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消防處的主要職責包括撲滅火警;在陸上及海上執行救援 工作;就防火事宜向市民提供意見,以及為傷病者提供緊 急救護服務。

消防處由消防處處長統領,共分為三個行動總區、兩個防 火總區,以及救護總區、總部總區和行政科。

滅火、救援及其他緊急服務由涵蓋港島(包括離島及海務)、九龍和新界的三個行動總區負責,各由一名助理處長 掌管。

兩個防火總區為牌照及審批總區和消防安全總區,各由一 名助理處長掌管。牌照及審批總區監管發牌和執法工作; 消防安全總區則處理防火和消防安全事宜。

救護總區由助理處長(救護)掌管,負責管控所有救護資源,確保為市民提供快捷有效的輔助醫療救護服務。

總部總區由一名助理處長掌管,為處長提供規劃及管理方 面的支援,並為其他總區提供政策及後勤支援。總部總區 負責消防通訊中心、消防訓練學校、消防駕駛訓練學校及 西九龍救援訓練中心的運作,並監督有關招聘、訓練及考 試、職業安全健康、採購及後勤支援、資訊科技管理、工 程及運輸、福利,以及資訊發放和宣傳的事宜。

行政科由文職人員組成,由部門秘書掌管,主要負責人力 資源管理、招聘及晉升事宜、一般部門行政、財務管理、 內部審核、外判工作、員工關係及翻譯服務。

Organisation

The primary roles of the Fire Services Department (FSD) are to fight fires, to carry out rescue on land and sea, to advise the public on fire protection and to provide emergency ambulance service for the sick and the injured.

The Department is under the overall direction of the Director of Fire Services. It is organised into three operational Commands, two fire protection Commands, the Ambulance Command, the Headquarters Command, and the Administration Division.

Firefighting, rescue and other emergency services are carried out by the three operational Commands covering Hong Kong (including offshore islands and marine), Kowloon and the New Territories, each headed by an Assistant Director.

The two fire protection Commands are the Licensing and Certification Command and the Fire Safety Command. They are each headed by an Assistant Director. The Licensing and Certification Command oversees licensing and enforcement work; and the Fire Safety Command deals with fire protection and fire safety matters.

The Ambulance Command, led by Assistant Director (Ambulance), is responsible for the management and control of all ambulance resources to ensure an efficient and effective delivery of paramedic ambulance service to the community.

The Fire Services Headquarters Command is headed by an Assistant Director to provide planning and management support to the Director as well as policy and logistical support to other Commands. It is responsible for the operation of the Fire Services Communications Centre, the Fire Services Training School, the Fire Services Driving Training School and the West Kowloon Rescue Training Centre. It also oversees issues related to recruitment, training and examination, occupational safety and health, procurement and logistics support, information technology management, workshop and transport, welfare, as well as information and publicity matters.

The Administration Division is headed by the Departmental Secretary and staffed by civilian grade members. Its responsibilities are mainly human resources management, recruitment and promotion, general departmental administration, financial management, internal audit, outsourcing, staff relations and translation services.

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