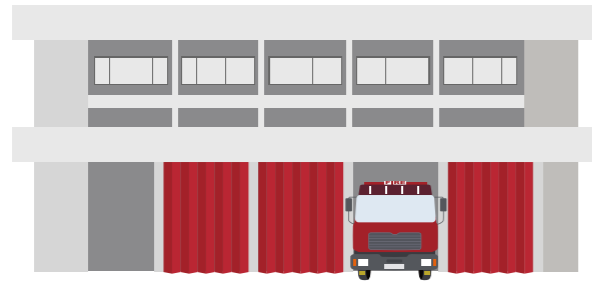


行政及後勤支援 ADMINISTRATION AND LOGISTICAL SUPPORT



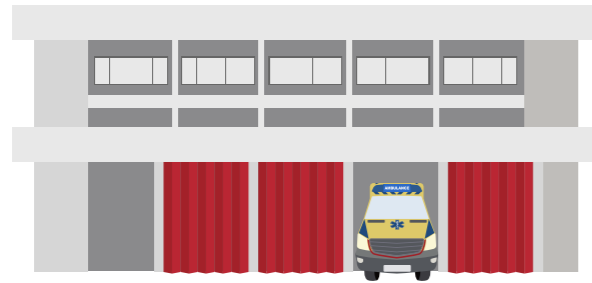
助理處長(行政)李潔玲(前排左三)與文職人員合照。
Assistant Director (Administration), Lee Kit-ling, Carrie (third left, front row), poses with civilian staff.

消防局及救護站 Fire stations and ambulance depots



消防局
Fire stations **83** 滅火輪消防局
Fireboat stations **6**

海上救援局
Sea rescue berths **2** 潛水基地
Diving base **1**



救護站
Ambulance depots **41**

行動車輛 Operational vehicles

1,233 部
vehicles

消防車輛
Fire appliances **468**

救護車
Ambulance vehicles **514**

其他類型的支援車輛
Other supporting vehicles **251**

策劃

策劃組負責策劃興建新消防局、救護站和訓練設施；處理資源調配工作；以及監察部門基本工程項目的進度。策劃組亦會從行動角度，就地區發展計劃及城市和商業項目研究報告提供意見。

管理

管理組負責統籌、分配和有效使用部門的現有資源，以及處理各總區調配人手的行政事宜。管理組亦負責就部門多方面的管理及政策事務提供意見和支援，包括擬備、檢討和更新部門政策和訓令；處理資源的申請；監督法律和紀律事宜；以及統籌部門處所和宿舍的改善和保養工程。該組亦負責內地和海外同業到訪消防處的安排。

處長(前排中)向表現卓越的屬員頒授嘉許狀，副處長(行動)黃鎮業(前排右三)及副處長(公眾安全及機構策略)陳慶勇(前排左三)亦有出席。

The Director (middle, front row) presents commendation certificates to members with outstanding performance. Deputy Director (Operations), Wong Chun-yip, Angus (third right, front row), and Deputy Director (Public Safety and Corporate Strategy), Chan Derek Armstrong (third left, front row), also attend.

