

行政及后勤支援
ADMINISTRATION
& LOGISTICAL
SUPPORT

04



I. 消防局及救护站 FIRE STATIONS AND AMBULANCE DEPOTS

82	消防局 FIRE STATIONS
41	救护站 AMBULANCE DEPOTS
6	灭火轮消防局 FIREBOAT STATIONS
2	海上救援局 SEA RESCUE BERTHS
1	潜水基地 DIVING BASE

II. 行动车辆 OPERATIONAL VEHICLES

464	消防车辆 FIRE APPLIANCES
489	救护车 AMBULANCES
207	其他类型支援车辆 OTHER SUPPORTING VEHICLES

1,160 部
VEHICLES

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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。

截至二零二一年年底，本处共有82间消防局、41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，分布于全港各区。

管理

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。该组亦负责内地和海外同业到访消防处的安排。

资讯科技管理

资讯科技管理组负责监督部门的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。

工程及运输

工程及运输组负责有关消防车辆、灭火工具和装备的工程事宜，并就评估新产品和装备，以及采购新消防车辆的事宜，向部门提供专业意见和技术支援。

消防处三个工程部由专业工程师、机械督察和具备相关技术资格的消防员组成，负责保养、检查和修理消防车辆和灭火救援装备。工程部的当值维修队为消防车辆和装备提供全日24小时即场紧急维修服务。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前赴现场，以便迅速提供技术支援。

截至二零二一年年底，本处共有1,160部行动车辆，包括464部消防车辆、489部救护车和207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。

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.



◀ 工程及运输组负责消防车辆的保养及24小时维修服务，以确保车辆的性能及表现。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.

采购及物流

采购及物流组由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，从而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。

在对抗2019冠状病毒病疫情方面，本处积极主动，倾尽全力向政府和前线属员提供支援。为保障属员的健康及改善本处各处所的卫生情况，部门在全球搜购最合适的个人防护装备和抗疫用品。此外，亦作出特别安排，增购N95口罩、即弃保护衣及面罩、洗衣机及配备高效能空气粒子过滤器的空气静化器。

本处负责接载2019冠状病毒病确诊病人往返医院与亚洲国际博览馆的检疫和社区治疗设施及北大屿山医院香港感染控制中心。为此，部门在东涌、竹篙湾、何文田和薄扶林四间救护站安装清洁及消毒设施，加强保障前线人员（尤其是曾处理疫症相关个案者）的健康。

职业安全与健康

本处致力保障员工的职业安全与健康。为预防工伤和推广职安健，职业安全健康分组积极推行多项措施，包括提供职安健训练、主动视察工作场所的安全、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，以助建立更完善的安全管理制度。

本处非常重视前线人员执行灭火救援行动时的切身需要。当发生三级或以上火警，或遇上酷热／严寒天气和须长时间工作的情况，现场总指挥官可要求在事故现场附近设立歇息区。二零二一年九月，本处新消防车辆「歇息15」投入服务。该车配备先进的健康监测设备，能为歇息区提供更周全的支援。二零二一年，本处曾在三宗三级火警、三宗二级火警、两宗一级火警和七宗特别服务事故中安排设立歇息区。

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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.

◀ 在疫情肆虐期间，部门在四间救护站安装清洁及消毒设施，加强保障前线人员，尤其是曾处理疫症相关个案者的健康。 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.