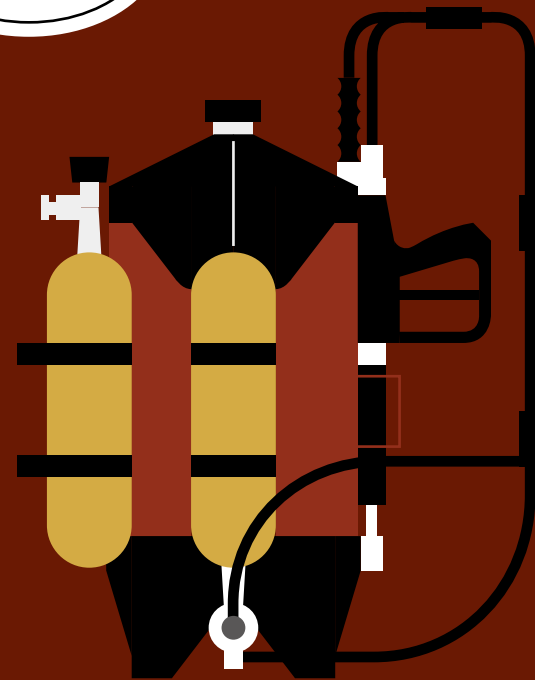
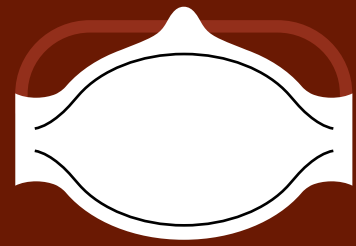
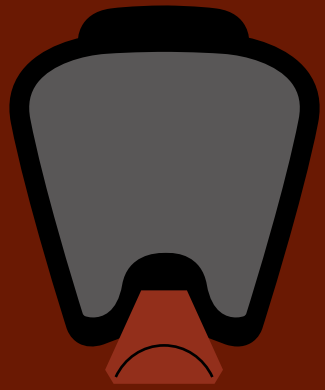
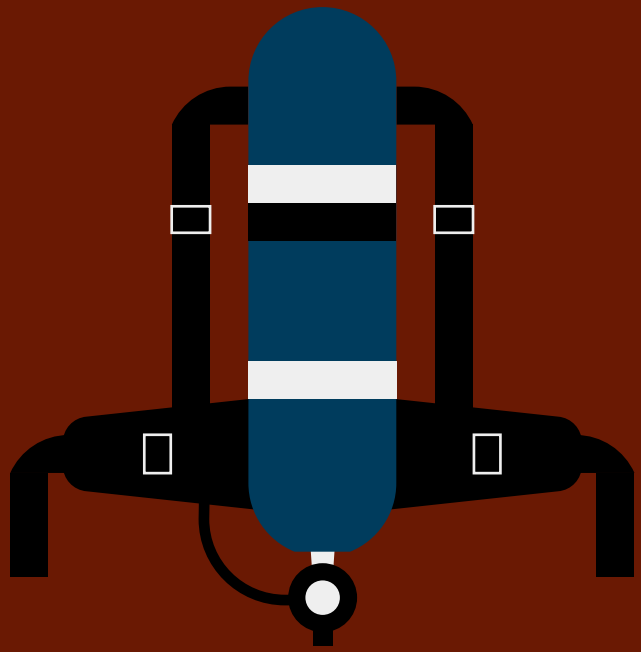
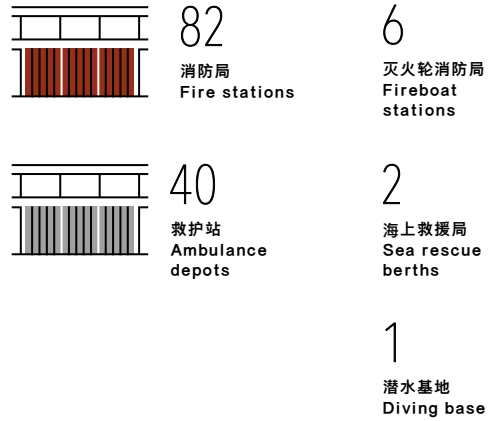


行政及后勤支援
ADMINISTRATION
& LOGISTICAL
SUPPORT

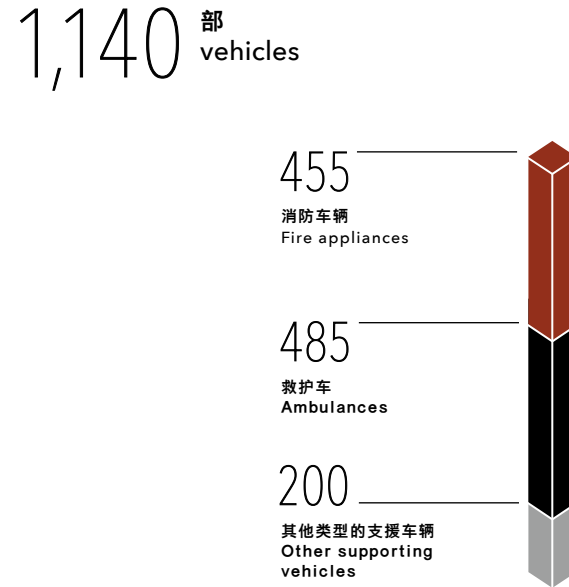
04



I. 消防局及救护站
Fire stations and ambulance depots



II. 行动车辆
Operational vehicles



策划

总部总区辖下的策划组负责策划兴建新消防局、救护站和训练设施；处理资源调配工作；以及监察部门基本工程项目的进度。策划组亦会从行动角度，就地区发展计划及城市和商业项目研究报告提供意见。

