



## 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.