Session 2018-19

Autumn Term

Monday 1 October (Monday 24 September for new students) to Friday 14 December 2018

Spring Term

Monday 14 January to Friday 29 March 2019

Summer Term

Monday 23 April - Friday 14 June 2019

https://www.reading.ac.uk/internal/student/OnlineStudentHandbook/osh-datesoftermandenrolment.aspx

Public/Statutory Holidays and University Days of Closure Year 2018-19

<table>
<thead>
<tr>
<th>Monday 24 December 2018</th>
<th>Closure Day</th>
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<tbody>
<tr>
<td>Tuesday 25 December 2018</td>
<td>Public Holiday</td>
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<tr>
<td>Wednesday 26 December 2018</td>
<td>Public Holiday</td>
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<tr>
<td>Thursday 27 December 2018</td>
<td>Closure Day</td>
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<tr>
<td>Friday 28 December 2018</td>
<td>Closure Day</td>
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<tr>
<td>Monday 31 December 2018</td>
<td>Closure Day</td>
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<tr>
<td>Tuesday 1 January 2019</td>
<td>Public Holiday</td>
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<tr>
<td>Wednesday 17 April 2019</td>
<td>Closure Day (not Greenland)</td>
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<tr>
<td>Thursday 18 April 2019</td>
<td>Closure Day (not Greenland)</td>
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<tr>
<td>Friday 19 April 2019</td>
<td>Public Holiday</td>
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<tr>
<td>Monday 22 April 2019</td>
<td>Public Holiday</td>
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<tr>
<td>Monday 6 May 2019</td>
<td>Public Holiday</td>
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<tr>
<td>Monday 20 May 2019</td>
<td>Public Holiday</td>
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<tr>
<td>Monday 26 May 2019</td>
<td>Public Holiday</td>
</tr>
<tr>
<td>Monday 26 August 2019</td>
<td>Public Holiday</td>
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http://www.reading.ac.uk/web/files/humanresources/humres-UoR_Closure_Days_2.pdf
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1. **Aim of this Handbook**

This Department of Meteorology Handbook provides general information for staff, students and visitors. It is updated each academic year. Particular attention should be given to Section 6 on Security and Section 7 on Health and Safety. More information can be found on the Web at: [http://www.met.rdg.ac.uk/](http://www.met.rdg.ac.uk/)

The handbook is available in electronic form at [https://www.reading.ac.uk/closed/met-closed/met-closed-intranet.aspx](https://www.reading.ac.uk/closed/met-closed/met-closed-intranet.aspx) should the need arise it can be read by screen-reading software and/or converted to alternative formats such as Braille or large print.

2. **Buildings**

The Department of Meteorology is organised over several buildings on the Whiteknights Campus, The Meteorology building WO58 and WO62, the Harry Pitt building WO56, the Agriculture building WO59 and the Philip Lyle building WO32.

**Meteorology Building**
(University building codes: WO58 and WO62 on University Campus map)
The Meteorology building, at the Earley Gate area of the Whiteknights campus was opened in 1997, and has 3 wings, set around a central “hub”. The entrance foyer opens into the upper ground floor, in the northeast wing. An extension to the northeast wing opened in January 2004.

The building has a split-level design - the northeast wing is offset by half a floor from the other wings - in order to create an environment that encourages interactions between members of the department. The central coffee area and attached kitchen, on the lower first floor, are shared by staff and students.

Each room is numbered by floor letter or number (1,2 or 3) plus U or L for upper or lower floor, then room number: e.g. GL42 is room 42 on the lower ground floor and 2U13 is room 13 on the upper second floor.

Teaching accommodation is mostly on the upper ground and lower first floors (GU and 1L). Laboratories and workshops are on the lower ground floor (GL). The Departmental Office is in 1L40 on the first floor. Toilets are located in the hub, male on GL and 2L, female on 1L and 3L.

**Harry Pitt Building**  
(University building code: WO56 on campus map)

The department occupies office space on the 1L and 2L floors with offices, seminar rooms, meeting room, and a computer lab on the first floor, and offices on the second.

There is a coffee area on the first floor, room 174, and female and male toilets on the first floor also.

**Agriculture Building**  
(University building code: WO59 on campus map)  
The department occupies office space on the 1L floor with offices, and a meeting room.

There is a kitchen on the second floor and female and male toilets on both floors.

**Philip Lyle Building**  
(University building code: WO32 on campus map)  
The department occupies office space on the 3rd, 4th and 5th floors with offices, kitchen area and a meeting room on each floor.

