

人力資源管理
*Human Resources
Management*



編制

截至二零一零年年底，消防處人員的常額編制為9 640人，包括8 998名軍裝人員和642名文職人員。

招聘

二零一零年，消防處經過嚴格挑選，一共聘任486名人員，包括59名消防隊長（行動）、20名救護主任、兩名消防隊長（控制）、四名消防員（工程組）、194名消防員（行動/海務）及207名救護員。

Establishment

The Department had an establishment of 9 640 at the end of 2010, comprising 8 998 uniformed and 642 civilian members.

Recruitment

In 2010, a total of 486 people were recruited after stringent selection processes, including 59 Station Officers (Operational), 20 Ambulance Officers, two Station Officers (Control), four Firemen (Workshop), 194 Firemen (Operational/Marine) and 207 Ambulancemen.



- 1 消防處人員在職業博覽會中介紹消防處的工作
Fire Services personnel at the Career Expo briefing visitors on Fire Services work
- 2 應徵者正進行體能測驗
Applicants are undergoing physical fitness tests
- 3 律政司司長黃仁龍檢閱結業學員
The Secretary for Justice, Mr Wong Yan-lung, SC, reviewing the passing-out parade
- 4 結業學員示範
The graduates demonstrate their skills



消防訓練學校

消防訓練學校為新聘消防學員提供基本的滅火與救援訓練。學員會接受26周的基本訓練。此外，消防訓練學校亦為在職屬員提供持續訓練課程。

消防學員的初級訓練包括基本滅火技巧、消防車輛及裝備的應用、煙火特性訓練、呼吸器的操作、救護學和體能訓練。其他科目包括防火、有關法例、物理和燃燒科學等。

由二零一零年十二月起，消防訓練學校為行動總區的隊目級人員開辦煙火特攻員訓練課程，以加強他們的滅火技巧。

消防訓練學校亦與教育局合辦「多元智能躍進計劃」。這個計劃旨在為中學生提供紀律、領袖和防火訓練。二零一零年，共有985名學生及53名老師參加這個計劃。

Fire Services Training School

The school provides basic fire-fighting and rescue training to newly recruited fire officers and firemen who will undergo 26 weeks of basic training. Continuation training courses are also provided to in-service members.

Initial training for the recruits covers basic fire-fighting techniques; the use of appliances and equipment; compartment fire behavior training; breathing apparatus, ambulance aid and physical training. Subjects such as fire protection, legislation, physics and science of combustion are included.

The school has introduced the Compartment Fire Attacker (CFA) course for the operational non-commissioned officers (NCO) since December 2010 to enhance their fire-fighting skills.

Having co-organised with the Education Bureau, the school also conducted an Enhanced Smart Teen Challenge Project which aims at providing discipline, leadership and fire protection training to secondary school students. In 2010, 985 students and 53 teachers enrolled in this programme.



- 1 攀山拯救訓練
Mountain Rescue training
- 2 前線消防員在潛水基地急流池進行拯救訓練
Frontline firemen receiving swift water rescue training at the FSD Diving Base
- 3 高空拯救訓練
High angle rescue training



消防處救護訓練學校

消防處救護訓練學校為各職級的救護人員，提供基本救護學和專門的輔助醫療訓練。

新聘的救護主任和救護員須接受26周初級訓練，內容包括救護學、有關法例、情緒智商、步操、紀律訓練、體能訓練和救護車隨車實習。學員在完成課程後，會派駐救護站工作。

訓練學校亦訓練消防人員成為先遣急救員，以及訓練文職人員使用簡易心臟去顫器，並為市民免費提供社區心肺復甦法訓練。截至二零一零年年底，有近24 400名市民完成這項訓練。

滅火與救援訓練

西九龍救援訓練中心提供持續訓練課程，加強消防人員處理不同類型火警和災難的技巧。中心設有種類繁多的先進訓練設施，包括在模擬隧道和迷宮進行搜索及救援，並在不同情況下進行真火訓練。二零一零年，共有3 896名人員參加訓練。

為確保特種救援隊人手足夠，本處在二零一零年為17名前線人員提供基礎特種救援隊訓練。

為加強前線消防人員的進階救援技巧，本處為他們提供一套基礎特種救援隊技能訓練課程，內容包括基本攀山拯救、高空拯救、交通意外拯救及急流拯救。年內，共有11 652人次參與上述各項訓練。

管理及發展

為提升部門高級官員的專業知識，本處在二零一零年開辦了一項發展課程，內容包括應付緊急事故的管理方法、行動準備能力及危機管理、公共行政及傳媒訓練。講師包括本處的高級指揮官及其他機構的專家。年內共有11名高級人員完成上述課程。

Fire Services Ambulance Command Training School

The school provides basic ambulance aid and specialised paramedic training to ambulance personnel of different ranks.

