

人力资源管理

Human Resources Management





本处属员正进行训练
FSD personnel undergo training

编制

截至二零一三年年底，消防处人员的常额编制为 10 043 人，包括 9 347 名军装人员和 696 名文职人员。

财政

二零一二至一三及二零一三至一四财政年度，部门总开支分别为 44.83 亿元及 46.91 亿元，占有关年度政府总开支的 1.5% 及 1.4%。

招聘

二零一三年，消防处经严格甄选后，共聘任了 385 人，包括 71 名消防队长（行动）、16 名救护主任、两名消防队长（控制）、13 名消防队目（控制）、139 名消防员（行动/海务）及 144 名救护员。

Establishment

The Department has an establishment of 10 043 at the end of 2013, comprising 9 347 uniformed and 696 civilian members.

Finance

In the 2012-13 and 2013-14 financial years, the total expenditure of the Department amounted to HK\$4 483 million and HK\$ 4 691 million respectively, representing 1.5% and 1.4% of the total government expenditure of the relevant years.

Recruitment

In 2013, a total of 385 people were recruited after stringent selection processes, including 71 Station Officers (Operational), 16 Ambulance Officers, two Station Officers (Control), 13 Senior Firemen (Control), 139 Firemen (Operational/Marine) and 144 Ambulancemen.



消防处人员在职业博览会向参观者介绍消防处的工作
Visitors are briefed on the work of FSD at the Career Expo

培训及发展

消防训练学校

消防训练学校为新聘的消防队长和消防员，提供为期 26 周的留宿初级训练。训练课程内容广泛，包括基本灭火技巧、消防车辆及装备的应用、烟火特性训练、呼吸器的操作、基本救护学、体能训练、防火、相关法例、物理学和燃烧科学等课题。二零一三年，共有 57 名消防队长学员及 73 名消防员学员完成基本训练。

Training and Development

Fire Services Training School

The Fire Services Training School provides 26 weeks initial residential training to recruit Station Officers and Firemen. A wide curriculum for the initial training includes basic firefighting techniques, the use of appliances and equipment, fire behaviour training, breathing apparatus, basic ambulance aid, physical training, fire protection, legislation, physics and science of combustion. In 2013, 57 recruit Station Officers and 73 recruit Firemen had completed the basic training.

保安局副局长李家超（中）
在消防训练学校检阅一批结
业学员
The Under Secretary for
Security, Mr Lee Ka-chiu
(centre), reviews a passing-out
parade at the Fire Services
Training School



训练学校会为消防队目（控制）及消防员（工程组）提供训练，并为内部聘任的消防队长（控制）提供入职培训。年内，有两名内部聘任的消防队长（控制）、13 名消防队目（控制）学员及 11 名消防员（工程组）学员完成有关训练。



消防人员正进行灭火训练
Fire personnel undergoing training on firefighting

训练学校亦会为外地同业及私人机构员工，提供火警调查、高楼大厦灭火及基本灭火技巧的训练。二零一三年，有 16 名来自曼谷的消防人员、八名澳门消防主任，以及 950 名私人机构员工完成训练。

本处继续为在职属员开办各种烟火特性训练课程。在二零一三年，共有 143 名行动组属员取得烟火特攻员资格，130 名消防学员完成初级课程，以及共 627 名在职行动组属员参加复修课程。

Initial training to Senior Firemen/Firewomen (Control), Firemen (Workshops) and induction training to in-service appointed Station Officers (Control) is provided by the training school. During the year, two in-service appointed Station Officers (Control), 13 recruit Senior Firemen/ Firewomen (Control) and 11 recruit Firemen (Workshops) had completed their training.



The school also provides training to foreign counterparts and private organisations on fire investigation, high-rise building firefighting and basic firefighting techniques. In 2013, 16 fire fighters from Bangkok and eight fire officers from Macao and 950 persons from private organisations had completed the training.