There is a female toilet on the 4th floor and male toilets on the 3rd and 5th floors.
3. Staff Who’s Who

Student group photographs, staff photographs with room numbers, and a map of the building are displayed in the foyer. Internal telephone directories are available from the Departmental Office, room 1L40. E-mail addresses of staff and students can be found on the Department web site at: http://www.reading.ac.uk/met/our-staff/

Head of School of Mathematical, Physical and Computational Sciences
Professor Ben Cosh

Head of Department (Finance, Support staff and Infrastructure)
Professor Robert Plant, BA, Oxford; PhD, Manchester (Professor in Atmospheric Convection)

Head of Department (Academic staff)
Professor Suzanne Gray, BA, Cambridge; PhD, Reading (Professor of Meteorology) Head of Department (Academic Staff)

Head of Department (External Affairs)
Professor Richard Allan, BSc, UEA; PhD, Reading, (Professor in Climate Science) Head of Department (External Affairs)

Professor Maarten H P Ambaum, Doctoral, Utrecht, PhD Eindhoven (Professor of Atmospheric Physics and Dynamics)

Professor Nigel W. Arnell, BSc, PhD, Southampton, (Professor of Climate Change Science) Publicity and Marketing

Professor Janet F Barlow, BSc, UMIST; MSc, PhD, Reading (Professor in Environmental Physics)

Dr Nicolas Bellouin, PhD, Lille (Associate Professor in Climate Processes) Departmental Higher Degree Admissions

Professor Emily Black, BA, Cambridge, DPhil, Oxford (Professor in Terrestrial Processes and Climate) Director of Internationalization

Dr David Brayshaw, BSc, Durham, PhD, Reading (Associate Professor in Climate Science and Energy Meteorology)

Dr Jochen Broecker, Diploma, Goettingen, PhD, Goettingen (Associate Professor in Meteorology and Statistics) Mathematics of Planet Earth MRes co-Director of Studies

Professor Andrew Charlton-Perez, BSc, PhD, Reading, (Professor of Meteorology) Deputy School Director of Teaching & Learning

Professor Peter Clark, BA, MA, Cambridge (Joint Met Office Chair in Weather Processes)
Professor William Collins, MSc, Reading, PhD, Cambridge (Professor of Climate Processes) IT Academic Lead

Dr Helen Dacre, MPhys, Sheffield; PhD, Reading (Associate Professor) School Director of Postgraduate and Professional Studies

Professor Sarah Dance, BA, Cambridge; PhD Brown University, USA (Professor of Data Assimilation)

Professor Daniel Feltham, BSc, Durham, PhD, Cambridge (Chair in Climate Process Physics)

Dr David Ferreira, PhD, Paris (Associate Professor in Oceanography and Climate Dynamics), MSc Admissions

Dr Thomas Frame, BSc Cardiff; PhD, Reading, (Lecturer in Dynamical Meteorology) Dept. Director of T&L: PGT

Professor Suzanne Gray, BA, Cambridge; PhD, Reading (Professor of Meteorology) Head of Department (Academic Staff)

Professor Jonathan Gregory, MA Oxon; PhD, Birmingham (NCAS - Climate)

Professor Sue Grimmond, BSc Otago; MSc, PhD, British Columbia; DSc Gothenburg (Professor of Urban Meteorology) Research Division Leader – Weather

Professor Keith Haines, BSc, PhD, (BMT Professor of Marine Informatics) Director of Impact

Professor R. Giles Harrison, MA, Cambridge; PhD, London, CPhys, MInstP (Professor of Atmospheric Physics)

Michaela I. Hegglin, BSc, MSc, PhD, ETH Zurich Switzerland (Associate Professor in Atmospheric Chemistry) Visitor Programme Coordinator

Professor Eleanor J Highwood, BSc, Manchester, PhD, Reading (Professor in Climate Physics) Joint Dean for Diversity and Inclusion

Professor Robin Hogan, BSc Leicester, PhD, Reading (Professor of Atmospheric Physics)

Dr Chris Holloway, BSc Harvard; Masters, UCLA, PhD UCLA (Associate Professor in Convection), MMet Co-ordinator

Dr Peter Inness, BSc, Reading; PhD, Reading (Associate Professor in Weather)

Dr Amos Lawless BSc Hons, York, PhD, Reading, FHEA (Associate Professor of data assimilation and inverse problems)

