

行政及後勤支援
ADMINISTRATION
& LOGISTICAL
SUPPORT

04



I. 消防局及救護站 FIRE STATIONS AND AMBULANCE DEPOTS

82	消防局 FIRE STATIONS
41	救護站 AMBULANCE DEPOTS
6	滅火輪消防局 FIREBOAT STATIONS
2	海上救援局 SEA RESCUE BERTHS
1	潛水基地 DIVING BASE

II. 行動車輛 OPERATIONAL VEHICLES

464	消防車輛 FIRE APPLIANCES
489	救護車 AMBULANCES
207	其他類型支援車輛 OTHER SUPPORTING VEHICLES

1,160 部
VEHICLES

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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。

截至二零二一年年底，本處共有82間消防局、41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。

管理

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。該組亦負責內地和海外同業到訪消防處的安排。

資訊科技管理

資訊科技管理組負責監督部門的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。

工程及運輸

工程及運輸組負責有關消防車輛、滅火工具和裝備的工程事宜，並就評估新產品和裝備，以及採購新消防車輛的事宜，向部門提供專業意見和技術支援。

消防處三個工程部由專業工程師、機械督察和具備相關技術資格的消防員組成，負責保養、檢查和修理消防車輛和滅火救援裝備。工程部的當值維修隊為消防車輛和裝備提供全日24小時即場緊急修理服務。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。

截至二零二一年年底，本處共有1,160部行動車輛，包括464部消防車輛、489部救護車和207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。

PLANNING

The Planning Group under the Headquarters Command plans new fire stations, ambulance depots and training facilities, manages the deployment of resources, and monitors the progress of departmental capital works projects. The group also offers advice on district development plans and study reports on municipal and commercial projects from the operational perspective.

As at end 2021, there are altogether 82 fire stations, 41 ambulance depots, six fireboat stations, two sea rescue berths and a diving base operating throughout the territory.

MANAGEMENT

The Management Group 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. The group 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. In addition, it arranges visits to the department for its Mainland and overseas counterparts.

INFORMATION TECHNOLOGY MANAGEMENT

The Information Technology Management Unit oversees matters relating to information and communication technology (ICT) of the department, including the planning of ICT strategies 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.

WORKSHOPS AND TRANSPORT

The Workshops and Transport Division is responsible for engineering matters relating to fire appliances, firefighting tools and equipment. The division also provides professional advice and technical support to the department in the evaluation of new products and equipment as well as the procurement of new fire appliances.



◀ 工程及運輸組負責消防車輛的保養及24小時維修服務，以確保車輛的性能及表現。To ensure the roadworthiness and performance of fire appliances, the Workshops and Transport Division is responsible for their maintenance and 24-hour emergency repair services.

採購及物流

採購及物流組由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，從而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。

在對抗2019冠狀病毒病疫情方面，本處積極主動，傾盡全力向政府和前線屬員提供支援。為保障屬員的健康及改善本處各處所的衛生情況，部門在全球搜購最合適的個人防護裝備和抗疫用品。此外，亦作出特別安排，增購N95口罩、即棄保護衣及面罩、洗衣機及配備高效能空氣粒子過濾器的空氣靜化器。

本處負責接載2019冠狀病毒病確診病人往返醫院與亞洲國際博覽館的檢疫和社區治療設施及北大嶼山醫院香港感染控制中心。為此，部門在東涌、竹篙灣、何文田和薄扶林四間救護站安裝清潔及消毒設施，加強保障前線人員（尤其是曾處理疫症相關個案者）的健康。

職業安全與健康

本處致力保障員工的職業安全與健康。為預防工傷和推廣職安健，職業安全健康分組積極推行多項措施，包括提供職安健訓練、主動視察工作場所的安全、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，以助建立更完善的安全管理制度。

本處非常重視前線人員執行滅火救援行動時的切身需要。當發生三級或以上火警，或遇上酷熱／嚴寒天氣和須長時間工作的情況，現場總指揮官可要求在事故現場附近設立歇息區。二零二一年九月，本處新消防車輛「歇息15」投入服務。該車配備先進的健康監測設備，能為歇息區提供更周全的支援。二零二一年，本處曾在三宗三級火警、三宗二級火警、兩宗一級火警和七宗特別服務事故中安排設立歇息區。

行政及後勤支援

Administration & Logistical Support

Staffed by professional engineers, inspectors and technically qualified firemen, the three Fire Services workshops provide maintenance, servicing and repairs to fire appliances, and firefighting and rescue equipment. The workshops' Duty Fitter Teams offer 24-hour emergency on-site repair services to fire appliances and equipment. In major fire and rescue incidents, an Emergency Backup Unit will be formed if so warranted and be deployed to the scenes to render prompt technical support.

As at end 2021, the department has 1,160 operational vehicles comprising 464 fire appliances, 489 ambulances and 207 other supporting vehicles fitted with different types of tools and equipment to fulfil operational needs.

PROCUREMENT AND LOGISTICS

The Procurement and Logistics Group is staffed by fire officers and personnel from the Government Logistics Department. The group is responsible for planning, organising and implementing the department's procurement strategies and policies by adopting a centre-led procurement model for all procurement projects. It also draws up guidelines and instructions on procurement and logistics matters, monitors the expenditure on stores and equipment, and manages six departmental storehouses to fulfil the operational needs of the department.

To ensure operational efficiency and personal safety, the department keeps abreast of the latest technologies and international standards so as to identify the most suitable fire appliances, ambulances, firefighting equipment and personal protective equipment (PPE) for operational use.

In the fight against the COVID-19 epidemic, the department has been proactive in providing unreserved support to the Government and its frontline members. To safeguard members' health and improve the hygienic conditions of our premises, the department has sourced the most suitable PPE and anti-epidemic items globally. It has also made special arrangements for the procurement of additional N95 respirators, disposable gowns and face shields, washing machines and air purifiers equipped with high-efficiency particulate air (HEPA) filters.

The department is tasked to convey confirmed COVID-19 patients between hospitals and the quarantine and community treatment facilities at

AsiaWorld-Expo and North Lantau Hospital Hong Kong Infection Control Centre. In this connection, cleaning and disinfection facilities have been installed at Tung Chung, Penny's Bay, Ho Man Tin and Pok Fu Lam Ambulance Depots to enhance health protection of frontline personnel, especially those who have attended epidemic-related cases.

OCCUPATIONAL SAFETY AND HEALTH

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 establishment of a better safety management system by actively introducing a range of measures, which include OSH training, proactive safety inspections to workplaces, review of the guidelines for wearing PPE, investigation of work injury cases and organisation of campaigns for the promotion of OSH.

The department attaches great importance to the actual needs of frontline personnel in firefighting and rescue operations. In the event of no. 3 or above alarm fires or very hot/cold weather and long working hours, the incident commanders may request the setting up of rest areas near the incident scenes. In September 2021, a new fire appliance "Work-rest 15" fitted with sophisticated health monitoring equipment was put into service to strengthen the support for rest areas. In 2021, rest areas were deployed and set up for three no. 3 alarm fires, three no. 2 alarm fires, two no. 1 alarm fires and seven special service incidents.



◀ 在疫情肆虐期間，部門在四間救護站安裝清潔及消毒設施，加強保障前線人員，尤其是曾處理疫症相關個案者的健康。 During the pandemic, the department installs cleaning and disinfected facilities at four ambulance depots to enhance health protection of frontline personnel, especially those who have attended epidemic-related cases.