

## **Protocol for the National Weather Center and All Associated Programs**

### **Our Pledge**

The National Weather Center (“NWC”), including its academic and research units, are committed to providing a safe, productive, and welcoming environment for all students, employees, and participants 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. This Protocol complies with the new directive from the National Science Foundation (NSF), and applies to the NWC’s daily operations as well as all NWC related events, including those sponsored by organizations other than the NWC but held in conjunction with the NWC events, in any location throughout the world.

### **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 students are required to abide by [OU’s Student Rights and Responsibilities code \(pdf\)](#)
- Treat all participants with respect and consideration, valuing a diversity of views and opinions
- Be considerate, respectful, and collaborative
- 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 a participant, 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 entities
- 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](http://www.ou.ethicspoint.com).

### OU Confidential Reporting Resources:

OU's resources for confidential reporting include OU Advocates [Norman/HSC: (405) 615-0013, answered 24/7], counselors, clergy, attorneys, or physicians engaged in such capacity with the reporter.

### Mandatory Reporters:

OU considers almost 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, dating or domestic violence, sexual harassment, or gender discrimination, the employee must promptly share the information with the Sexual Misconduct Office at (405) 325-2215, [smo@ou.edu](mailto:smo@ou.edu). More information about mandatory reporting can be found [here \(pdf\)](#).

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:

- Berrien Moore, A&GS Dean/NWC Director ([berrien@ou.edu](mailto:berrien@ou.edu); (405) 325-3095)
- Petra Klein, A&GS Executive Associate Dean ([pkklein@ou.edu](mailto:pkklein@ou.edu); (405) 325-3095)
- Tanya Guthrie, Director of Administration, A&GS Dean/NWC Director's Office ([tguthrie@ou.edu](mailto:tguthrie@ou.edu); (405) 325-3037)
- Heather Bowers, NWC Security Director, OU Police Department ([hbowers@ou.edu](mailto:hbowers@ou.edu); (405) 325-6137)

Anonymous comments can also be submitted to the A&GS Diversity and Inclusivity Committee via email to [diversity@ags.ou.edu](mailto:diversity@ags.ou.edu). All comments submitted are solely visible to the A&GS Diversity and Inclusivity Committee Chair, and the name, email, or any other personal identifiers of the reporter are not transmitted with the comment unless the person discloses their identity in the message. If a person decides to disclose their identity in the email message, mandatory reporting requirements do apply and information may be shared with the Sexual Misconduct Office.

CIMMS Contacts:

CIMMS employees are encouraged to contact the CIMMS Director or any member of the CIMMS Diversity and Inclusion Committee:

- Greg McFarquhar, CIMMS Director ([mcfarq@ou.edu](mailto:mcfarq@ou.edu); (405) 325-3041)
- CIMMS Diversity and Inclusion Committee members are listed [online](#).

Anonymous comments can also be submitted to the [CIMMS Anonymous Comment Box](#). All comments submitted are solely visible to the CIMMS Director, and the name, email, or any other personal identifiers of the reporter are not transmitted with the comment unless the person discloses their identity in the message. If a person decides to disclose their identity in the message, mandatory reporting requirements do apply and information may be shared with the Sexual Misconduct Office.

NOAA Contacts:

NSSL employees, affiliates, or contactors are encouraged to contact the NSSL Director, Deputy to the Director, or the team lead for the NSSL Diversity and Inclusion Sustainability Team (NDIST):

- Kurt Hondl, Acting NSSL Director and Deputy ([kurt.hondl@noaa.gov](mailto:kurt.hondl@noaa.gov); (405) 325-6900)
- Pam Heinselman, NDIST Team Lead ([pam.heinselman@noaa.gov](mailto: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: <http://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 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.

On-duty Contact Information:

In the event that you are subject to or become aware of unacceptable behavior during non-typical working conditions, on-duty points of contact have been established (in addition to the resources provided above).

Activity:			
Contact name	Title	Email	Phone

## 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 \(pdf\)](#). 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 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 of 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<sup>1</sup> that has been approved by a University of Oklahoma administrator (executive officer, academic dean, department chair or director of an administrative unit).

