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Protocols and Policies

National Weather Center and Associated Programs

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Our Pledge

The National Weather Center ("NWC") complex, including its academic and associated research units, are committed to providing a safe, productive, and welcoming environment for all students, employees, and partners in their day-to-day work as well as in any conference, workshop, field project, or project hosted or managed by the NWC no matter what role they play or their background. The NWC prohibits discrimination and/or harassment of anyone regardless of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran, as well as any other characteristics protected under state or federal law.

This Protocol is a compilation of relevant University policies assembled for convenience and this Protocol does not supersede or modify any existing OU or NWC partner policies. All students, employees, and participants (including those not directly affiliated with OU/NWC partners) are expected to abide by this Protocol when operating in the NWC or during any NWC-related event.

Expected Behavior

- OU employees are required to follow all OU workplace policies, in particular the Faculty or Staff Handbooks, Student Code, and other applicable policies
- Federal employees are required to follow all federal workplace regulations, in particular, NOAA/OAR Equal Employment Opportunity Employment Policies and other applicable policies
- All participants must treat all participants with respect and consideration, valuing a diversity of views and opinions
- All participants must be considerate, respectful, and collaborative, and be mindful of your surroundings and of your fellow participants
- All participants are also expected to respect the rules, policies, and safety guidelines of the workshop, conference, field project site, hotel, contracted facility, or any other venue they attend
- Immediately alert your supervisor or NWC staff, or other OU resources such as the OU police department and/or the local police if you notice a dangerous situation or someone in distress

Unacceptable Behavior

- Harassment, intimidation, or discrimination in *any* form
- Physical or verbal abuse by anyone to anyone, including but not limited to participants, member of the public, guest, member of any institution or sponsor
- Unwelcome sexual attention or advances

- Intentionally humiliating behavior directed at guests, members, participants, etc.
- Alarming, intimidating, threatening, manipulative, or hostile comments or conduct
- Threatening or stalking anyone, including an event participant
- Other conduct which could reasonably be considered inappropriate in a professional setting

Consequences

- Anyone requested to stop unacceptable behavior is expected to comply immediately
- The NWC Director (or their designee), NWC security/local police, or any other applicable authority may take any action deemed necessary and appropriate, including immediate removal from the workplace, event, conference, workshop, field project, or facility without warning or compensation of economic losses
- The NWC Director reserves the right to prohibit attendance at a future event, conference, workshop or field project affiliated with the NWC complex
- In cases where there has been a policy violation by someone not associated with OU or other NWC partners the home institution of the offender may be notified of an infraction resulting from a complaint
- This is *not* an exhaustive list of possible consequences for prohibited behavior

Reporting Unacceptable Behavior

OU Hotline:
The University of Oklahoma has established a 24-hour Reporting Hotline. The hotline serves as an added protection for OU students, handling reports of bias, discrimination, physical or mental harassment or misconduct by OU community members. The 24-hour Reporting Hotline can be accessed by calling (844) 428-6531 or going online to www.ou.ethicspoint.com.

OU Confidential Reporting Resources:
OU's resources for confidential reporting include OU Advocates [Norman/HSC: 405615- 0013, answered 24/7], counselors, clergy, attorneys, or physicians engaged in such capacity with the reporter.

Mandatory Reporters:
OU considers all employees, with the exception of those designated confidential (see previous paragraph), as Mandatory Reporters. When an employee becomes aware of an alleged act of sexual assault, stalking, violence, sexual harassment, or gender discrimination, the employee must promptly share the information with the Sexual Misconduct Office at (405) 325-2215, ieo@ou.edu. More information about mandatory reporting can be found here.

