



510 Marquette Ave S., Suite 201, Minneapolis, MN 55402  
 Management Phone: 612-746-0439

**FLOOR CAPTAIN & ALTERNATES LIST**

**Floor Captain:** Defined as a person in each suite of every floor in a high-rise building, who in cooperation with the Emergency Team, will oversee and ensure safe and complete evacuation or relocation of occupants during a fire, a fire drill, or other emergencies.

**Alternate Floor Captain(s):** A person designated for each tenant suite who assumes Floor Captain duties when necessary.

*Full floor tenants may select as many Floor Captains as they feel necessary, however, an Alternate Fire Captain must be assigned for each of those Floor Captains.*

<b>COMPANY NAME</b>	
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<b>Floor Captain(s)</b>	<b>Floor #</b>	<b>Suite #</b>	<b>Phone</b>	<b>Email</b>	<b>**</b>
<b>Alternate Floor Captain(s)</b>	<b>Floor #</b>	<b>Suite #</b>	<b>Phone</b>	<b>Email</b>	<b>**</b>

\*\* Note if captain is CPR or EMT trained.

**Please notify the Management Office if there are any changes.**  
*Please email to [emily.beauford@am.jll.com](mailto:emily.beauford@am.jll.com).*