use in October 2014. The Department has also extended the allocation of rescue tripods and associated equipment to each Major Rescue Unit and Light Rescue Unit to enhance the operational capabilities and efficiency in dealing with rescue operations in confined spaces.

消防處人員穿着配合高空拯救行動的個人防護裝備。
The FSD personnel gear up for high angle rescue operations.



輕巧穩固的三腳架，適用於狹隘的行動現場。

A light and sturdy tripod is suitable for operations at scenes of confined spaces.



流動照明燈可照亮火場或偏遠地點。

A portable lamp for lighting up a fire scene or for illumination at a remote location.



新的專業手鋸加強消防人員處理塌樹事故的能力。

A new professional hand saw enhances the capability of fire personnel in tree collapse incidents.