



行政及後勤支援

ADMINISTRATION &
LOGISTIC SUPPORT



文職人員為消防處各單位提供行政支援
Civilian staff provide administrative support to various units of the Department

行政及後勤支援 Administration & Logistic Support

重置的香港仔消防局暨救護站於2012年9月啟用，
能提高行動效率

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



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和建造。策劃組亦會就地區發展計劃及城市商業項目的研究報告，從消防行動角度提供意見。

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.

為配合香港的持續發展，經重置的香港仔消防局暨救護站於二零一二年九月啟用。截至二零一二年年底，全港共有80間消防局、38個救護站、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，務求在現時的目標召達時間內，抵達各區的緊急事故現場。

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、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所有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。該組會繼續留意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，以期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。

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.

於2012年9月投入服務的
輔助醫療裝備車能進一步
提升救護服務
*Put into service in
September, 2012, the
Paramedic Equipment
Tender further enhances
ambulance services*



消防處四個工程部由專業及符合有關技術資格的消防人員組成，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。

車輛

截至二零一二年年底，消防處共有945輛行動車輛，包括409輛消防車、368輛救護車和168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，由具備專業採購資格的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。該組會每年制定符合本處整體目的和目標的採購優先次序及目標。該組亦制定採購及物流事宜的指引及訓

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，監察物料供應及裝備的帳目開支，以及管理六個消防處物料供應倉，以配合部門的行動需要。

裝備及個人防護裝備

部門不斷檢討及物色技術先進及符合最新標準的消防車輛、滅火裝備及個人防護裝備，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」定期評估及檢討所有與救援及滅火行動有關的工具。「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」亦會定期評估及檢討所有個人防護裝備。

為了進一步加強保障前線消防人員的安全，經加強安全設計的新安全足踝靴已於二零一二年十月起使用。部門亦會在短期內向前線屬員分發工作汗衣，為穿着滅火防護服的消防人員提供多一種舒適的工作服。此外，部門已於二零一二年五月以「3.7米摺疊梯」取代附設於泵車的「二樓梯」，摺疊式樓梯可在緊急事故中派上用場，而且更為靈活。

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.



符合最新標準的裝備及個人防護裝備有效保障前線人員安全

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