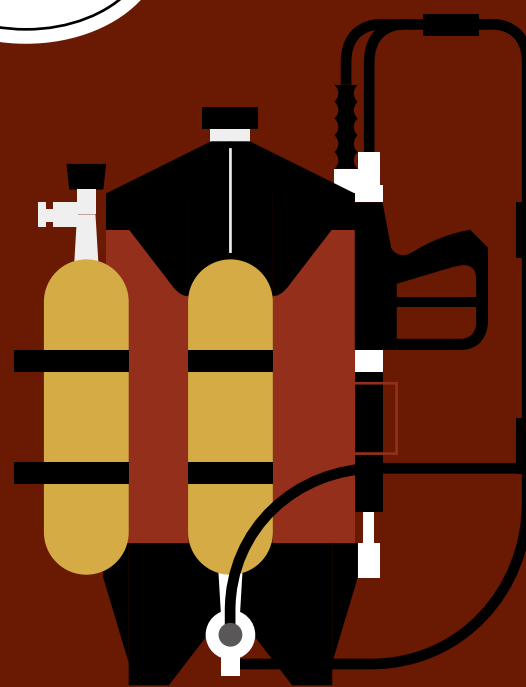
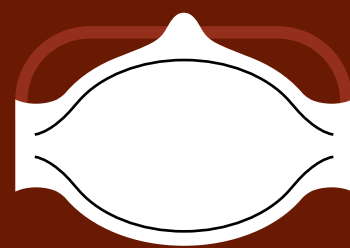
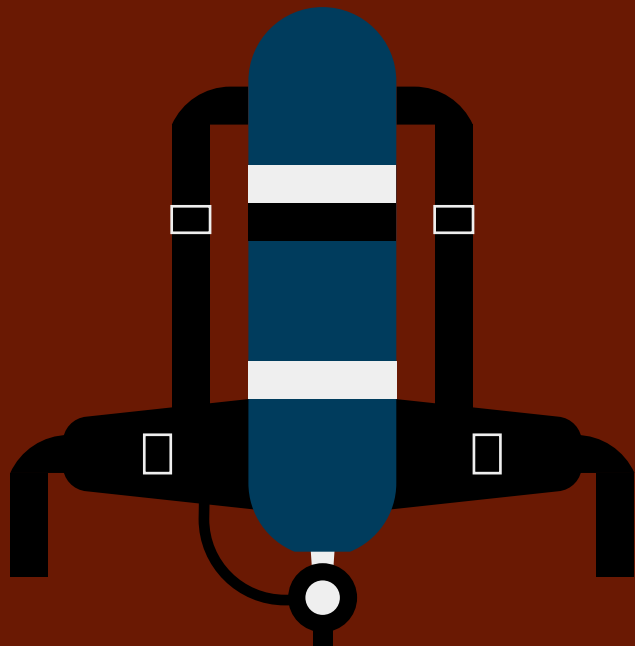
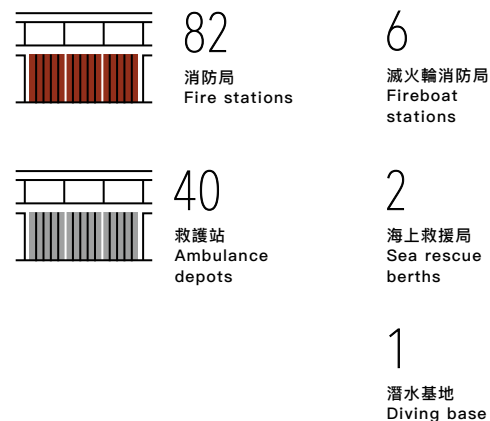


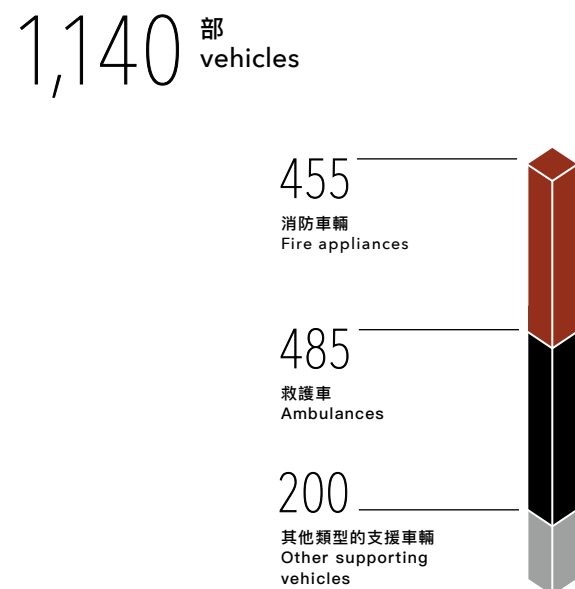
行政及後勤支援
ADMINISTRATION
& LOGISTICAL
SUPPORT



I. 消防局及救護站
Fire stations and ambulance depots



II. 行動車輛
Operational vehicles



策劃

總部總區轄下的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。

截至二零二零年年底，全港共有 82 間消防局、40 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，分布於各區的策略位置，務求在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（圖 I）。

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；處理將資源作非緊急用途的申請；統籌部門處所和宿舍的改善和保養工程；以及監督法律和紀律事宜。管理組亦會安排內地和海外同業到訪消防處。

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，務求善用資訊和通訊科技，為市民提供高效服務。

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，以及採購新消防車輛的事宜，向採購及物流組提供專業意見和技術支援。

消防處三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。工程部的當值維修隊提供全日 24 小時的即場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，工程部會按需要成立緊急支援小組前赴現場，以便迅速提供技術支援。

截至二零二零年年底，本處共有 1,140 部行動車輛，包括 455 部消防車輛、485 部救護車和 200 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（圖 II）。



a 消防局及救護站分布於全港各區的策略位置，務求在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。
Fire stations and ambulance depots are strategically located within the Hong Kong territories so as to enable the responses to emergencies in different areas within the corresponding graded or target response times.