University and NWC Director Contacts:
If you or someone you know is subject to unacceptable and/or unwelcome behavior, or have any other concerns, you are encouraged to immediately contact one of the following:

- Robert Palmer, AGS Dean/NWC Director rpalmer@ou.edu; (405) 325-3095)
- Petra Klein, AGS Senior Associate Dean (pkklein@ou.edu; (405) 325-3095)

- Cindy Magarian, Director of Administration and Finance, AGS Dean/NWC Director's Office (cindym@ou.edu; (405) 325-3037)
- Heather Bowers, NWC Security Director, OU Police Department (hbowers@ou.edu; (405) 325-6137)

CIWRO Contacts:
CIWRO employees are encouraged to contact the CIWRO Director or Executive Director at contacts below:

- Greg McFarquhar, CIWRO Director (mcfarq@ou.edu; (405) 325-3041)
- Cassie Eads, Executive Director (ceads@ou.edu: (405) 325-3043)

NOAA Contacts:

- NSSL employees, affiliates, or contractors are encouraged to contact the NSSL Director, or Deputy to the Director.

- DaNa Carlis , NSSL Director (dana.carlis@noaa.gov) ; (405) 325-6904
- Pam Heinselman, Deputy Director (pam.heinselman@noaa.gov; (405)-325-6595

NOAA employees, affiliates, and contractor employees who have experienced sexual assault or harassment may also contact the NOAA Sexual Assault/Sexual Harassment (SASH) helpline 24 hours a day.

- Phone: 1-866-288-6558
- Website & Online Chat: https://www.noaasashhelpline.org/
- Mobile App: NOAA SASH Helpline (available via iOS and Android App Stores)
- Text: (202) 335-0265

University Reporting Procedures:
Employees may consult with their immediate supervisor, or if this is not practical, with Human Resources, the OU Senior Vice President and Provost, or the appropriate Sponsored Programs Officer or Office of Research Services Director (for faculty or grant related questions). Students may contact their supervisor, faculty adviser, the Vice President for Student Affairs, or the Graduate Office, as appropriate. In the event of a complaint involving an OU employee, OU's Harassment Reporting and Complaint Procedures may be followed.

Federal Reporting Procedures:
In the event of a Sexual Harassment complaint involving a federal employee, NOAA's Sexual Assault and Sexual Harassment Prevention and Response Policy (including the reporting procedures) may be followed. For complaints involving other forms of harassment, the policies within NOAA Department Administrative Order 202-955 may be followed.

Questions:
If you have any questions relating to this Protocol, please contact Human Resources at (405) 325-4310, or the Institutional Equity Office for South Research Campus at (405) 325-2215 or Norman Main Campus at (405) 325-3546.

Non-typical Working Conditions

All policies and this Protocol apply under all working conditions, including those which may be considered non-typical. Non-typical working conditions include (but are not limited to)

conferences, workshops, symposia, field projects, etc., which may or may not take place at the NWC or on OU campus. Regardless of location and working conditions, all policies and this Protocol still apply.

Other Important Procedures & Policies

Off-Campus Activities

Student Travel
The safe travel of students to and from events and activities that are sponsored or organized by the University of Oklahoma is the goal of the Student Travel Policy. This policy applies to the travel of currently enrolled undergraduate or graduate students to attend overnight activities or events that take place out-of-state that are sponsored or organized by The University of Oklahoma. This includes the activities of the Student Government Association (SGA) or administrative organizations and meetings of organizations where a student is officially representing the University of Oklahoma.

A **sponsored event or activity** is one that the University of Oklahoma endorses by directly paying some or all the travel expenses, or by sending students to participate in it as official representatives of the University of Oklahoma.

An **organized event** is one that is initiated, planned and arranged by a member of the University of Oklahoma faculty or staff, or by a SGA or administrative organization that has been approved by a University of Oklahoma administrator (executive officer, academic dean, department chair or director of an administrative unit).

OU Employee Travel
Information for OU Employees planning to travel is available online. In cases of international travel, employees are encouraged to apply for the U.S. Department of State's Smart Traveler Enrollment Program (STEP). OU employees can find information about their insurance coverage for international travel and have the option of obtaining additional coverage. In cases of domestic travel, information about insurance is also available. Please visit Insurance When You Travel for more details.