Newly recruited Ambulance Officers and Ambulancemen will undergo a 26-week initial training, which comprises ambulance aid, legislation, emotional intelligence, foot drills, discipline, physical fitness and on-car attachment. Upon completion of the course, the recruits will be posted to ambulance depots.

The school also trains fire personnel as First Responders, and civilian staff to use Public Access Defibrillators (PAD). It conducts free community Cardio-Pulmonary Resuscitation (CPR) training for the public. As at the end of 2010, nearly 24 400 citizens had been trained.

Fire-fighting and Rescue Training

The West Kowloon Rescue Training Centre provides continuous training programme to strengthen the skills of fire personnel in tackling different types of fire and disaster. The Centre is equipped with a wide variety of advanced training facilities including search and rescue at simulated tunnel and maze and live fire training in various situations. A total of 3 896 members attended the training in 2010.

To maintain a sufficient pool of Special Rescue Squad (SRS) members in the Department, an initial SRS training course was provided to 17 frontline members in 2010.

To strengthen the advanced rescue techniques of all frontline fire personnel, the Department provides them with basic SRS training consisting of modules on mountain rescue, high angle rescue, road traffic accident rescue and swift water rescue. In 2010, a total of 11 652 members attended the various training modules.

Management and Development

To enhance the professional knowledge of Senior Officers, a departmental development programme covering emergency management, operational readiness and crisis management, public administration and media training was organised in 2010. A total of 11 Senior Officers completed the programme conducted by Senior Commanders of the Department and experts from various organisations.

二零一零年，本處亦為部屬人員開辦發展課程，作為一項核心訓練課程。年內，本處為48名助理消防區長及高級救護主任舉辦了兩次課程。

二零一零年，有542名屬員修讀公務員培訓處舉辦的各項管理、領導才能、溝通及中國研究訓練課程，為事業發展作好準備。此外，有66名屬員前往英國、美國、加拿大、澳洲、紐西蘭、泰國及新加坡，修讀各項訓練課程。

至於員佐級人員，在二零一零年有176名消防隊員參加了隊目級人員指揮才能訓練暨防火知識課程。

現場指揮訓練

為提高前線消防人員在火警及緊急事故中的指揮及綜合應變能力，消防處設立了一個「現場指揮調派系統訓練中心」。中心裝置有多媒體電腦及軟件以進行此類訓練。本處已開辦有關「高樓大廈火警」及「交通意外」的訓練項目，而其他訓練項目如「隧道火警」及「空難事故」亦已在積極籌備中。

A development programme for Subordinate Officers was launched in 2010 as a core training programme. Two classes were conducted for 48 Assistant Divisional Officers and Senior Ambulance Officers during the year.

For career development, 542 Service members attended various courses on management, leadership, communication and China studies organised by the Civil Service Training and Development Institute in 2010. During the year, 66 members attended various overseas training programmes in the United Kingdom, the United States of America, Canada, Australia, New Zealand, Thailand and Singapore.

For the rank-and-file, 176 Senior Firemen attended the NCO command-cum-fire protection courses in 2010.

Incident Command Training

The Incident Command System Training Centre was established to enhance the capability of frontline fire personnel in handling fire and emergency incidents with the aid of computerised simulation software. Training programmes on “Fire-fighting in High-rise Building” and “Road Traffic Accident” had been developed. More training programmes on different scenarios such as “Tunnel Fire” and “Aircraft Crash Incident” are in the pipeline.

