

**Appendix G: Off-Hours Emergency Response Team
(OHERT)**

OFF-HOURS EMERGENCY RESPONSE TEAM (OHERT)

Members:

1. Phil Eaton – President
2. Don Mortenson – Business & Planning-Chair of Team
3. Kimberlee Campbell – Academic Affairs/Student Life (Residence Life)
4. Tom Box – University Advancement
5. Jennifer Gilnett – University Relations (University Communications)
6. Josh Meier – Business & Planning (CIS)
7. Curt Jacobson – Business & Planning (Facility Management)
8. Jean Brown – Academic Affairs/Student Life (Health Center)
9. Security Officer on duty

Description of Duties:

The Off-Hours Emergency Response Team (OHERT) membership has been formed in consideration of the members' knowledge of University operations and their physical proximity to campus. It is the responsibility of this group to direct the University's immediate response to an emergency that occurs outside of normal business hours. OHERT members will report to the Emergency Operations Center (EOC) immediately upon either (1) realization that an emergency has occurred or (2) notification by the Safety and Security Office of an emergency situation. The Safety and Security Office also will notify members of the ECMT of the emergency as soon as it is feasible to do so in consideration of other actions necessary to protect human life and facilities. Until such time as the ECMT members can arrive and become informed and operational, it may be necessary for the OHERT to assume the duties of the CSOT and CT groups as well as those of the ECMT. It is intended that OHERT members will assume their assigned emergency roles and duties when the membership of the ECMT, CSOT and CT teams are present and functioning.

Updated September 2009