NWC Building Regulations & Guidelines

1. Visitors, residents, faculty, staff, and students must display approved identification while in any public area of the NWC. If you do not have an approved OU, NOAA, or Research Campus ID, a visitor badge will be provided to you (after presentation of another form of valid identification) upon checking in with NWC Security.

2. All individuals in the NWC are to adhere to any and all announcements/instructions made over the public address system and/or telephone zone paging system by NWC Security. Announcements may include notification of impending severe weather, the need to shelter in place, or the need to evacuate the building.

3. OU employees, students, and NWC tenants are to adhere to the OU Youth Protection Policy at all times. Specific directives of note are that employees should obtain supervisory approval prior to bringing minors into the workplace. The parent or guardian must have line of sight supervision of their minor child at all times while in the NWC.

4. Anyone with an office in the NWC is required to utilize the NWC Problem Report (via the NWC intranet) as the mechanism to request repairs/maintenance and/or to report building issues. When a repair/maintenance building issue is of an emergency nature, immediately contact a NWC Facility Operations Team Member or NWC Security Staff.

5. All room/office/laboratory/facility redesign and/or improvements inside and/or immediately outside the NWC, including painting, remodeling, and/or moving fixed furniture must be coordinated with and approved by the NWC Assistant Director of Operations.

6. Furniture purchases and/or requests to bring non-university owned furniture into the NWC, must be coordinated with and approved by the NWC Assistant Director of Operations.

7. No signs/posters/flyers/tape/glue of any sort is to be affixed to glass, doors, walls or windows. Materials, blankets, bottles, parcels, plants, posters, cans, etc., large enough to be viewed from outside the building may not be placed in windows or on windowsills. Contact the NWC Assistant Director of Operations for recommendations and information on shades that provide a greater degree of light blocking capabilities that are approved for use in the NWC. Coordination with and approval from the NWC Assistant Director of Operations is necessary prior to the installation of shades or blinds on windows or glass walls in the NWC.

8. Residents may not place plants in any common space areas (including windowsills) and are not to water or otherwise maintain plants located in the common areas of the building.)

9. Fish tanks, terrariums, or other such items used to secure wildlife, animals, or bugs, are not allowed in the building without approval from the NWC Assistant Director of Operations.

10. No bicycles or personal transport vehicles (excluding those required for a disability) are authorized to be brought into the building. Per OU E-bike and E-scooter policy, no electronic bike or scooter is to be stored or charged in the NWC. All E-bikes and E-scooters will need to be housed in the bike rack. All non-electric bikes and/or scooters must be stored in the bike rack and will not be allowed in the building.

11. No animals (other than certified service animals) are authorized to be in the building with prior approval from NWC Assistant Director of Operations.

12. No smoking or tobacco usage is allowed on OU and/or NWC property per the University of Oklahoma Smoke and Tobacco Free policy.

13. Individuals may not use the NWC as their residence; the NWC is not designated as a residential building.

14. Individuals with offices in the NWC, as well as Student Group Leaders must coordinate with the NWC Event Manager for meetings/events/seminars taking place in the NWC to foster coordination of parking, custodial service, additional security, A/V service, catering and food delivery.

15. Groups or tenants hosting a tour of more than 4 individuals at the same time must provide Security with information regarding their event or guests (i.e., event, date, time, # of guests, name of guests if available, and who will be the NWC point of contact (POC) for the tour) by emailing security@nwc.ou.edu PRIOR to the event. Badges for these tours must be provided by the POC for the tour. Tour POC must be a tenant of the National Weather Center

16. Event organizers not using custodial services are required to clean areas used at the conclusion of their event, reception, seminar, etc. Food refuse must not be left in trash bins inside the building. Organizers and parties responsible may take trash to the dumpster located outside the dock vehicle area. The NWC Event Manager will determine if custodial services are required for events in the NWC.

