



## **MTCC North Building**

255 Front St W, Toronto, ON M5V 2W6

1-416-585-8000

<https://www.mtccc.com/>

### **BUILDING ACCESS AND CONTACT**

#### **Entrances to the Building**

Main entrances to the building are found on the south side of Front St., every 50m or so (4 total)

From the Parking Garage attached at the south end of the building

From the Skywalk which attaches to both the North and South Buildings

Through Second Cup (Northwest corner of the building at street level)

Through the InterContinental Hotel (Northeast corner of the building)

#### **Key Contacts**

EMERGENCY NUMBER

416-585-8160 OR 8160 FROM CLOSEST HOUSE PHONE

SECURITY CONTROL ROOM

416-585-8360

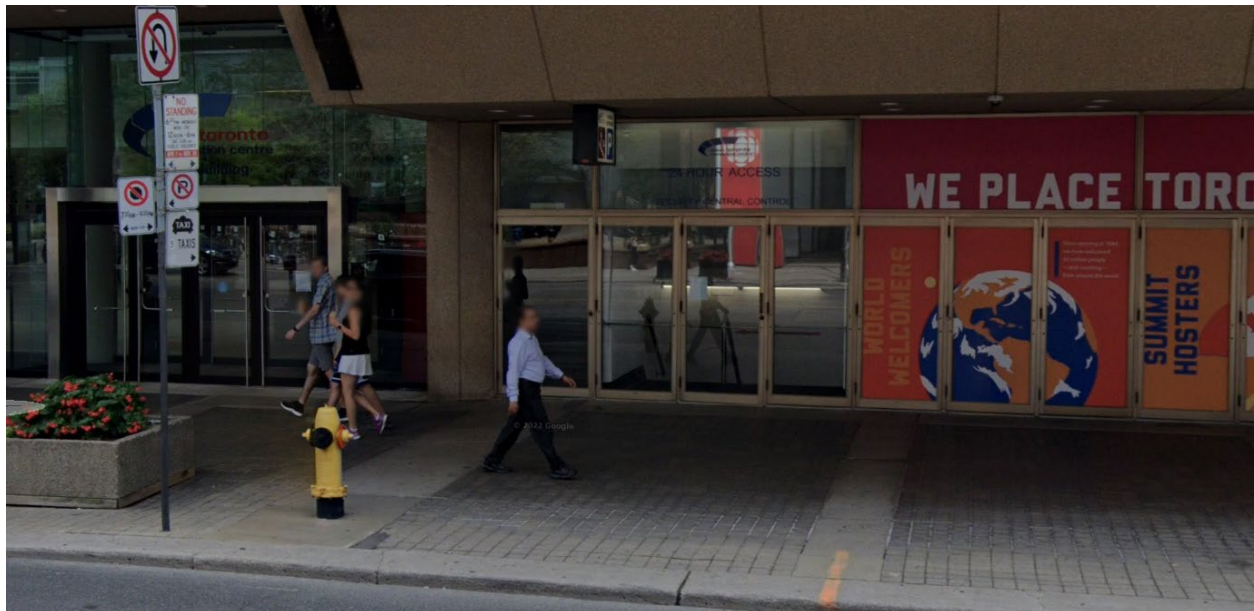
MTCC SOUTH DUTY PHONE

416-529-0388

## **SIGN-IN PROTOCOL**

No sign-in protocol necessary, unless the need for a keycard arises.

→ To sign out a keycard, you must go to the Security Office in the North Building and leave a piece of photo identification. The entrance to the Security Office is from the 24-hour Access Door seen in the photo below.



## **After-hours Protocol**

Enter the building from the 24-hour Access Door in the North Building. Go to the security desk. They will assist you in getting to the floor you need to be on.



**EMERGENCY PLANS**



**Emergency Procedures**

**NORTH AND SOUTH BUILDING**  
EMERGENCY NUMBER IS **(416) 585-8160 OR**  
**8160** FROM CLOSEST HOUSE PHONE

**IN CASE OF FIRE EMERGENCY**

**IF YOU SEE FIRE OR SMOKE**

- Leave the fire area immediately by the nearest exit.
- Close doors behind you.
- Activate the nearest fire alarm pull station.
- Leave building by nearest exit.