Professor Bryan Lawrence, BSc, PhD, Canterbury, N Zealand Director of Models and Data, NCAS-Climate
Professor Michael Lockwood, BSc Hons, PhD, Exeter; FRS (Professor of Space Environment Physics)

Professor Chris Merchant, BA, Oxford; PhD, London (Professor in Ocean & Earth Observation) Research Division Leader- Earth Observation and Space

Professor John Methven, BA, Oxford; PhD, Reading, (Professor of Atmospheric Dynamics) SCENARIO DTP Director

Professor Keith Morrison, (Professor of Synthetic Aperture Radar) Academic Lead for Laboratories

Professor Matthew Owens, MSci, UCL; PhD, Imperial (Professor of Space Environmental Physics) BSc Environmental Physics Coordinator

Dr Tristan Quaife, BSc Swansea, FHEA (Associate Professor of Carbon Cycle Science), Undergraduate Admissions

Professor Chris Scott (formerly Davis) BSc, UCW Aberystwyth, PhD, Southampton (Professor in Space and Atmospheric Physics), School Director of Wellbeing, Inclusion, Diversity and Equality (WIDE)

Professor Theodore Shepherd, FRS, BSc, Toronto, PhD (Massachusetts Institute of Technology (Grantham Chair in Climate Science), Grantham Chair, Research Division Leader – Climate

Regius Professor Keith Shine, FRS, BSc, London, PhD, Edinburgh (Regius Professor of Meteorology & Climate Science), Lead for University REF Earth & Env Research

Dr Joy Singarayer, MSc, London; DPhil, London (Associate Professor in Paleoclimatology), Athena SWAN Lead, Equality and Diversity Champion, School Director of Academic Tutoring

Dr Thorwald Stein, BSc, Utrecht; MSc, Warwick; PhD, Warwick (Lecturer in Clouds), Staff Student Liaison Committee Chair

Professor Graeme Stephens, BSc, PhD Melbourne (Professor of Earth Observation)

Professor Rowan Sutton, BSc, Cambridge; DPhil, Oxford Director of NCAS-Climate

Dr Remi Tailleux, Eng.Deg, Applied Maths and Computer Sci. France; DEA (Masters), PhD, Paris (Associate Professor of Physical Oceanography) Examinations Officer

Dr Miguel Teixeira, BSc, Lisbon, PhD, Reading (Lecturer in Meteorology) Department Library Manager

Dr Andrew Turner, MSc, Oxford, PhD, Reading (Associate Professor in Monsoon Systems)

Professor Pier-Luigi Vidale, BSc, MSc, Sao Paulo, Brazil; PhD, Colorado State University (CSU), USA; (NCAS Climate)

Dr Clare Watt, BSc, Aberdeen, PhD, Cambridge (Associate Professor in Solar Terrestrial Physics) Higher Degree Tutor
Dr Christopher Westbrook, BSc, Warwick, PhD, Warwick (Lecturer in Meteorology), **PGR Admissions**

**Professor Paul Williams**, MPhys, Oxford, PhD, Oxford (Professor of Atmospheric Science)

**Professor Peter Jan van Leeuwen**, BSc, Leiden, MSc, Amsterdam, PhD, Delft, The Netherlands (Meteorology), (Professor of Data Assimilation) **MSc Data Assimilation Coordinator**

**Professor Geoff Wadge**, BSc, PhD, Imperial London, (Professorial Research Fellow), **Undergraduate projects, Masters Team projects, H&S Coordinator**

