



Barristers'  
Chambers  
Limited

# WELCOME



AICKIN CHAMBERS

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# About your building

## After hours services

- The BCL service desk operates between 8:30am – 5:30pm Monday to Friday.
- Should you require assistance outside of these hours, please call 9225 8888, your call will be directed to the appropriate after-hours representative.
- In the event of an emergency, please call 000.

## Airconditioning

- Air conditioning operates between 8:00am and 6:00pm Monday to Friday.
- To activate after hours air conditioning, please complete the steps below:
  - Log into your portal at <http://120.146.24.108/webtos>.
  - Enter your name, number and web password.
  - These details can be requested by contacting the BCL Service Desk on 9225 8888 or [servicedesk@vicbar.com.au](mailto:servicedesk@vicbar.com.au).

## First aid

- All floors are fitted with first aid kits, with signage to identify their location.
- There are six defibrillators located throughout Aickin Chambers:

| Floor | Location of defibrillator   |
|-------|-----------------------------|
| 16    | Cupboard next to lift lobby |
| 19    | Kitchen                     |
| 22    | Kitchen                     |
| 27    | Suite "B" Kitchen area      |
| 28    | Kitchen in a backpack       |
| 32    | Photocopy – stationery room |

For an instructional video on how to operate a defibrillator, please click [here](#).

## Emergency procedures

- For fire, ambulance or police please call 000.
- In the event of an emergency, the primary assembly area for Aickin Chambers is **Corner of Crombie Lane and Lonsdale Street**.
- Chief warden is Dominic Hendry from the BCL maintenance team.
- A full copy of the Aickin Chambers Emergency Response Procedure can be found on the BCL website [here](#).

## Alert and evacuation tones

### *On hearing the Alert Tone (Beep, Beep, Beep)*

- Collect personal belongings, only if you are at your work area.
- Secure vital documents/cash/computer as directed
- Stand by for further instruction.
- Await directions from Wardens.

### ***On hearing the Evacuation Tone (Whoop, Whoop, Whoop)***

- Follow all instructions.
- Proceed to your nearest safe exit or exit as designated by a Warden.
- Proceed directly to the Assembly Area in Corner of Crombie Lane and Lonsdale Street.
- Report to your Floor/Area Warden at the Assembly Area and await further instructions.

## **Security**

BCL has security services on site between 7:30 am – 10:30pm. Security is contactable via:

Ground Floor, Owen Dixon Chambers East

Ph: 03 9225 8684

Mobile: 0421 639 746

Email: [ODCEConcierge@vicbar.com.au](mailto:ODCEConcierge@vicbar.com.au)

## **Reporting an incident**

Incidents such as an injury, near miss, security or environment issues must be reported via the [incident reporting form](#) which can be found on the BCL website.

- All incidents and near misses are to be reported within 24 hours.
- The reporting person is not required to have been involved.
- Names must be included where an injury has occurred, and requested for inclusion for all other occasions

## **Policies**

BCL's governing policies can be viewed on the BCL website, or linked below:

- [Chamber allocation policy](#)
- [Privacy policy](#)
- [Technology terms of use](#)

The Victorian Bar has a number of policies relevant to barristers and professional conduct, which can be viewed by logging into the VicBar website [here](#).