



Barristers'
Chambers
Limited

WELCOME

OWEN DIXON CHAMBERS WEST

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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 8:00am and 6:00pm, Monday to Friday
- To activate after hours air-conditioning for levels 1 – 18 please click [here](#).
- For levels 19 – 24:
 - Log onto: aircon.bcl.net.au/WebTenant
 - Enter your username, which is your Victorian Bar email
 - Enter your password, which is 'pass' (please note if this is the first time you've logged in you will need to choose a new password)
 - If you have recently relocated chambers, please contact the BCL Service Desk to reset the password.
 - For further assistance please contact the BCL Service Desk.

Please note, you must be in chambers and connected to the BCL network to access the website.

First Aid

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

Floor	Location of defibrillator
Ground	Front of Patterson's list
4	Opposite chambers 4.01 and first aid kit
8	Opposite chambers 8.01 and first aid kit
13	Opposite plant room door in kitchen
17	Opposite plant room door in kitchen
21	Kitchen – Photocopy area
24	Kitchen – Photocopy area

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 West 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 West 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](#).