Planning

The Planning Group under the Headquarters Command plans 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.

By end of 2020, there are altogether 82 fire stations, 40 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 within the corresponding graded or target response times (Figure I).

Management

The Management Group of the Headquarters Command 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. It also prepares, reviews and updates the department's policies and orders; processes requests for non-emergency use of resources; co-ordinates improvement and maintenance works for departmental premises and quarters; and oversees legal and disciplinary matters. The group also arranges visits to the department for its Mainland and overseas counterparts.

Information Technology Management

The Information Technology Management Unit oversees all information and communications technologies (ICT) matters of the department, including the planning of the ICT strategy 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 with a view to providing efficient services 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 three 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 Duty Fitter Teams provide 24-hour emergency on-site repair services to fire appliances and equipment. In major fire and rescue incidents, the Emergency Backup Unit will be formed



b 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。

The Workshops and Transport Division is responsible for all engineering matters relating to fire appliances, firefighting tools and equipment.

c 為保障屬員的職業安全及健康，本處於疫情期間特別加強救護車車廂內的清潔衛生。

To ensure the occupational safety and health of staff members, the department enhances the disinfection inside the ambulance during the pandemic.

採購及物流

總部總區轄下的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，以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。消防工具及標準裝載檢討委員會和極端天氣救援行動策略檢討委員會，負責評估和檢討所有與滅火救援行動有關的消防車輛和裝備，而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，則負責定期評估和檢討所有個人防護裝備。

本處購置新裝備和防護用具，務求提升屬員處理緊急事故時的能力和個人安全，尤其是處理極端天氣情況下發生的緊急事故。此外，本處亦非常重視屬員在對抗 2019 冠狀病毒的工作中所得到的保護，早於疫情出現之初，已全面加強監察個人防護裝備和醫療消耗品是否合適及其使用情況，同時全力購置新產品和物色潛在供應商。

當全球各地的冠狀病毒防護裝備出現短缺時，本處採取靈活方法採購各種防疫物資，包括 N95 口罩和

即棄保護衣，確保存量足以應付行動需要。此外，本處亦購置新裝備，例如充電背包式消毒噴霧器、噴霧風扇和紅外線溫度計，以提升屬員的職業健康與安全。

職業安全健康分組

本處竭力保障員工的職業安全與健康，部門的職業安全健康分組就是為預防工傷和推廣職安健而設。該組協助制訂更妥善的安全管理制度，積極推行多項措施，包括提供職安健訓練；主動視察工作場地的安全；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，以提升和確保消防人員執行行動職務時的安全及效率。

本處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，或遇上酷熱天氣和須長時間工作的情况，現場總指揮可要求消防通訊中心安排在事故現場附近設立歇息區，讓前線屬員執勤一段時間後可稍作休息，恢復體力。二零二零年，本處曾在一宗一級火警、四宗二級火警、三宗三級火警和一宗特別服務事故中安排設立歇息區。



if so warranted and will attend the scenes to provide prompt technical support.

By end of 2020, the department has 1,140 operational vehicles comprising 455 fire appliances, 485 ambulances and 200 other supporting vehicles fitted with different types of tools and equipment to fulfil operational needs (Figure 11).

Procurement and Logistics

The Procurement and Logistics Group of the Headquarters Command 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 strategy and policy by adopting a centre-led procurement model for all procurement projects. 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.

To ensure the operational efficiency and personal safety, the department keeps pace with the latest technologies and international standards in identifying the most suitable fire appliances, ambulances, firefighting equipment and personal protective equipment for operational use. The Fire Services Equipment and Standard Stowage Review Committee and the Reviewing Committee on Operation Strategies for Rescue

Operations for Extreme Weather evaluate and review all fire appliances and 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.

In addition to the procurement of new equipment and protective gears to enhance members' capability and safety in handling emergencies, especially those during extreme weather conditions, the department also attaches great importance to the protection of members in fighting against COVID-19. Ever since the very early stage of the pandemic, the department has stepped up its monitoring on the use of appropriate personal protective equipment and medical consumables, while making every effort to source new products and identify potential suppliers.

In times of global shortage of coronavirus protective equipment, the department has adopted a flexible approach in the procurement of various anti-epidemic items, including N95 respirators and disposable gowns, so as to secure sufficient stock to meet the operational needs. Furthermore, new equipment such as disinfection backpack fogger, mist spraying fan and infrared thermometer were procured to enhance the occupational health and safety of members.

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 formulation of a better safety management system by actively introducing an array of measures, which include OSH training; proactive safety inspections to workplaces, review of the guidelines for wearing personal protective equipment, investigation of work injury cases and campaigns for the promotion of OSH, in a bid to enhance and ensure the safety and efficiency of fire personnel in discharging operational duties.

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 to set up rest areas near the incident scenes for frontline members to take some rest and restore their energy after working for a period of time. In 2020, rest areas were deployed and set up for one no. 1 alarm fire, four no. 2 alarm fires, three no. 3 alarm fires and one special service incident.