



**Barristers'
Chambers**
Limited

Owen Dixon Chambers East
205 William 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, 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

- Normal air-conditioning operating hours are 8.00am to 6.00pm, Monday to Friday.
- There is a button on each floor which activates after hours air-conditioning.
- To activate, press and hold the button for 10 seconds and air-conditioning will commence operation in 10 minutes.
- Repeat this process to re-activate 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 at Owen Dixon Chambers East 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](#).

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](#).