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「樓宇消防安全特使計劃」參加表格
 Application Form for 'Building Fire Safety Envoy Scheme'

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 photo here

英文姓名(請先填寫姓氏) Full English Name (Surname First)					中文姓名 Chinese Name					
香港身份證號碼 HKID CARD No.					X	X	X	(X)	國籍 Nationality	
性別 Sex	男 Male	<input type="checkbox"/>	女 Female	<input type="checkbox"/>	出生年份 Year of Birth					
地址 Address					香港 HK	<input type="checkbox"/>	九龍 K	<input type="checkbox"/>	新界 NT	<input type="checkbox"/>
與以上樓宇關係 Relation with the above building					業主 Owner	<input type="checkbox"/>	租客 Tenant	<input type="checkbox"/>	物業管理 Management	<input type="checkbox"/>
通訊地址(如與上址不同) Correspondence Address (if different from the address given above)					香港 HK	<input type="checkbox"/>	九龍 K	<input type="checkbox"/>	新界 NT	<input type="checkbox"/>
電郵地址 E-mail address:					傳真號碼 Fax No:					
住所電話 Home Phone No.			辦事處電話 / 手提電話 Office Phone / Mobile No			公司 / 機構 Company / Organization				
是否消防安全大使? Are you an FSA?					是 Yes	<input type="checkbox"/>	否 No	<input type="checkbox"/>	如是, 消防安全大使証編號 If yes, FSA No:	

本人明白「樓宇消防安全特使」的使命。當被委任後, 本人會盡力履行該等使命。
 I understand the duties of the 'Building Fire Safety Envoy', I will implement the duties if being appointed.

簽署
Signature

日期
Date

備注: Remarks:

- 甲) 申請人須遞交彩色近照一張(38 x 58 毫米), 在背面寫上姓名後隨表遞交以供製作樓宇消防安全特使証用途。
 A) Applicant is required to submit one color photo (38 x 58mm) with name annotated on its back for ENVOY Membership Card processing.
- 乙) 申請人提供的資料將只用於本處負責人員處理參加此課程申請及有關樓宇消防安全特使行政的用途。
 B) The information provided will only be used by staff of this department for the processing of course application and other related administration work of Building Fire Safety Envoy Scheme purposes.
- 丙) 請填妥申請表, 以郵寄方式交回將軍澳百勝角路十一號, 消防及救護學院行政大樓四樓, 社區應急準備課, 樓宇消防安全特使組或傳真至 2411 8677 收。如有任何查詢, 請於辦公時間內致電 2411 8717。
 C) Completed application form should be sent by post to the Building Fire Safety Envoy Unit, Community Emergency Preparedness Division, 4/F, Administration Block, Fire and Ambulance Services Academy, 11 Pak Shing Kok Road, Tseung Kwan O, or by fax at 24118677. For enquiries, please call 2411 8717 during office hours.



Appendix to Application Form for the 'Building Fire Safety Envoy Scheme'