The Department has continued to provide various kinds of Compartment Fire Behaviour Training (CFBT) to Service members. In 2013, 143 operational members had attained the Compartment Fire Attacker (CFA) qualification, 130 recruits had completed the Induction Course and 627 serving operational members had received Refresher and Assessment (R&A) Course.

二零一三年，本处特别为见习消防队长开办烟火特性训练中级课程，让他们学习进阶烟火特性训练技术。年内，共有 52 名见习消防队长参与训练。

In 2013, a tailor-made CFBT Intermediate Course was launched with a view to providing the advanced CFBT techniques to Probationary Station Officers. In 2013, 52 Probationary Station Officers had attended such training.

为加强部门在须长时间处理的大型火警事故中的灭火能力，并推行事故后的消防安全计划，本处于二零一三年成立事故及消防安全支援队。该队由一名高级消防队长或消防队长掌管，主要由修读消防训练学校定期举办的烟火特攻员及复修课程的行动组属员组成。二零一三年，共有 2 743 名行动组属员获委派为支援队队员。训练学校亦与教育局合办「多元智能跃进计划」，旨在为中学生提供纪律、领导才能和防火的训练。二零一三年，共有 780 名学生及 51 名老师参加这个计划。

With a view to strengthening the firefighting capability in major and prolonged fire incidents and to implementing post-incident fire safety programme, an Incident and Fire Safety Support Unit (IFSSU) was established in 2013. The IFSSU, headed by a Senior Station Officer or Station Officer, comprises mainly of operational members who will attend the CFA and R&A Courses conducted in the Fire Services Training School regularly. In 2013, 2 743 operational members were deployed as its members. The school also co-organised with the Education Bureau an Enhanced Smart Teen Challenge Project. This programme aims at providing discipline, leadership and fire protection training to secondary school students. In 2013, 780 students and 51 teachers enrolled in this programme.

来自泰国的消防人员，在消防训练学校完成训练后与本处人员合照
Firefighters from Thailand picture with FSD officers after completing a training course at the Fire Services Training School



消防处救护训练学校

消防处救护训练学校为各级救护人员及消防人员提供救护学和专门的辅助医疗训练。

新聘的救护主任和救护员须接受为期 26 周的初级训练，内容包括基本的辅助医疗知识及技巧、相关法例、情绪智商、客户服务、步操、纪律训练、体能训练和救护车随车实习。学员在完成课程后会派驻救护站。部门会挑选有经验的救护人员，修读为期 21 周的二级急救医疗助理训练课程，成功修毕课程的学员将合格成为二级急救医疗助理。该项资格获辅助医疗学院及卑诗省同济专科学院认可，须每三年重新考核一次。

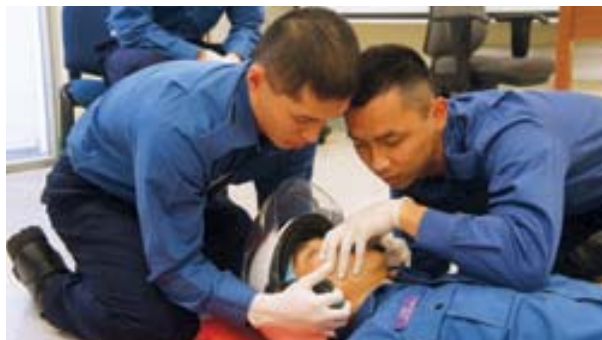
训练学校亦为消防人员提供各项培训，例如为消防学员提供基本救护学课程，并为先遣急救员提供救护学进阶课程。训练学校又为市民安排免费社区心肺复苏法课程。截至二零一三年年底，共有 28 680 名市民受训。

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.

Newly recruited Ambulance Officers and Ambulancemen/Ambulancewomen will undergo a 26-week initial training, 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. Experienced ambulance personnel will be selected to attend a 21-week Emergency Medical Assistant II (EMA II) Training Course and 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.