17. Follow OU Parking and Transportation Services established rules and regulations. Park only in those spaces or areas allocated and designated for the type of permit displayed on your vehicle. Parking spaces at the NWC that are designated for visitors may not be used by any person affiliated with the University of Oklahoma, Norman campus as an employee, student, vendor, office occupant or tenant.

18. Only official government or state vehicles as approved by appropriate NOAA Staff and/or the NWC Dock Manager are allowed to park in the dock vehicle area on a regular basis. There is short-term parking available in the dock vehicle area for loading/unloading items. ALL deliveries to the NWC must be made through the dock. Check with the NWC Dock Manager, the NWC Event Manager, NWC Building Management, or NWC Security staff to arrange for dock area deliveries.

19. Freight and other deliveries outside normal business hours should be arranged with the Dock Manager and NWC Facility Operations Team in advance.

20. Utilize recycling bins located in each office and throughout the NWC building. Small bins must be dumped in large communal bins by the room occupant to be picked up by custodial services.

21. The NWC Director reserves the right to rescind any of the foregoing regulations and to make other regulations as needed from time to time in their reasonable judgment to promote the safety, protection, care, cleanliness, and use of the NWC.

NWC Facility Operations Team:

Robert Palmer, NWC Director, Rm 3630, rpalmer@ou.edu; (405) 325-3095
Kyle Sandidge, NWC Assistant Director of Operations, Rm 1705 (Dock), sandidge1@ou.edu; (405) 209-3200
Greg Leffler, NWC Dock Manager, Rm 1705 (Dock), gleffler@ou.edu; (405) 325-1850
Natalie Fix, NWC Event Manager, Room 3643, natalie.fix@ou.edu, (405) 325-1819
Heather Bowers, NWC Security Director, hbowers@ou.edu; (405) 325-1157
Sterling Butler, OAR/NSSL Administrative Services Specialist, sterling.butler@noaa.gov; (405) 325-6686

Quick links:

NWC Emergency Maintenance – (405) 325-1850
NWC Website: http://ou.edu/nwc
NWC Intranet: http://intranet.nwc.ou.edu
NWC Work Requests/Trouble Reports: http://intranet.nwc.ou.edu/problem_report.php
NWC Telephone & Technical Support: http://intranet.nwc.ou.edu/tech_support.php

Appendix A: National Weather Center Access Control Overview

- ID's (SoonerCard, Research Campus, or Federal CAC ID's) must be always displayed while in the NWC.
    - Those who forget their credentials will be signed in through Security. Signing in through Security can be done 5 times per semester and anything above 5 will require an escort to go above the 1st floor.
- The National Weather Center is open from 7am – 7pm Monday through Friday and is closed to anyone without approved access all day Saturdays, Sundays and select holidays.
- NWC access is assigned and requested through the department overseeing the employee or student.
- Freshman and Sophomores are not guaranteed after-hours access unless part of a student group or activities or duties call for such access.
- Everyone must display approved identification while in any public area of the NWC. If you do not have an approved OU, NOAA, or Research Campus ID, a visitor badge will be provided to you (after presentation of another form of valid identification) upon checking in with NWC Security.
- Security staff can ask any person entering or in the building to provide or display approved credentials for verification of the identification. Refusal to display or provide the credential as requested will be escalated to the department POC. *The person refusing to provide or display approved credentials may be instructed to leave non-public spaces. This could include signing in as a visitor and requiring an escort or leaving the building.*
- Accessing the NWC after hours.
    - If credentials will not provide access, even if access has been requested, access into the facility will not be granted. The department POC must be contacted if it is believed to be incorrect.
    - ***Security staff will not allow access to the NWC if credentials will not unlock doors.***
- Accessing assigned office space.
    - All personnel assigned office space should be issued a white space card to access the office and any associated suite.
    - If the access card is not working or lost, either the department POC or security can provide an unlock of your office. Department placards for offices must be up to date and show the current occupant for access to be granted.