**IN CASE OF FIRE ALARM**

**IF YOU HEAR A FIRE ALARM**

**ALERT SIGNAL (SLOW BEEPING SOUND)**

- Prepare to leave the building.
- Await instructions over the loud speakers (approximately one minute).

**IF YOU HEAR A FIRE ALARM**

**EVACUATION SIGNAL (FAST BEEPING SOUND)**

- Leave the building via the nearest exit.
- Do not use elevators.
- If you encounter smoke in the stairway, use alternate exits.
- Once outside building, stay clear and do not return until declared safe to do so by the Fire Official.
- Do not attempt to remove vehicles from parking garage or loading docks.
- Follow instructions over loud speakers or from security staff.

**Remain calm...Do not use elevators**

**IN CASE OF A MEDICAL EMERGENCY**

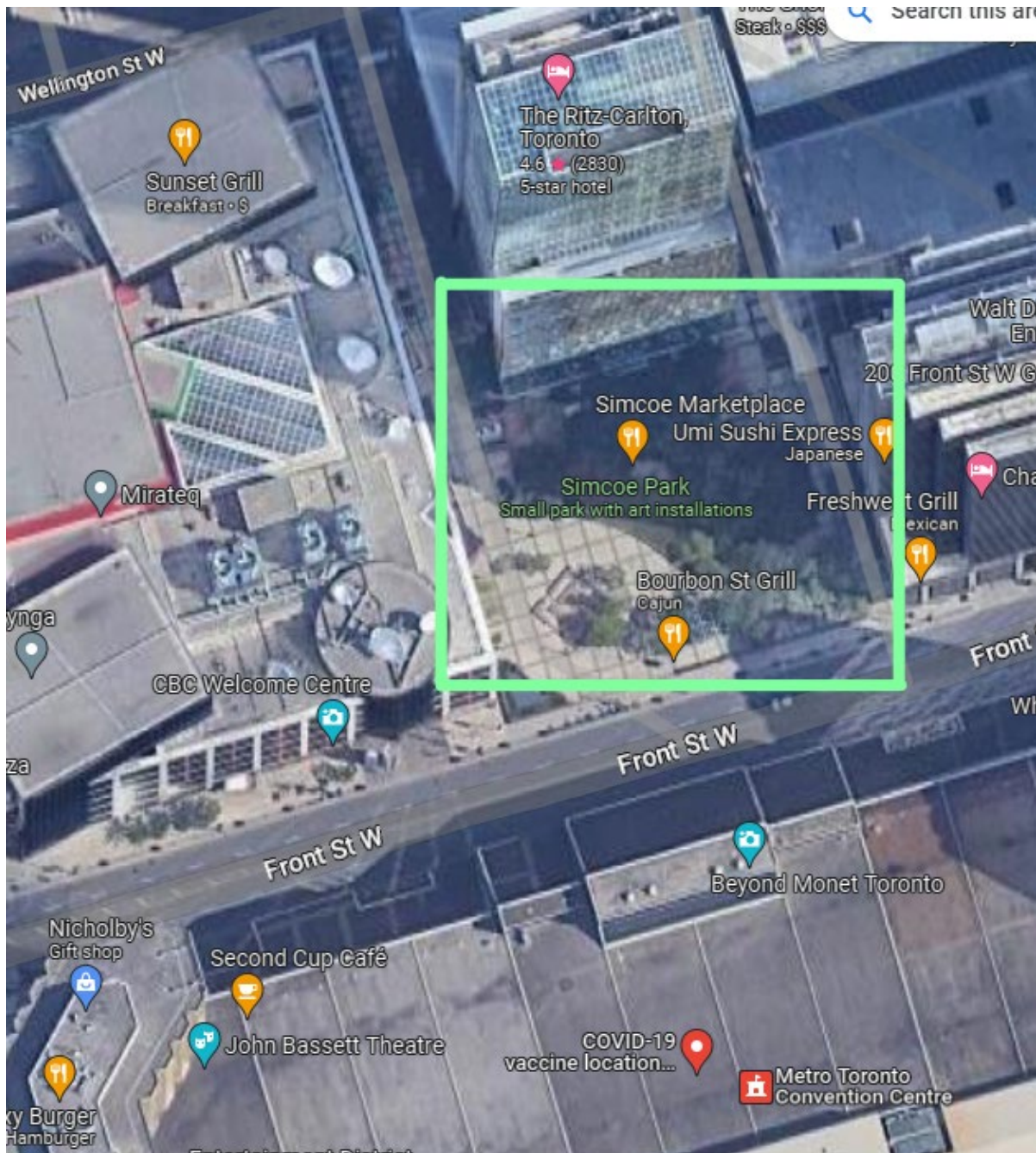
- Dial emergency number for security office (416) 585-8160 or 8160 from closest house phone.
- Give exact location.
- Give detailed information of the injury and the cause of the injury.
- Remain in contact with security until emergency personnel have arrived.