體能訓練

體能訓練組為本處人員提供體能訓練，並推廣體育活動，使他們保持體格強健。

體能訓練組人員亦協助籌辦部門體育活動，例如陸運會、水運會和越野賽。此外，該組人員經常應本地及國際體育團體的邀請，為體育活動擔任委員。

興趣小組及專責隊伍

火警調查組

本處成立火警調查組，為現場火警調查工作提供專業支援。十九名高級消防隊長已完成涵蓋火警調查各專業範疇的訓練，並成為火警調查員。

此外，部門亦成立火警調查興趣小組，目的是向前線消防人員介紹火警調查的專業知識及技術。此外，部門亦為小組成員籌辦講座，以提升他們在火警調查方面的專業知識。

壓力輔導組

本處成立壓力輔導組，為求助的同事進行輔導，藉以紓解他們因工作造成的心理壓力或困擾。輔導組由約100名消防處同事組成，組員均完成由香港中文大學舉辦的心理與輔導技巧基礎訓練。年內，組員進一步接受有關危機事故壓力管理的訓練，並且獲得美國馬里蘭大學頒授證書。

紀律專責隊伍

為提升進行紀律聆訊的水準，本處於二零零九年一月成立了「紀律專責隊伍」，成員包括116名已受訓並自願參與的主任級人員。「紀律專責隊伍」成員除了接受有關法律知識訓練外，亦有機會處理紀律聆訊，掌握實用知識和經驗。

Physical Training

The Physical Training Establishment (PTE) provides physical training and promotes sports activities for Service members to help them maintain good physical condition.

PTE staff often assist in organising departmental sports events such as the athletic meet, swimming gala and cross country run. They are often invited by local and international sports associations to act as officials for sports events.

Interest Groups and Specialist Teams

Fire Investigation Team

The Fire Investigation Team provides professional support in the investigation on the cause of fire at scene. 19 Senior Station Officers had been trained as fire investigators after completing training on various professional aspects of fire investigation.

The Fire Investigation Interest Group was also formed to recruit frontline fire personnel who are interested in fire investigation. A series of seminars were organised for group members to enhance their knowledge of fire investigation.

Stress Counselling Team

The Department set up the Stress Counselling Team to help colleagues overcome work-related stress. The team is composed of some 100 staff members. All the team members had completed the basic training on psychology and counselling skills organised by the Chinese University of Hong Kong. In 2010, the team members were further trained on Critical Incident Stress Management (CISM) and acquired the certification from the University of Maryland in the USA.

Service Disciplinary Team

To enhance the standard in conducting disciplinary hearings, a Service Disciplinary Team (SDT) comprising 116 trained voluntary Officers has been set up since January 2009. Apart from legal training, SDT members were given opportunities to handle disciplinary hearings to gain practical experience.



香港電台圖片
RTHK photo

消防工程學興趣小組

為促進屬員對消防工程學的認識，以及掌握消防工程學的最新發展，本處在二零一零年十一月成立了消防工程學興趣小組，為小組成員舉辦有關消防工程學的活動。該小組現時有21名成員。

消防車輛興趣小組

為促進消防人員對消防車輛的興趣，掌握消防車輛的最新發展，以及改善消防車輛的工具儲物櫃，消防處在二零一零年年底成立消防車輛興趣小組。小組26名成員定期聚會，互相交流資料及分享意見。

福利

消防福利主任負責就影響到個別或整體消防人員的福利事宜，包括傷病、房屋、財政和家庭方面遇到的困難，提供意見。消防福利主任除了就消防處人員的福利事宜，與政府部門及其他機構聯絡外，亦安排探訪住院接受治療的員工，並籌劃及推行員工福利計劃。二零一零年，消防福利主任接見和輔導了210名在職或退休員工及其家屬，就個人及家庭問題給予意見。

員工關係

本處設有妥善的溝通途徑，鼓勵管職雙方定期交流。這些途徑包括消防處部門協商委員會、總區聯誼會和分區聯誼會，以及文職人員協商委員會。這些委員會及聯誼會提供有效的平台，讓管職雙方就共同關注的事項交換意見。

為加深瞭解前線人員的情況，處長會探訪各前線單位，並為各級人員舉行座談會，與他們直接溝通。副處長則與員工協會定期會面，商討影響到員工的工作、福利、服務條件及福祉的事項，有需要時與員工就關鍵事宜進行磋商，並就新管理措施收集職方的意見，以及就職方關注的事項發放資訊。

Fire Engineering Interest Group

To promote better understanding of fire engineering and keep Service members abreast of its latest development, a Fire Engineering Interest Group was established in November 2010 to organise activities on fire engineering for group members. The group comprises 21 members.

Fire Appliance Interest Group

To develop members' interest in fire appliances; to keep track of their latest development and to perfect locker design, a Fire Appliance Interest Group was established at the end of 2010. The Group comprising 26 members meets periodically for exchanging information and sharing thoughts.

