



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 7:00am and 6:00pm Monday to Friday.
- To activate after hours air conditioning, please complete the steps below:
- Please contact the BCL Service Desk during business hours to organise on 9225 8888 or [servicedesk@vicbar.com.au](mailto:servicedesk@vicbar.com.au).

## First Aid

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

Floor	Location of defibrillator
1	Kitchen
3	Opposite shower
7	Opposite “stair 2 door”, kitchen passage
11	Opposite “stair 2 door”, kitchen passage

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