The school provides training to fire personnel, such as the Basic Ambulance Aid Training for the new recruits and the Advanced Ambulance Aid Training at First Responders Level. The school also arranges free Community Cardio-Pulmonary Resuscitation training for the public. As at the end of 2013, 28 680 citizens had been trained.



救护人员在消防处救护训练学校接受训练

Ambulance personnel undergo training at Fire Services Ambulance Command Training School

西九龙救援训练中心

西九龙救援训练中心提供持续训练课程，以加强消防人员处理不同类型火警和事故的技巧。中心设有多种先进的训练设施，包括在模拟隧道和迷宫内进行搜索及救援，以及在不同情况下进行实火训练。在二零一三年，共有 3 472 名属员接受训练。

为加强前线消防人员的救援技巧，部门为他们提供一套四个单元的基础训练课程，包括攀山拯救、高空拯救、交通意外拯救及急流拯救。二零一三年，共有 420 人次参与上述各项训练。为确保特别救援队队员的救援技术水平，部门由二零一二年四月起开办特别救援队复检课程。年内，共有 439 名特别救援队队员参与课程。

West Kowloon Rescue Training Centre

The West Kowloon Rescue Training Centre provides continuous training programme to strengthen the skills of fire personnel in tackling different types of fire and incidents. The Centre is equipped with a wide variety of advanced training facilities including search and rescue at simulated tunnel and maze as well as live fire training in various situations. A total of 3 472 members attended the training in 2013.

To strengthen the rescue techniques of frontline fire personnel, the Department provides basic training comprising four modules, namely Mountain Rescue, High Angle Rescue, Road Traffic Accident Rescue and Swift Water Rescue. In 2013, the total attendance in various modules of training was 420. With a view to maintaining the standard skill of the Special Rescue Squad (SRS) members, a SRS Revalidation Programme was launched since April 2012. During the year, a total of 439 SRS members have attended the programme.

消防员及救护员在西九龙救援训练中心进行救援行动示范
Demonstration of rescue operations by firemen and ambulancemen at the West Kowloon Rescue Training Centre



立法会议员及记者参观西九龙救援训练中心，体验火场发生的闪燃情况
Legislative Council members and reporters experience the situation of flashover in a simulated fire scene in the West Kowloon Rescue Training Centre

管理及发展培训

为了职业发展，在二零一三年有 1 326 名属员修读公务员培训处举办的各项管理、领导才能、沟通及国家事务研习课程。此外，有 36 名属员前往英国、美国、加拿大、澳洲、泰国及新加坡，修读各项训练课程。

现场指挥训练

为提高前线消防人员处理火警及紧急事故的能力，消防处利用「消防工作室 4.0」及「高级灾难管理系统电脑模拟训练」电脑培训软件，为消防处训练学校的学员作高楼大厦火警的现场指挥训练。在二零一三年，共有 261 名消防队长学员及消防员学员接受这项训练。

体能训练

体能训练组为处内人员提供体能训练，并推广体育活动，使他们保持体格强健。

Training on Management and Development

For career development, 1 326 Service members attended various courses on management, leadership, communication and China studies organised by the Civil Service Training and Development Institute in 2013. During the year, 36 members attended various overseas training programmes in the United Kingdom, the United States of America, Canada, Australia, Thailand and Singapore.

Incident Command Training

In order to enhance the capability of frontline fire personnel in handling fire and emergency incidents, an Incident Command Training Programme on “Firefighting in Highrise Building” using training software of “Fire Studio 4.0” and “Advanced Disaster Management Simulator” was conducted to the recruits of Fire Services Training School. A total of 261 Recruit Station Officers and Firemen had received the training in 2013.

