



Barristers'
Chambers
Limited

WELCOME

CASTAN 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 7:00am and 6:00pm Monday to Friday.
- To activate after hours air conditioning, please complete the steps below:
 - Levels 9, 10, 11, 13, 15 & 18: The after-hours heating and cooling system can be activated by pushing the button located next to electrical switchboard. This will service the floor for two hours.
 - Level 14: Can be activated by pushing the after-hours button located next to chamber 1408.

First aid

- All floors are fitted with first aid kits, with signage to identify their location.
- There are four defibrillators located throughout Castan chambers:

Floor	Location of defibrillator
11	Photocopy area
14	Kitchen – Photocopy area
15	Photocopy area
18	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 Castan Chambers is **Corner of Crombie Lane and Lonsdale Street**.
- Chief warden is Dominic Hendry from the BCL maintenance team.
- A full copy of the Castan 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

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](#).