- (一) 填報的資料將會被用作辦理樓宇消防安全特使的委任申請，以及方便消防處與申請人的溝通。
- (1) The information provided will be used for processing the applications for appointment as Building Fire Safety Envoy and facilitating the communication between the Fire Services Department and the applicants.
- (二) 提供個人資料與否純屬自願。但是，如你未能按要求提供所需資料或提供不清楚的資料，本處或會無法處理你的申請。如欲查閱或更改申請表格上的個人資料，可寫信或填妥申請查閱更改個人資料表格提出。有關表格可在消防處支援課辦事處索取，各有關信件可寄予下列人士：
- (2) Provision of personal data is on a voluntary basis. However, if you fail to provide the necessary information as requested or have provided inaccurate information, the Fire Services Department may not be able to process your application. Requests for access to/ Correction of personal data provided in this application form can be made in writing or by completing the Access to/ Correction of Personal Data Request Form. The form can be obtained from the Support Division of the Fire Services Department. The letter/ form can be sent to:
- | | |
|-------------------|--|
| 九龍尖沙咀東康莊道一號 | Building Fire Safety Envoy Personal Data Privacy Officer |
| 消防總部大廈七字樓北翼 | Support Division, |
| 消防處消防安全總區支援課 | 7/F, North Wing, Fire Services Headquarters Building, |
| 樓宇消防安全特使個人資料私隱主任收 | 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon |
- (三) 完成受訓及經考試合格後，申請人會頒發委任證書成為樓宇消防安全特使，協助本處執行下述樓宇消防安全特使職責：
- (甲) 確保樓宇內之消防裝置及設備以及通風系統，每 12 個月由註冊消防裝置承辦商檢查至少一次；
- (乙) 向消防局或有關當局舉報或轉介「火警危險」及違規事項；
- (丙) 於居民大會或法團例會上向大廈居民宣傳防火訊息，從而提高他們的防火意識；
- (丁) 聯絡所屬區域的消防局協助籌辦防火演習、防火講座以及推廣防火宣傳活動等等；
- (戊) 當火警或緊急事故發生時，協助老弱及行動不便人士逃生。
- 樓宇消防安全特使的委任屬永久性質，除特殊情況外(例如其行為不檢，藉此身分進行任何商業活動，有損公眾利益或消防處聲譽)，任期終生有效。在執行樓宇消防安全特使職責，傳遞消防安全信息期間並不適宜參與有關的商業性活動。
- (3) Applicants who have completed the training course and passed the written test will be awarded the 'Building Fire Safety Envoy Appointment Certificate' and appointed as Building Fire Safety Envoy. They will help the Fire Services Department by executing the following duties:
- (a) to ensure fire service installations and equipment as well as ventilating systems in buildings are inspected by registered fire service installation contractors at least once every 12 months;
- (b) to report or refer cases of "fire hazard" and irregularities to fire stations or the authorities concerned;
- (c) to disseminate fire protection messages to building residents at residents' meetings or regular meetings of incorporated owners, so as to enhance their awareness of fire safety;
- (d) to liaise with fire stations in respective regions and assist in organizing fire drills, fire prevention talks and promoting fire safety publicity activities, etc.;
- (e) in case of fire or emergency, assist in evacuating the elderly and the disabled.
- The appointment is valid for life unless being revoked under unusual circumstances such as misconduct or involvement in any commercial activities in his/her capacity as a Building Fire Safety Envoy which would be injurious to the public interest and the reputation of the Fire Services Department. It is inappropriate for Building Fire Safety Envoy to involve themselves in related commercial activities while executing the above duties and dissemination fire safety messages.
- (四) 補發樓宇消防安全特使證件手續
當遺失樓宇消防安全特使證件時，需立即向香港警察報失，當取得案件號碼後，即可致電及郵寄往消防處消防安全總區社區應急準備課樓宇消防安全特使組負責人，辦理補發證件手續。
- (4) The procedures for replacement of Building Fire Safety Envoy membership card
If your Building Fire Safety Envoy membership card is lost, you should immediately report to the police. After obtaining the case number, you could contact the responsible officer of the Building Fire Safety Envoy Unit, Community Emergency Preparedness Division, Fire Safety Command, Fire Services Department by phone or by mail for replacement of the membership card.
- (五) 樓宇消防安全特使活動 / 課程在惡劣天氣情況下的一般指引
凡早上七時三十分仍然懸掛三號或以上強風信號或紅/黑暴雨警告，當日所有樓宇消防安全特使活動 / 課程將會停止舉辦
- (5) General Guidelines on Inclement Weather Arrangements for ENVOY Activity/Course
When Typhoon Signal No. 3 or above or Red/Black Rainstorm Warning Signal is still hoisted at 0730 hours, all Building Fire Safety Envoy activities/courses will be suspended on that day.