Physical Training

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



体能训练让消防人员保持强健体格
Physical training is provided for fire personnel to maintain their good physical condition



消防处属员的周年体能测验由两部分组成，即耐力跑及体能测试。二零一三年，在 7 933 名接受测验的属员中，有 31.8% 取得最高的「优异」(1/A) 等级，只有约 1.3% 的人员需要复试。

体能训练组人员经常获委派协助筹办部门的各项体育活动，例如陆运会、水运会及越野赛，并在活动中担任裁判。此外，该组人员亦经常获本地及国际体育团体邀请，于毅行者等体育活动担任裁判。他们亦代表本处参与慈善活动和赛事，例如「匡智竞步上云霄」、「港铁竞步赛」及「PACER 健康体适能挑战赛」等。

专责队伍及兴趣小组

压力辅导组

為協助同事紓解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 100 名已受訓並自願參與的屬員組成，為屬員提供壓力輔導服務。

纪律专责队伍

部門於二零零九年一月成立「紀律專責隊伍」，成員包括 289 名已受訓並自願參與的主任級人員。為使紀律研訊的工作成果保持高水準，「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」成員分享紀律事宜的知識和提供相關指引。

The annual Physical Fitness Assessment for Service members consists of two parts – Aerobic Run and Strength Test. In 2013, of the 7 933 Service members took part in the assessment, 31.8% achieved the top grading of 1/A and only about 1.3% were required to be reassessed.

PTE staff are often deployed to assist in organising and act as officials at Service sports events such as athletic meets, swimming galas and cross country runs. Moreover, they are often invited by local and international sports associations to act as officials for sports events such as the Trailwalker competitions. They also represent the Department to participate in charitable events/competitions such as the Hong Chi Climbathon, MTR Hong Kong Race Walking and PACER Health Fitness Challenge.

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 100 trained voluntary members providing stress counselling service to members.

Service Disciplinary Team

A Service Disciplinary Team (SDT) comprising 289 trained voluntary officers has been set up since January 2009. In order to maintain high standard of output in the disciplinary proceedings, a Disciplinary Advisory Group under SDT was set up for sharing of knowledge and provision of guidance to SDT members.



火警调查组为火警起因的调查工作提供支援
The Fire Investigation Group provides support for investigation into the causes of fire

火警调查组

火警调查组为现场火警起因的调查工作提供专业支援。该组由有兴趣并自愿参与的前线主任级人员组成。二零一三年，共有十名火警调查员参与协助调查火警事故。此外，本处年内又招募了 17 名前线消防主任担任火警调查员。部门为小组成员筹办一连串复修课程，以提升他们在火警调查方面的知识。另外，有五名火警调查员曾到外地参与专门的火警调查课程。

Fire Investigation Group

The Fire Investigation Group provides professional support for investigation into the causes of fire. The team comprises interested frontline officers who voluntarily take up the responsibility. In 2013, 10 fire investigators were turned out for fire investigations. Besides, 17 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 investigation. On the other hand, five fire investigators had attended overseas courses of specialist fire investigation.

消防工程学兴趣小组

为丰富属员的消防工程学知识，部门在二零一零年十一月成立了消防工程学兴趣小组。自二零一一年起，小组联同香港理工大学合办「消防工程研究先锋计划」，促进成员在消防工程方面的专业知识。有五名学员就摩天大楼、岩洞、住宅花洒系统、隧道及天井的消防安全问题进行科学研究。《世界高层都市建筑学会期刊》在二零一三年登载了该小组一篇有关香港摩天大楼消防安全策略的研究文章；而国际期刊 "Tunneling and Underground Space Technology" 则正在评审小组另一篇有关本港现有岩洞的消防安全策略的文章。

为了与不同的持份者分享研究成果，消防处将于二零一四年初合办专业进修研讨会，探讨住宅花洒系统及隧道的消防安全事宜。

消防车辆车厢及工具储物柜设计 / 装置改良兴趣小组

消防车辆车厢及工具储物柜设计 / 装置改良兴趣小组鼓励属员就改良车厢及工具储物柜的设计和行动效率提出意见。二零一三年，小组成员曾就新购置的油压升降台车厢及工具储物柜的设计提出宝贵建议。