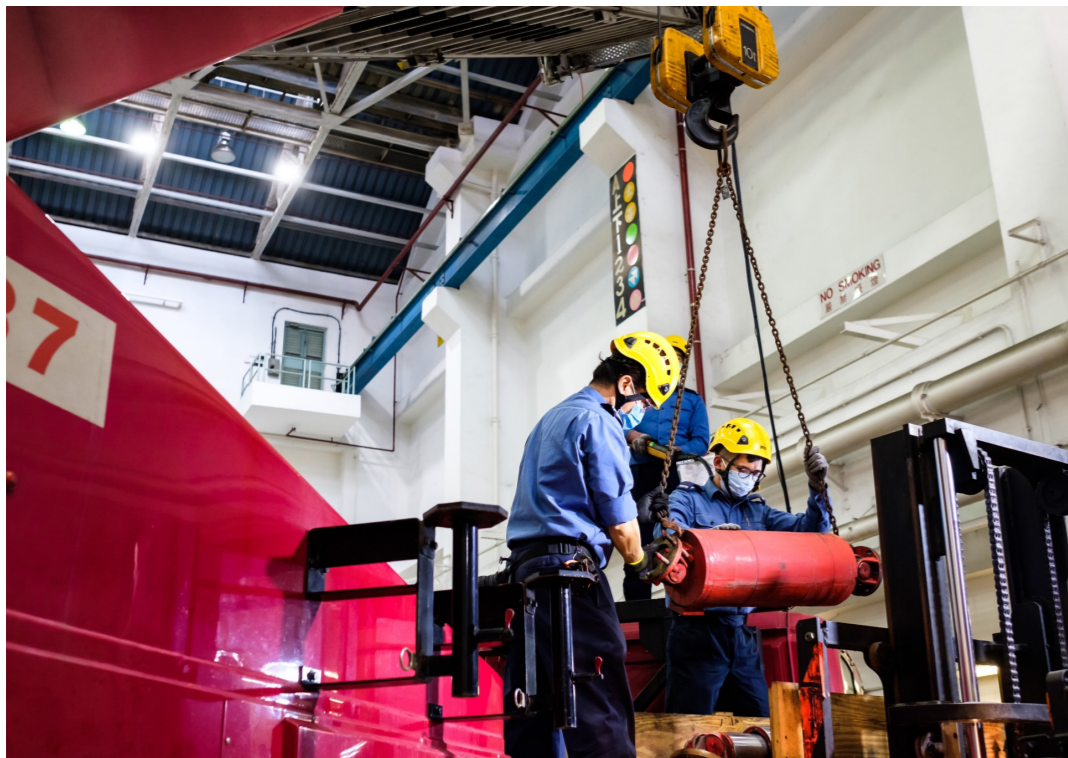


Planning

The Planning Group plans new fire stations, ambulance depots and training facilities, manages the deployment of resources, and monitors the progress of departmental capital works projects. The group also offers advice on district development plans and study reports on municipal and commercial projects from the operational perspective.

Management

The Management Group is responsible for the co-ordination, distribution and efficient use of existing resources in the department, and administrative matters on the deployment of personnel in different commands. The group provides advice and support to the department on a variety of management and policy issues by preparing, reviewing and updating the department's policies and orders, processing requests for resources, overseeing legal and disciplinary matters, as well as coordinating improvement and maintenance works for departmental premises and quarters. In addition, it arranges visits to the department for its Mainland and overseas counterparts.



工程及運輸組人員檢查滅火工具和裝備。
Officers of the Workshops and Transport Division inspect firefighting tools and equipment.

工程及運輸

工程及運輸組負責有關消防車輛、滅火輪、滅火工具和裝備(包括滅火機械人)的工程事宜，並就評估及採購新消防車輛、消防產品和裝備的事宜，向部門提供專業意見和技術支援。

資訊科技管理

資訊科技管理組負責監督部門的資訊和通訊科技事宜，包括籌劃資訊和通訊科技策略和保安措施，以及因應電子政府措施和部門運作需要分配資源。該組會留意與部門運作有關的資訊和通訊科技發展趨勢、智能滅火措施和最佳作業方式。

Workshops and transport

The Workshops and Transport Division is responsible for engineering matters relating to fire appliances, fireboats, firefighting tools and equipment including firefighting robots. The division also provides professional advice and technical support to the department in the evaluation and the procurement of new fire appliances, firefighting products and equipment.

Information technology management

The Information Technology Management Unit oversees matters relating to information and communication technology (ICT) of the department, including the planning of ICT strategies and security as well as the allocation of resources to meet e-government initiatives and the department's business needs. The unit monitors ICT trends, smart firefighting initiatives and the best practices relevant to the business of the department.

採購及物流

採購及物流組由資深消防人員和政府物流服務署人員組成，負責策劃、組織和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。該組亦負責制訂有關採購及物流事宜的指引和訓令；監察物料和裝備開支；以及管理消防處六個物料供應倉，以配合部門的行動需要。

為確保行動效率和個人安全，本處緊貼最新的科技和國際標準，從而物色最合適的消防車輛、救護車、滅火裝備和個人防護裝備，供在行動中使用。

職業安全健康分組

本處致力保障員工的職業安全與健康。為預防工傷和推廣職安健，職業安全健康分組積極推行多項措施，包括提供職安健訓練；主動視察工作場所的安全；檢討個人防護裝備穿着指引；調查工傷個案；以及籌辦各類職安健推廣活動等，以助建立更完善的安全管理制度。

本處非常重視前線人員執行滅火救援行動時的切身需要。當發生三級或以上火警，或遇上酷熱／嚴寒天氣和須長時間工作的情況，現場總指揮官可要求消防通訊中心安排在事故現場附近設立歇息區，讓前線人員在長時間工作後稍作休息，恢復體力。二零二二年，本處曾在八宗火警和25宗特別服務事故中設立歇息區。

Procurement and logistics

The Procurement and Logistics Group is staffed by experienced fire officers and personnel from the Government Logistics Department. The group is responsible for planning, organising and implementing the department's procurement strategies and policies by adopting a centre-led procurement model for all procurement projects. It also draws up guidelines and instructions on procurement and logistics matters, monitors the expenditure on stores and equipment, and manages six departmental storehouses to fulfil the operational needs of the department.

To ensure operational efficiency and personal safety, the department keeps abreast of the latest technologies and international standards so as to identify the most suitable fire appliances, ambulances, firefighting equipment and personal protective equipment (PPE) for operational use.

Occupational Safety and Health Unit

The department is committed to ensuring the occupational safety and health (OSH) of its staff. With a view to preventing work injuries and promoting OSH, the OSH Unit facilitates the establishment of a better safety management system by actively introducing a range of measures, which include OSH training, proactive safety inspections to workplaces, review of the guidelines for wearing PPE, investigation of work injury cases and organisation of campaigns for the promotion of OSH.

The department attaches great importance to the actual needs of frontline personnel in firefighting and rescue operations. In the event of no. 3 or above alarm fires or very hot/cold weather and long working hours, the incident commanders may request the Fire Services Communication Centre to arrange setting up rest areas near the incident scenes for frontline members to take some rest and restore energy after working for a period of time. In 2022, rest areas were set up for eight fire incidents and 25 special service incidents.