

行政及後勤支援 ADMINISTRATION & LOGISTICAL SUPPORT





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- 1** 消防及救護學院提供多項先進模擬事故現場的培訓設施，大大提升消防及救護人員應付大型事故的能力。
The Fire and Ambulance Services Academy is equipped with diversified and advanced simulation training facilities which greatly enhance the capabilities of fire and ambulance personnel in handling large-scale incidents.
- 2** 消防處工程部人員負責保養、檢查和維修消防車輛和滅火救援裝備。
Staff of the FSD workshops provide maintenance, servicing and repairs to fire appliances, firefighting and rescue equipment.

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、訓練設施的事宜和資源調配工作，並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。

為配合本港的持續發展，消防及救護學院於二零一六年三月正式投入服務。截至二零一六年年底，全港共有81間消防局、39間救護站、六間滅火輪消防局、兩間海上救援局和一個潛水基地，分布於全港各區策略性位置，務求不同地區發生緊急事故時，都能在相應的規定／目標召達時間內派員到達現場處理。

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.

To keep pace with Hong Kong's continuous development, the Fire and Ambulance Services Academy was officially opened in March 2016. At the end of 2016, there were altogether 81 fire stations, 39 ambulance depots, six fireboat stations, two sea rescue berths and a diving base operating throughout the territory. They are strategically located within the Hong Kong territories so as to enable the responses to emergencies in different areas are within the corresponding graded/target response time.

管理

總部總區轄下的管理組，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。管理組亦負責擬備、檢討和更新部門的政策和訓令；處理以資源作非緊急用途的申請；統籌部門處所及宿舍的改善和保養工程；以及監督法律、紀律和職業安全健康事宜。管理組亦會安排內地和海外消防同業到訪消防處。

資訊科技管理

資訊科技管理組負責監督部門所有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，以及為配合電子政府措施和部門運作需要而進行資源分配。該組會監察與部門運作有關的資訊和通訊科技發展趨勢和最佳作業方式，務求善用資訊和通訊科技，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、滅火工具和裝備有關的工程事宜，並就評估新產品和裝備、採購新消防車輛等事宜，向採購及物流組提供專業意見和技術支援。

消防處四個工程部由專業人員和具備有關技術資格的消防員組成，負責保養、檢查和維修消防車輛和滅火救援裝備，並改裝消防車輛，以應付行動需要。工程部的緊急支援小組會到消防局，即場提供消防車輛和裝備緊急維修服務。如發生大型火警和救援事故，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 Headquarters Command is responsible for the coordination, distribution and efficient use of existing resources in the Department, and administrative matters on the deployment of personnel in different Commands. It also prepares, reviews and updates the Department's policies and orders, processes requests for non-emergency use of resources, coordinates improvement and maintenance works for departmental premises and quarters, and oversees legal, discipline, occupational safety and health matters. The Group also arranges visits to the Department for Mainland and overseas counterparts.

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 Workshops 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.

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富行動經驗的消防人員組成，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。該組每年均會訂定部門的採購優次和目標，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；以及管理六個消防處物料供應倉，以配合部門的行動需要。

車輛

截至二零一六年年尾，部門共有 1,062 部行動車輛，包括 439 部消防車輛、434 部救護車和 189 部其他類型的支援車輛。車上配備不同種類的工具和裝備，以配合行動需要。

Procurement and Logistics

The Procurement and Logistics Group of the 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 fulfil the operational requirements of the Department.

Appliances

At the end of 2016, the Department had 1,062 operational vehicles comprising 439 fire appliances, 434 ambulances and 189 other supporting vehicles fitted with different types of tools and equipment to fulfil operational needs.



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裝備及個人防護裝備

部門不斷檢討和物色先進而又符合最新標準的消防車輛、滅火救護和個人防護裝備，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和檢討所有與滅火救援行動有關的裝備；消防個人防護裝備諮詢委員會和救護個人防護裝備諮詢委員會定期評估和檢討所有個人防護裝備。

為加強保障消防人員的安全和提升行動效率，部門已進行深入的市場調查，審慎檢討安全足踝靴的技術規格，確保足踝靴符合最新國際標準。此外，部門於年內就一款新的制服大衣展開跨部門測試，以便為消防處人員提供更舒適、功能表現更佳的制服大衣。

歇息區

部門非常重視屬員在前線執行滅火救援任務時的實際需要。當發生三級或以上火警，或遇上酷熱天氣，而屬員又須長時間工作，現場主管可要求消防通訊中心安排在事故現場附近設立「歇息區」，讓前線屬員工作一段時間後稍作休息，補充體力。「歇息區」設有流動帳幕和霧化風扇等相關設施，亦備有飲品及其他補給品。本處會繼續優化「歇息區」的安排，以加強對前線屬員的後勤支援，並提高對屬員健康的保障，確保滅火和救援效率。

Equipment and Personal Protective Equipment

The Department keeps on reviewing and identifying fire appliances, firefighting and ambulance 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 firefighting and rescue operations, while 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.

With a view to further enhance the safety and the operational efficiency of firefighters, the technical specifications of the safety ankle boots have been critically reviewed to meet the latest international standards through intensive market research. Moreover, the Department has launched a service-wide practical trial on a new uniform jacket in the year, so as to provide better functional performance and comfort to FSD personnel.

Rest Area

The Department attaches great importance to the actual needs of frontline members in firefighting and rescue operations. In the event of no. 3 or above alarm fires or very hot weather and long working hours, the incident commanders may request the Fire Services Communications 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. Apart from the provision of beverages and other replenishments, the rest areas will also be equipped with relevant facilities such as mobile tents and cooling mist fans. The Department will continue to optimise the arrangements for rest areas to step up the logistical support for frontline members and better safeguard their health to maintain the efficiency of firefighting and rescue operations.



- 1 部門不時檢視消防及救護車輛以配合行動需要，圖為新引入的56米旋轉台鋼梯車。
The Department keeps on reviewing and identifying fire appliances and ambulances to meet operational need. Pictures show the newly introduced 56m Turntable Ladder.
- 2 工程及運輸組工程師在德國進行56米旋轉台鋼梯車的接收測試。
The engineer of Workshops and Transport Division conducts factory acceptance test for 56m Turntable Ladder in Germany.
- 3-4 「歇息區」讓前線屬員工作一段時間後稍作休息，補充體力。
The Rest Area allows frontline members to take rest and restore energy after working for a period of time.