Welfare

The Fire Services Welfare Officer (FSWO) advises on welfare matters affecting Service members, either individually or collectively, including injury, sickness, housing and financial and domestic difficulties. Apart from liaising with Government departments and other agencies on matters relating to the welfare of Service members, he also arranges visits to hospitalised members, and organises and implements staff welfare schemes. In 2010, FSWO interviewed and counselled 210 serving and retired members and their families on personal and domestic affairs.

Staff Relations

There are well-established channels of communication within the Department to encourage regular dialogue between the management and staff. These communication channels include the Fire Services Departmental Consultative Committee (FSDCC), the Staff Relations Units of Commands and Divisions, and the Civilian Staff Consultative Committee (CSCC). These committees and staff relation units provide useful forums for the exchange of views between the management and staff on matters of common interest.

To better understand the needs of frontline Service members, the Director pays visits to frontline units and holds forums with different levels of staff to communicate with them directly. The Deputy Director meets with staff associations regularly to discuss issues affecting their work, benefits, conditions of service and well-being. He also holds discussions with staff on topical issues as required to seek their views on new management initiatives and disseminate information on matters of interest.

這些溝通途徑有效協助促進管職雙方的瞭解和合作。許多影響職方利益和福祉的課題，都在部門協商委員會和文職人員協商委員會的會議上進行討論。職方的意見和建議如能有助改善作業程式和服務條件，都會被考慮和採用。事實證明，對職方進行諮詢，確實有助管方引入政策的改革及推行新管理措施。

These communication channels have effectively promoted better understanding and co-operation between the management and staff. Important issues affecting the interests and well being of staff were discussed at the FSDCC and CSCC meetings. Staff views and suggestions that would improve work processes and service conditions would be considered and adopted. The staff consultations have proved useful in the introduction of policy changes and new management initiatives.



1 處長舉辦「真情對話」座談會加強與屬員溝通
Director's Forum for staff members helps enhance understanding and communication

2 處長到訪消防局
The Director visits a fire station



體育及康樂

香港消防處體育福利會在部門內推廣各種體育活動，以鼓勵屬員建立健康的生活模式及強健體魄，並為在職和退休屬員及家屬舉辦康體活動、社交活動和節日慶祝會。各活動隊伍亦參與外間機構舉辦的體育和文化活動。體育福利會的經費來自消防福利基金及消防同樂會的收益。

Sports and Recreation

To encourage members to establish a healthy life style and to enhance their physical fitness, the Hong Kong Fire Services Sports and Welfare Club organises various kinds of sports and recreational and social activities as well as festive celebrations for both serving and retired members and their families. Various activity groups also participate in external sports and cultural activities. The Sports and Welfare Club is financed by the Fire Services Welfare Fund and proceeds of the Fire Services Club.



1



2

- 1 消防處周年越野賽
Annual FSD Cross Country Run
- 2 消防水運會
Fire Services Swimming Gala
- 3 射擊比賽
Shooting Competition
- 4 消防處陸運會
Fire Services Athletic Meet



3



4



1

- 1 消防處代表隊出席韓國舉行的消防競技大賽，出發前處長主持授旗儀式
Director Lo presents a flag to the FSD Delegation for participating in the World Firefighters' Games held in Korea
- 2-3 消防處代表隊在多項比賽中奪標
FSD Delegation wins championships in a number of competitions



2



3

年內，本處各個運動隊伍繼續參與多項跨部門和全港比賽，成績斐然，贏取無數獎項。二零一零年世界消防競技大賽在韓國大邱市舉行，共有60個國家及地區參與。香港消防處代表隊勇奪合共168面獎牌，包括66面金牌、54面銀牌及48面銅牌，並且獲得全場總季軍，成績優異。

年內，體育福利會圓滿舉辦一個慈善晚會，為兒童癌病基金籌款。

During the year, the Department's sports teams performed extraordinarily well both in inter-departmental and territorial events and won numerous championships. The Hong Kong Fire Services Delegation again came back with flying colours from the 2010 World Firefighters' Games held in Daegu, Korea, snatching a total of 168 awards - 66 gold, 54 silver and 48 bronze medals, being the overall second runner-up. A total of 60 countries and regions took part in the event.

In 2010, the Sports and Welfare Club successfully organised a charity show to raise money for the Children's Cancer Foundation.