截至二零二零年年底，全港共有 82 间消防局、40 间救护站、六间灭火轮消防局、两间海上救援局和一个潜水基地，分布于各区的策略位置，务求在不同地区发生紧急事故时，都能在相应的规定／目标召达时间内派员到达现场处理（图 I）。

管理

总部总区辖下的管理组负责统筹、分配和有效使用部门的现有资源，以及处理各总区调配人手的行政事宜。管理组亦负责拟备、检讨和更新部门的政策和训令；处理将资源作非紧急用途的申请；统筹部门处所和宿舍的改善和保养工程；以及监督法律和纪律事宜。管理组亦会安排内地和海外同业到访消防处。

资讯科技管理

资讯科技管理组负责监督部门所有资讯和通讯科技事宜，包括筹划资讯和通讯科技策略和保安措施，以及因应电子政府措施和部门运作需要分配资源。该组会留意与部门运作有关的资讯和通讯科技发展趋势、智能灭火措施和最佳作业方式，务求善用资讯和通讯科技，为市民提供高效服务。

工程及运输

工程及运输组负责所有与消防车辆、灭火工具和装备有关的工程事宜，并就评估新产品和装备，以及采购新消防车辆的事宜，向采购及物流组提供专业意见和技术支援。

消防处三个工程部由专业人员和具备有关技术资格的消防员组成，负责保养、检查和维修消防车辆和灭火救援装备，并改装消防车辆以应付行动需要。工程部的当值维修队提供全日 24 小时的即场消防车辆和装备紧急维修服务。如发生大型火警和救援事故，工程部会按需要成立紧急支援小组赶赴现场，以便迅速提供技术支援。

截至二零二零年年底，本处共有 1,140 部行动车辆，包括 455 部消防车辆、485 部救护车和 200 部其他类型的支援车辆；车上配备不同种类的工具和装备，以配合行动需要（图 II）。



a 消防局及救护站分布于全港各区的策略位置，务求在不同地区发生紧急事故时，都能在相应的规定／目标召达时间内派员到达现场处理。
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 工程及运输组负责所有与消防车辆、灭火工具和装备有关的工程事宜。

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

c 为保障属员的职业安全及健康，本处于疫情期间特别加强救护车车厢内的清洁卫生。

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

采购及物流

总部总区辖下的采购及物流组由资深消防人员和政府物流服务署人员组成，负责策划、组织和推行部门的采购策略和政策，并以中央统筹模式处理所有采购项目。该组亦负责制订有关采购及物流事宜的指引和训令；监察物料和装备开支；以及管理消防处六个物料供应仓，以配合部门的行动需要。

为确保行动效率和个人安全，本处紧贴最新的科技和国际标准，以物色最合适的消防车辆、救护车、灭火装备和个人防护装备，供在行动中使用。消防工具及标准装载检讨委员会和极端天气救援行动策略检讨委员会，负责评估和检讨所有与灭火救援行动有关的消防车辆和装备，而消防个人防护装备谘询委员会和救护个人防护装备谘询委员会，则负责定期评估和检讨所有个人防护装备。

本处购置新装备和防护用具，务求提升属员处理紧急事故时的能力和安全，尤其是处理极端天气情况下发生的紧急事故。此外，本处亦非常重视属员在对抗2019冠状病毒病的工作中所得到的保护，早于疫情出现之初，已全面加强监察个人防护装备和医疗消耗品是否合适及其使用情况，同时全力购置新产品和物色潜在供应商。

当全球各地的冠状病毒防护装备出现短缺时，本处采取灵活方法采购各种防疫物资，包括 N95 口罩和

即弃保护衣，确保存量足以应付行动需要。此外，本处亦购置新装备，例如充电背包式消毒喷雾器、喷雾风扇和红外线温度计，以提升属员的职业健康与安全。

职业安全健康分组

本处竭力保障员工的职业安全与健康，部门的职业安全健康分组就是为预防工伤和推广职安健而设。该组协助制订更妥善的安全管理制度，积极推行多项措施，包括提供职安健训练；主动视察工作场地的安全；检讨个人防护装备穿着指引；调查工伤个案；以及筹办各类职安健推广活动等，以提升和确保消防人员执行行动职务时的安全及效率。

本处非常重视属员在前线执行灭火救援任务时的实际需要。当发生三级或以上火警，或遇上酷热天气和须长时间工作的情况，现场总指挥可要求消防通讯中心安排在事故现场附近设立歇息区，让前线属员执勤一段时间后可稍作休息，恢复体力。二零二零年，本处曾在一宗一级火警、四宗二级火警、三宗三级火警和一宗特别服务事故中安排设立歇息区。



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.