**FOR NON-EMERGENCY SITUATIONS PLEASE CALL (416) 585-8360 OR 8360**

If you require this document in an accessible format, please contact us at (416) 585-8199 or [accessibility@mtccc.com](mailto:accessibility@mtccc.com).  
If you require additional support or an accommodation in the event of an emergency evacuation,  
please notify Security upon your arrival to the Centre at (416) 585-8360.

## COMMON MUSTER POINT

Inside Simcoe Park on the North side of Front Street.





**NEAREST HOSPITALS**

St. Michael's Hospital  
36 Queen St E, Toronto, ON M5B 1W8  
416-360-4000

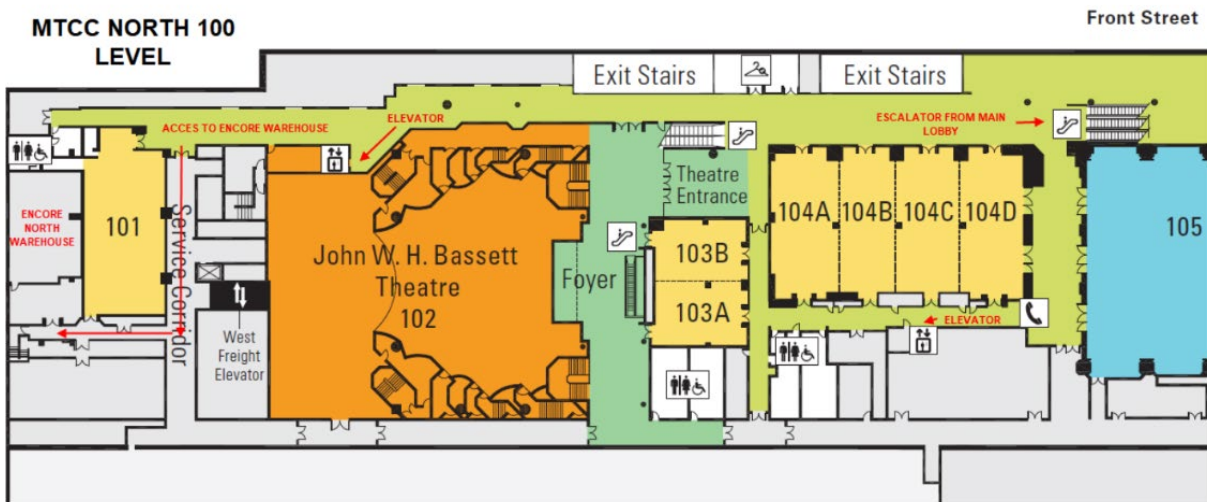
Toronto Western Hospital  
399 Bathurst St, Toronto, ON M5T 2S8  
416-603-2581

**LINKED BUILDINGS**

MTCC South Building  
MTCC North Parking Garage  
Skywalk  
InterContinental Toronto Centre, an IHG Hotel

## FLOOR PLANS

### Floor Plan: Directions to Encore North Warehouse



### Floor Plan: North and South Buildings