消防车辆兴趣小组

消防车辆兴趣小组提高属员对消防车辆的兴趣，并认识消防车辆的最新设计。二零一三年，小组成员曾就新置的油压升降台提出意见。

Fire Engineering Interest Group

To enrich fire engineering knowledge among Service members, a Fire Engineering Interest Group was established in November 2010. In collaboration with the Hong Kong Polytechnic University, the interest group organised a joint Mentorship programme to foster members' professionalism in fire engineering subjects since 2011. Five mentees conducted scientific researches on fire safety matters in supertall buildings, caverns, domestic sprinklers, tunnels and atriums. A research paper regarding fire safety strategies for supertall buildings in Hong Kong was published by the Council on Tall Buildings and Urban Habitat Journal in 2013, while a paper of fire safety strategies for existing rock caverns in Hong Kong is being reviewed by an international journal, the "Tunneling and Underground Space Technology".

To share the research findings with different stakeholders, Continuing Professional Development Seminars about domestic sprinklers and tunnels will be jointly held by FSD in early 2014.

Fire Appliances Cabin and Locker Design/Modification Interest Group

The Interest Group in Fire Appliances cabin and locker Design/Modification encourages members to contribute their views on improving cabin and locker design and efficiency of operation. In 2013, the Group offered their valuable opinions in the Cabin and locker design of the newly procured Hydraulic Platform.

Fire Appliance Interest Group

The Interest Group in Fire Appliance enhances members' interest in fire appliances and keeps track of their latest design. In 2013, the interest group offered their views on the newly procured Hydraulic Platform.

福利

消防福利主任就属员在伤病、住屋、财政和家庭困难等方面的福利事宜提供意见。消防福利主任除了就消防处人员的福利事宜与政府部门及其他机构联络外，亦会安排探访住院的属员，并筹划和推行员工福利计划。二零一三年，消防福利主任与 173 名在职或退休属员及其家属面谈，并就他们个人及家庭的事宜提供辅导。

员工关系

部门设有妥善的沟通途径，鼓励管职双方定期交流，包括消防处部门协商委员会、总区联谊会 and 分区联谊会，以及文职人员协商委员会。这些委员会及联谊会提供了有效的平台，让管职双方就涉及共同关注的事宜交换意见。

为加深了解前线人员的需要，副处长会探访各前线单位，与不同级别的人员直接沟通，并与员工协会定期会面，商讨关乎员工工作、福利及服务条件等事宜，亦会在有需要时与员工进行磋商，就新的管理措施搜集职方意见，并就职方关注的事项提供资料。

体育及康乐

部门一向鼓励属员在工作与家庭生活两方面取得平衡，务求能符合身为紧急服务人员在体能和心理质素方面的严格要求。因此，香港消防处体育福利会举办多项体育活动、兴趣小组，以及康乐和社交活动。

Welfare

The Fire Services Welfare Officer (FSWO) advises on welfare matters affecting Service 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 Service members, FSWO also arranges visits to hospitalised members, and organises and implements staff welfare schemes. In 2013, FSWO interviewed and counselled 173 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 dialogue 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 frontline Service members, the Deputy Director pays visits to frontline units to communicate with staff of different ranks directly and meets with staff associations regularly to discuss issues affecting their work, benefits, conditions of service and well-being. He also holds 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 strives to encourage members to strike a balance between work and family life 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.

年内，本处成立了一个全方位的兴趣小组，向属员推广健康的生活方式。有关活动深受欢迎，现职和退休属员及其家属均鼎力支持。此外，多个兴趣小组及多名运动队伍成员亦参与外间机构举办的体育和文化活动，成绩令人鼓舞。

A holistic interest group aims at promoting members' awareness in "Healthy Life Style" was established in the year and 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.



（左起）消防处人员参与二零一三特殊奥运执法人员火炬慈善跑、消防处水运会及周年越野赛

(From left) FSD members participate in the Law Enforcement Torch Run for Special Olympics 2013, FSD Swimming Gala and Cross Country Run