



Barristers'
Chambers
Limited

WELCOME

DOUGLAS MENZIES CHAMBERS

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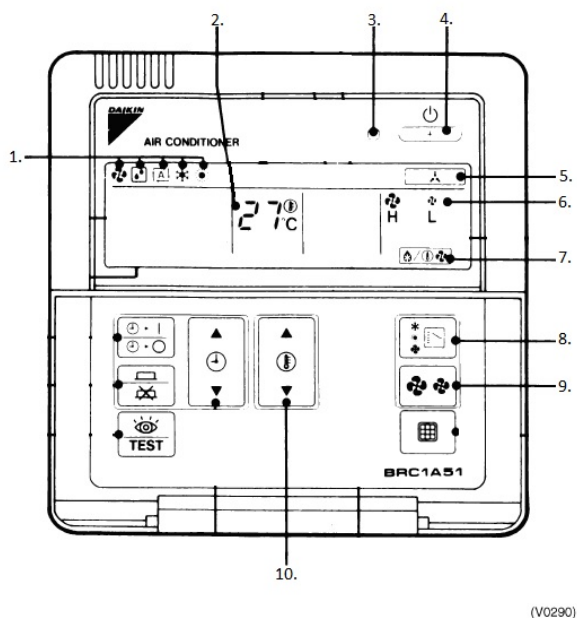
About your building

After hours services

- The BCL service desk operates between 8:30am – 5:30pm Monday to Friday.
- Should you require assistance outside of these hours, limited services are available.
- If you do not have your key/pass and require access to chambers after-hours, please contact BCL Service Desk on 9225 8888 and follow the prompts to be put through to our security service who will organise access for you.
- In the event of an emergency, please call 000.

Air-conditioning

- Air conditioning operates between 6:00am and 6:00pm Monday to Friday.
- To operate the controller in your room:



1. Display operation made:

FAN ONLY MODE “ ”	HUMIDITY MODE “ ”
HEATING MODE “ ”	COOLING MODE “ ”
AUTO MODE, CHANGES BETWEEN COOLING & HEATING AS REQUIRED (THIS IS THE RECOMMENDED MODE) “ [A] ”	

2. Display set temperature '27°C'.
3. Operation lamp (lights up red during operation).
4. ON/OFF button.
5. Window lockout information.
6. Displays if fan is low or high speed.
 - a. Unit is in defrost mode; the unit will restart in 5 – 10 minutes.
7. Operation mode selector button.
8. Fan speed control button
9. Temperature setting button

- To activate after hours air conditioning, please complete the steps below:
 - There is a button in each tenancy next to the controller which activates the after-hours service
 - To activate, please press and hold button for 10 seconds and wait 10 minutes for the air-conditioning to commence operation
 - The air-condition will run for 2 hours. Repeat this process to reactivate after 2 hours

First Aid

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

Floor	Location of defibrillator
Ground	Near "late brief box" and first aid kit
1	Next to plant room opposite men's toilet
4	Next to first aid kit opposite female toilet
5	Next to first aid kit opposite female toilet
8	Next to first aid kit opposite female toilet
12	Next to first aid kit opposite female toilet

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 Owen Dixon Chambers East is **Corner of Crombie Lane and Lonsdale Street**.
- Chief warden is Dominic Hendry from the BCL maintenance team.
- A full copy of the Owen Dixon Chambers East 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 7:30am – 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](#).