



Barristers'
Chambers
Limited

Aickin Chambers
200 Queen Street

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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.

Air-conditioning

- 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.

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, there are two assembly areas:
 - **Between Lonsdale Street and Goldie Place**
 - **Between Lonsdale Street and Queen Street**
- Chief warden is Charter Hall on-site security.
- 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 (Rise and Fall Tone)

- 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 at Owen Dixon Chambers East 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 and near miss report 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](#).

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](#).