

23 May 2024

Dear: Shareholders, Tenants & Clerks,

This circular includes the following topics:

- *Wentworth & Selborne Chambers evacuation exercise*
- *Warden Training*
- *Lockhart Chambers evacuation exercise*

All Floors must participate in emergency response training.

Wentworth & Selborne evacuation exercise

Emergency response training in Wentworth & Selborne Chambers will be conducted on **Tuesday 28 May at 3pm.**

General information about the Training:

- The exercise **will not require a briefing meeting prior** to commencing, the training drill will simply commence at 3pm.

- The attendance for your Floor will be recorded via your presence at the muster point.

- The wardens will need to report the following (via email after the exercise):
 - Problems with the evacuation route such as rubbish or items stored in the fire stairs, exit lights not working or lights in the fire stairs not working.

 - Problems with the fire door opening or closing.

- The wardens **will not be required to attend a debriefing after** the exercise.

The Procedure on the day:

- The Chief Warden will sound the alarms and issue instructions, you will need to follow those instructions.

- The muster point will be announced during the drill.

- The warden will need to take note of persons who require assistance evacuating and those who refuse to evacuate.

WARDENS IN WENTWORTH & SELBORNE CHAMBERS MUST NOTE:

1. Upon hearing the alert tones 'BEEP BEEP' and/or an announcement by the Chief Warden, the Floor Warden shall:
 - a. open all doors to Chambers so that instructions and tones can be clearly heard throughout the Floor; and
 - b. stand by for further instructions.

2. Always take instructions from the Chief Warden and take note of:
 - a. the route for evacuation;
 - b. the assembly point;
 - c. any additional instructions the Chief Warden may issue; and,
 - d. the name and location of any person that refuses to evacuate.

3. The 'WHOOOP WHOOOP' sounds mean evacuate. You must direct everyone into the Fire Stairs and to the assembly point.

4. You must also assist any person with mobility impairment into the Fire Stair, but only once all other persons on the floor have been evacuated.

Warden training

Warden Training will be conducted on **Tuesday 4 June at 2pm** on Level 1 Selborne Chambers.

Participation in training exercises is a WHS requirement and necessary to ensure that the response to emergency situations is appropriate. To ensure that you have sufficient resources to

deal with emergency situations, each side of Wentworth & Selborne Chambers must have two persons registered as wardens.

If the nominated Floor wardens have changed, please send through an updated list of Wardens names, emails and contact details. If you have any questions, please contact the [Maintenance Team](#).

Lockhart Evacuation

Emergency response training in Lockhart Chambers will be conducted on **Tuesday 4 June at 3pm**.

General information about the Training:

- The exercise **will not require a briefing meeting prior** to commencing, the training drill will simply commence at 3pm.

- The attendance for your Floor will be recorded via your presence at the muster point.

- The wardens will need to report the following(via email after the exercise):
 - Problems with the evacuation route such as rubbish or items stored in the fire stairs, exit lights not working or lights in the fire stairs not working.

 - Problems with the fire door opening or closing.

- The wardens **will not be required to attend** a debriefing after the exercise.

The Procedure on the day:

- The Chief Warden will sound the alarms and issue instructions, you will need to follow those instructions.

- The muster point will be announced during the drill.
- The wardens will need to take note of persons who require assistance evacuating and those who refuse to evacuate.

WARDENS IN LOCKHART CHAMBERS MUST NOTE:

1. Upon hearing the alert tones 'BEEP BEEP' and/or an announcement by the Chief Warden, the Floor Warden shall stand by for further instructions.
2. Always take instructions from the Chief Warden and take note of:
 - a. The route for evacuation;
 - b. the assembly point;
 - c. any additional instructions the Chief Warden may issue; and,
 - d. the name and location of any person that refuses to evacuate.
3. The 'WHOOOP WHOOOP' sounds mean evacuate. You must direct everyone into the Fire Stairs and to the assembly point.
4. You must also assist any person with mobility impairment into the Fire Stair, but only once all other persons on the floor have been evacuated.

Kind Regards,
Lee Albert
Operations Manager

**COUNSEL'S
CHAMBERS
LIMITED**

Level 1 Selborne Chambers
174 Phillip Street Sydney
NSW 2000 Australia

P: [+61 2 9231 3644](tel:+61292313644)

E: lalbert@ccl.com.au

W: www.ccl.com.au

L: [linkedin.com](https://www.linkedin.com)

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