**Visiting Professors**

**Professor Dale Barker**, BSc, Newcastle, PhD, Sussex (Met office)

**Professor Liz Bentley**, BSc, Newcastle, PhD, Manchester (Chief Executive RMets)

**Professor Stephen Briggs**, BSc UCL, PhD UCL, Fellowship UCL (ESA Harwell)

**Professor Andrew Brown**, BA (Hons), Oxford, PhD (Director of Research, ECMWF)

**Professor Paul Hardaker**, BSc, PhD, Essex (Chief Executive Institute of Physics)

**Professor Jason Lowe**, BSc (Hons) PhD, Manchester (Head of Knowledge Integration & Mitigation Advice, Met Office)

**Professor George Marston**, BA, PhD, Oxford (Northumbria University)

**Professor John Mitchell**, BSc, PhD, Queens, Belfast; OBE (Met Office)

**Professor Adrian Simmons**, MA, PhD, (ECMWF)

**Dame Julia Slingo**, OBE, FRS, BSc, PhD, Bristol (Chief Scientist, Met Office)

**Professor Alan Thorpe**, OBE, BSc, Warwick; PhD, London (Director General, ECMWF)

**Professor Nigel Fox**, BSc, London; PhD, London (Fellow Institute of Physics)

**Professor Stephen Belcher**, PhD, Cambridge (Met Office Chief Scientist)

**Emeritus Professors**

**Professor Lennart Bengtsson**, BSc, Fifl.lic, Docent, Fellow AMS

**Professor Keith Browning**, BSc, PhD, London, FRS

**Professor Sir Brian J Hoskins** CBE, FRS, MA., PhD. Cambridge, (Royal Society Research Professor and Professor of Meteorology)

**Professor Averil Macdonald**, OBE, BSc, York, PhD, Southampton

**Professor Paul Mason**, CB, FRS

**Professor Alan O’Neill**

**Professor Lois Steenman-Clark**, BSc, PhD

**Professor Anthony Illingworth**, BA, PhD, Cambridge, DSc, Manchester

**Reverend Professor Ian James**, BSc, Leeds, PhD, Manchester

**Professor Averil Macdonald**, BSc Illinois, MSc, Baltimore, PhD, Seattle

**Professor Graeme Stephens**, PhD, Melbourne (Fellow of the Royal Society)

**Professor Roger Stern**, MSc, Suxxes, PhD, Reading

**Professor Robert J Gurney**, OBE, BSc, London, PhD, Bristol

**Visiting Research Fellow**

**Mr Stephen Burt**, MSc, Reading

**Dr Richard Dixon**, BSc, Reading, PhD, Reading

**Dr Gyorgy Geher**, MSc, PhD, Szeged

**Dr Peter Gibbs**, BSc, Newcastle

**Dr Peter Janssen**, BSc, MS, PhD Eindhoven. ECMWF
Dr Dan Kirshbaum, BS Illinois, MS, Baltimore, PhD, Seattle
Dr Kasia Kozlowska, MSc, Swansea, PhD, Reading
Dr Christian Pfrang, BSc, Berlin, PhD, Oxford
Mr Gavin Pretor-Pinney, BA, Oxford; MA, London
Dr Godela Scherer, PhD, Sweden
Dr Tom Snowden, BSc (Hons), Canterbury, MSc, London, PhD, Reading
Dr Roger Stewart, BSc Reading, PhD, Reading
Dr Charlie Williams, BA (Hons), PhD, Sussex. NCAS-Climate
S Wolowski, MSc, Charlotte. Met Office
Dr Jun-Ichi Yano, BSc, Kwansei Gakuin, MSc, PhD, Kyoto. M‘et’eo France
Dr Paulo Ceppi, PhD, Washington, M.S., Zurich

Honorary Graduates
Dr David Burridge, Hon PhD, Reading, Hon fellowship, Swansea, CBE
Sir John Mason, CBE, FRS, UKMO Director General (1965-1983)
Dr Ross Reynolds, BA, Lancaster; MA, Colorado, ILTM, (Associate Professor)
Professor Julia Slingo, OBE, BSc, PhD, Bristol (Chief Scientist, Met Office)
Professor Susan Solomon, B.S. Illinois Institute. Of Technology, PhD, California, Berkley (NCAR, Colorado)
Professor Alan Thorpe, OBE, BSc, Warwick; PhD, London (Director General, ECMWF)

Honorary Fellows
Professor James Milford, MA, DPhil, Oxford, CPhys, FlnstP, CMet
Dr Mike Pedder, BSc, University of Wales, PhD Cambridge

NCAS-Climate Senior Scientist
Prof Lesley Gray, PhD

Laboratory Staff
Mr Andrew Lomas, Technical Manager
Mr Ian Read, Senior Technician, Teaching and Research
Miss Selena Zito, Senior Technician, Teaching and Research
Mr Cahyo Listyo, Trainee Technician, Teaching and Research

Computing staff
Maria Broadbridge, Academic Computing Team (ACT)
Andy Heaps, NCAS CMS Computer Systems Manager
Eric Mathieu, Academic Computing Team (ACT)
Administrative staff Department:
Nicki Robinson, Executive Support Administrator, Meteorology
Jessica Gardner, Executive Support Officer, Outreach & External Affairs Coordinator Meteorology
Hui Jia, Executive Support Administrator to Heads of Department, Meteorology
Dana Allen, Executive Support Administrator, Meteorology (Lyle)
Emma Merchant, Executive Support Administrator, Meteorology (Harry Pitt)

