



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社區關係組辦事處索取, 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 Community Relations Section office 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 | Community Relations Section, |
| 消防處消防安全總區社區關係組 | 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, 經考試及格後, 申請人會被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 disseminating 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關係組負責人, 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 Community Relations Section, 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/黑色暴雨警告, 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