General Travel Requirements under the Student Travel Policy:

- A. The University prefers that an OU faculty or staff member accompany students on University Sponsored or Organized events. However, if this is not possible, an OU employee must be on call and available at all times during the travel.
- B. For events sponsored by academic units, forms should be returned to the Office of the Senior Vice President & Provost (Evans Hall 104). For events sponsored by non-academic units, forms should be returned to the Office of the University Vice President for Student Affairs (Oklahoma Memorial Union 265).
- C. To register travel, the organization must submit a completed [Student Travel Registration Form \(via OrgSync\)](#) at least five (5) working days prior to travel. That form affirms that the University employee responsible for the trip has acquired all of the following documents prior to submitting the Student Travel Registration. These documents should be retained by the OU employee serving as emergency contact. Copies of these documents should be taken on the trip. Do not submit the documents with Student Travel Registration.
  1. List of participants, campus addresses, local phone(s) and emergency contacts
  2. Copies of driver's licenses for all drivers (if applicable)
  3. Proof of current liability insurance (if using personal vehicles only)
  4. [Medical Information Forms \(pdf\)](#) and [Waiver and Release of Liability Forms \(pdf\)](#) for all participants
- D. All trip participants must comply with all laws, regulations and University policies throughout the duration of the trip.

The full details of the Student Travel Policy is available [online \(pdf\)](#).

### *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 Cigna 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.

### Other Policies for On- and Off-Campus Activities

#### *Clery Act Reporting*

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), a federal law, requires American colleges and universities to report certain crime statistics each calendar year. A required element of each reported statistic is location. The University must report statistics about on-campus locations and about certain non-campus locations used by students. Reportable non-campus locations include any of the following: Any building or property owned or controlled by a student organization that is officially recognized by the University.

1. Any building or property owned or controlled by the University that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
2. Locations in connection with sponsored student overnight trips taken every year where the students stay in the same hotel each year. Locations that must be identified during the trips are the hotel rooms rented for the students and any common areas used to access the rooms such as the lobby or elevators. For example: the debate team goes to the same city every year for a tournament and stays in the same hotel.
3. Locations supporting educational purposes in connection with student trips of **more than one night**. Specifically included are the hotel rooms rented for the students and any classrooms and other locations controlled by the University (e.g., a written agreement governs the use of the space). An example is a week-long biology research trip.

Per the Clery Handbook "controlled by" means that the University (including any organizational unit of the University or any University-associated entity) directly or indirectly, rents, leases, or has some other type of written agreement (which can be as informal as a letter or email) for use of a building or property, or a portion of a building or property. Payment is not a necessary element in determining the existence of control. For example, if a registered student organization has a written agreement to use, for meetings, the basement of a building every Tuesday night from 6 PM to 10 PM, the University is deemed in control of that space for that time, and the basement is considered a reportable non-campus location.

Any University sponsored (e.g., travel funds are paid by the University) trip of two (2) or more nights (regardless if location/hotel changes) is considered a 'short-stay away trip' and the Clery Act applies to it. To be in compliance with the Clery Act, a **Campus Security Authority must be appointed**. This is a University faculty or staff member that is responsible for the trip.

Students should be informed who fills the role of Campus Security Authority before the trip begins.

In the event of a crime ([definitions of criminal activity covered by the Clery Act available here](#)) the following steps should be followed:

1. Any criminal activity should be immediately reported to the Campus Security Authority
2. The Campus Security Authority is obligated to immediately call 911 to notify local authorities if a safety issue persists or an official report is needed.
3. The Campus Security Authority should immediately fill out the [Campus Security Authority Crime Report Form](#), which reports to OU Police Department
4. OU Police Department is responsible to assess if there is a continuing or ongoing threat per the [OU Timely Warning Policy](#)
5. OU Police Department is required to enter all activity into the crime log within two (2) days

#### *Minors on Campus Policy*

The University of Oklahoma has numerous campus locations and a variety of events that attract minors, whether sponsored by the University or by third parties. The full Minors on Campus policy and all associated information can be found [online](#). These guidelines are meant to serve as guidance for these valuable experiences. Please note, these guidelines may not encompass each and every encounter with a minor and should be flexible depending on the circumstances and with the approval of either a supervisor in charge of the area or facility or by the Office of Legal Counsel.