School Management Office:
Dawn Turner, School Administration Manager
Debbie Turner, Executive Support Officer to Head of School

Buildings and Facilities:
Stephen Gill, Building and Facilities Manager

Postgraduate Office:
Christine Macfarlane, Postgraduate Research Administrator
Parminder Uppal, Postgraduate Administrator (MSc queries)
Alex Owen, Undergraduate Administrator (UG queries)
Wendy Neale, Doctoral Training Partnership Administration Manager (SCENARIO)

HR
Kendra Slater, HR Coordinator
Natalie Parnall, HR Administrator
Marianne Swanborough, Payroll Administrator

Finance:
Linda Tse, Executive Administration Manager for Finance
Bikal Shrestha, Financial Administration Assistant

Department Library:
Catherine Turner, Librarian

Porter:
Paul Leacock, Met Building
Simon Seymour: Lyle Building

Research Centres:
National Centre for Atmospheric Science: Climate, Models & Data
Nicola Bray, NCAS - Senior Administrator
Julia De Faveri, NCAS - Climate Administrative Assistant.

National Centre for Earth Observation:
Jan Fillingham, NCEO - Training and Communications Manager
Hui Jia, NCEO-Financial Administrator
Other Research Staff
There are over 120 post-doctoral or post-graduate research and computer staff, and a further 25 Met Office employees, in the Met Office@Reading working on research projects in the Department. For information about the research going on in the Department see:  
http://www.met.reading.ac.uk/research/

Met Office Staff
Senior Research Staff, Met Office@Reading
Dr Humphrey Lean, Manager of Mesoscale Modelling Research (Foundation Science)
Dr Jason Lowe, Head of Climate Services for UK Government, Hadley Centre (Climate Science)
Prof John Mitchell, Principle Research Fellow
Dr David Simonin, Manager of Assimilation of Surface-based Observations Group, Weather Science

Expert Scientists
Dr Terry Davies, Dynamics Research, Foundation Science
Graeme Kelly, Data Assimilation@Reading, Weather Science
Nigel Roberts, Weather Science

Senior Scientists
Dr Sylvia Bohnenstengel, Foundation Science
Dr Cristina Charlton-Perez, Coupled Data Assimilation, Weather Science
Dr Catherine Gaffard, Observations
Dr Carol Halliwell, Foundation Science
Dr Kirsty Hanley, Foundation Science
Dr William Ingram, Climate Research
Dr Dingmin Li, Data Assimilation@Reading, Weather Science
Dr Zhihong Li, Observations
Dr Aurore Porson, Foundation Science
Dr Laura Stewart, Satellite Applications, Weather Science
Dr Yongming Tang, Configuration Manager, UKESM Core Group.

Scientists
Dr Laila Gohar, Climate Science
Dr Lee Hawkness-Smith, Data Assimilation of Surface-based Observations Group, Weather Science

Support Staff
Khalid Mahmood, PA to MetOffice@Reading
4. Facilities

4.1 Coffee Lounge

The coffee lounge is available to all members of the Department. Please help to keep the kitchen area clean and tidy. Please dispose of or recycle all litter, including complimentary catering when on offer. The Coffee Lounge is not intended as an overflow work area; it becomes very busy at times.

The coffee club provides tea and coffee on a ‘pay as you go’ basis. Members should provide their own mugs. Mugs for visitors are available from the Department Office. Please wash and tidy away cups or mugs directly after use.

Each building has monitors responsible for the coffee area, these are listed in the kitchen area.

There is a vending machine for snacks in the main Met building outside GU01.

Sandwiches and other snacks can be purchased in the nearby Department of Agriculture, whilst cooked meals are available in Eat at the Square (aka Cedars), or Park House (staff only). (Buildings 7 and 8 on the Whiteknights Campus map)

4.2 School & Departmental Offices

Nicki Robinson (1L40), Executive Support Administrator and deals with general enquiries for the Department.

n.c.robinson@reading.ac.uk

Christine Macfarlane: The Postgraduate Research Administrator can be found at the Department of Meteorology on Tuesdays and Fridays in Room 1L35 (ext 8954) and in the Graduate School on Mondays, Wednesdays & Thursdays in Room F06 (ext 4160). Christine can help with PhD student enquiries and handles Meteorology PhD admissions and PhD programme administration. christine.marfarlane@reading.ac.uk