Appendix B: National Weather Center Media Request Checklist

ALL filming, interview, B-roll, etc. requests must be submitted to the Contact prior to finalizing.
Guests of the building are welcome to take personal photos using cell phones or small personal cameras. Anything involving professional photography equipment (such as large cameras with detachable lenses, tripods, external lighting, other commercial gear and/or web/streaming cameras) must be approved ahead of time.

Contacts:

- OU/NWC/MarComm: Codie Winn codie.winn@ou.edu / (405) 325.1147
- NSSL: Wes Moody wes.moody@noaa.gov / 405.203.4839
- CIWRO: Annette Price Annette.price@ou.edu / 405.325.3954

If you are contacted by a member of the media or want to film in any part of the National Weather Center, follow the steps below. **Please note that foreign media requests may need additional time and approvals.**

Provide any and/or all information you have – media type, date, time, scope of work, etc. to the Contact for approval on filming project. Provide details as early as possible.

Contact will determine if filming can occur as requested or if any changes should be made.

Contact will coordinate with NWC Events Manager to book spaces in the building if needed.

If requests are being made by filming crew for special access, Contact will return to NWC Director/NOAA Leadership for additional approvals.

Contact will inform NWC Building Management and NWC Security prior to the filming occurring.

All equipment must be brought in via the dock. No carts or large items are to be brought in the front doors.

Contact will escort film crew during their building stay on day(s) of filming. This includes set-up and tear-down times.

Requests can be denied based on building events, scope of work, security concerns, Director's discretion and/or other issues.

Appendix C: National Weather Center Tour Reservation Checklist

This checklist details the steps required to lead visitors on a tour of the National Weather Center. The process below applies to all types of visitors and groups of any size to the National Weather Center, and this policy is to be followed by all National Weather Center occupants (federal, state, and academic) and all external parties requesting a National Weather Center tour. All tours require a reservation due to scheduling and security guidelines. Tours led by trained National Weather Center tour guides are highly encouraged.

Contact the NWC Tour Coordinator (Codie Winn codie.winn@ou.edu/ 405.325.1147) to check for tour conflicts and to confirm NWC tour.

- Other NWC events/scheduling conflicts may restrict access to certain areas or negate tours.
- NWC Tour Coordinator will add tour to NWC Calendar.
- NWC Tour Coordinator will inform NWC Security (security@nwc.ou.edu / 405.325.1157) regarding the date and time of your guest(s) arrival.
- Our bag policy can be found here: https://www.ou.edu/nwc/visit/tours

Create a tour guest list (Required information: first name, last name, and citizenship) for all tour guests, regardless of age. Send complete tour guest list to the NWC Tour Coordinator.

Request permission to visit NOAA areas from NWC Tour Coordinator

- A completed NWC Foreign National Visitor form is required for all foreign national guests 18 years of age and older. Complete NWC Foreign National Visitor form for all foreign national guests that would like to access NOAA areas (*US citizens and permanent residents are not required to complete this* form). Completed form{s) are required two weeks prior to the scheduled NWC tour *(Contact the NWC Tour Coordinator to request the form)*. If you have a tour with a foreign national guest(s), for security purposes, the NWC Tour Coordinator must lead NOAA space tours.

- All persons entering NOAA spaces are subject to federal policies, guidelines, and regulations. All persons and packages are subject to inspection. Clear bag policy must be followed
- Only authorized, approved tours of NOAA areas are allowed.

- NOAA space is secured 24/7/365. If you would like to visit NOAA, you must seek approval from the NWC Tour Coordinator. After-hours and weekend tours are generally discouraged.

Deposit tour guest list in the binder near the administrative space within the 2nd floor NOAA space. The tour guide must sign in by completing the entries on the first page of the binder. If a list is not provided, all guests must sign the binder.