

29 November 2024

Dear: Shareholders, Tenants & Clerks

Compulsory evacuation training will be conducted on the following days:

- *Wentworth & Selborne Chambers – Tuesday 3 December*
- *Lockhart Chambers – Tuesday 10 December*

Participation in emergency response training exercises is a WHS requirement, details of each follow.

Wentworth & Selborne evacuation exercise – Tuesday 3 December

Emergency Response Training will be conducted on **Tuesday 3 December at 3pm** for Wentworth & Selborne Chambers.

General information about the Training:

- There **will not be a briefing meeting prior** to commencing, the training drill will simply commence at 3pm.
- Attendance for your Floor will be recorded via your presence at the muster point.
- Wardens must report via email after the exercise:

- observed 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; and
- problems with the fire door opening or closing.
- 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.
- Wardens will need to take note of persons who require assistance evacuating and those who refuse to evacuate.

AS A WARDEN REMEMBER THE FOLLOWING:

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 ‘WHOOP WHOOP’ sounds mean evacuate. You must direct everyone into the Fire Stairs and to the assembly point.**

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

Lockhart Chambers evacuation exercise – Tuesday 10 December

Emergency Response Training will be conducted on **Tuesday 10 December at 3pm** for Lockhart Chambers.

General information about the Training:

- There **will not be a briefing meeting prior** to commencing, the training drill will simply commence at 3pm.
- Attendance for your Floor will be recorded via your presence at the muster point.
- Wardens must report via email after the exercise:
 - observed 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; and

- problems with the fire door opening or closing.
- 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.
- Wardens will need to take note of persons who require assistance evacuating and those who refuse to evacuate.

AS A WARDEN IN LOCKHART REMEMBER THE FOLLOWING:

1. **Upon hearing the alert tones ‘BEEP BEEP’ and/or an announcement by the Chief Warden, the Floor Warden shall:**
 - a. **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.**

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

For further information, please contact the [Maintenance Team](#).

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)



Our office is on the traditional lands of the Gadigal People of the Eora Nation. We acknowledge each of the First Nations Peoples on whose lands we work and live, and pay deep respects to their elders past, present and emerging.

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