



**Barristers'  
Chambers**  
Limited

**Castan Chambers**  
**460 Lonsdale 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

- The after hours heating and cooling system can be activated by pushing the button on the bottom right of the controller. A red light will illuminate to indicate the system is turned on. This will service the floor for two hours.
- Levels 9, 10, 11, 13, 15 and 18: Controller located next to electrical switchboard.
- Level 14: Controller located next to chamber 1408.
- Level 16: Controller located in the kitchen area next to the communications cupboard.
- Level 17: Controller located in the utilities room next to the communications cupboard.

## 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 Lonsdale Street and Queen Street**.
- 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 Lonsdale Street and Queen 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](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](#).

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](#).