Wendy Neale: Doctoral Training Partnership Administration Manager, 1L35 working with the SCENARIO Centre Director, John Methven. Wendy will be covering the organisation of training courses, workshops and conferences, interacting with the many partners including placements, accounting for the centre and organisation of data relevant to the DTP activities and reporting. w.neale@reading.ac.uk

Hui Jia: Executive Support Administrator to Heads of Department, 1L42

hui.jia@reading.ac.uk
The School’s Teaching and Learning office is situated on the ground floor in the JJ Thompson Building and deals with all Undergraduate and MSc related administration. To contact them, please email mps-so@reading.ac.uk or call 0118 378 8021.

Opening hours are Monday - Friday
Term time:  8.30am to 5.00pm
Non term time: 9.00am to 4.00pm

4.3 Departmental library

The Meteorology Department has its own library which holds copies of all recommended texts as well as a great variety of books on meteorology and related topics and long runs of important meteorology journals. Many meteorological journals are also available electronically. Information can be found at https://libguides.reading.ac.uk/meteorology-library. Details of how to use the Department library will be provided during the first week of term.

The departmental library, in room 1L67, stocks books, journals, and the department’s PhD theses and Masters dissertations. There are individual and group study spaces in the library. It is always open.

The Librarian, Catherine Turner, is in the library 8:30 – 13:30 Tuesdays and Fridays. If assistance is required at other times please email met-librarian@reading.ac.uk.

All new staff should register with the librarian as soon as possible on arrival. New students should attend autumn term induction sessions and register their campus card with the librarian.

All books must be self-issued if they are removed from the library and should be returned by their due date. Some journals and books marked ‘Not to be taken away’ must remain in the library.

Publications (print or electronic) not available from the departmental or main libraries can be requested free of charge using the book request form https://www.reading.ac.uk/library/contact/lib-meteorology-request-form.aspx

Fines and/or suspension of borrowing rights are among the penalties that can be imposed for damage to books or other items, removal of reference-only material or failure to return items.

4.4 Study Areas

There is a study area with a large table and SmartBoard for group use. Students have an additional quiet study space adjacent to the library equipped with four networked PCs.
4.5 Photocopiers and Printing

The University has provided Multi-function devices (MFD), for student use in the following locations, GL68, GL69, 1L37, 1L67, 1U24 and 3L67.

Campus Cards are used to access this system and PhD and MSc students will not be charged at source to use the MFD’s, instead the Department will receive a monthly report on student use and cost per user.

4.6 Laboratories, Workshops & the Atmospheric Observatory

The Department of Meteorology is well equipped with modern laboratories and workshops, which are used in the University's meteorological teaching and research. These are situated on the lower ground floor of the main Meteorology building.

There are two main teaching laboratories, which are used for undergraduate and postgraduate courses: the Instrumentation Laboratory (GL69) and the Fluid Dynamics Laboratory (GL42). Research is pursued in the Experimental Research Laboratory (GL41), Radar Lab (GL65) and on the Atmospheric Observatory, which is about 500m northeast of the Department. We also regard the Atmospheric Observatory as a Teaching Laboratory.

The Instrumentation Laboratory includes the Equipment Store (GL63) and the Instrumentation Workshop (GL62). Along the corridor are the Electronics Workshop (GL36) and Joint Mechanical Workshop GL40). Both workshops provide support for our teaching and research laboratories.

Technical support for teaching and research within the laboratories is provided locally by a small team of technical staff who form a part of the larger University Technical Services.

Use of the laboratories is regulated by Andrew Lomas, Technical Manager (x7993)

4.7 Computing facilities

All IT systems are centrally managed.
For IT enquiries and support, contact IT support via the Self Service Desk at http://uor.topdesk.net

The majority of computing research activity is carried out on Unix systems (Linux) which are accessed through local desktop solutions. The majority of that are windows PCs. Access to the linux computing facilities can be created on request.

Most teaching (undergraduate and MSc) is carried out in computing labs on Windows PC systems.

List of computing services provided to the Met department users:

- Home directories are provided by IT and backed up. There is a separate home directory on Windows (known as Ndrive) and a home directory on Unix/Linux (also known as Unix.
Home) for those being granted access to Linux. Both are accessible from Linux and Windows environments if necessary.

- network colour printers
- MSc. Windows PC computing lab (1L34)
- Windows PC computer lab (3L67)
- Windows PC teaching lab (GL68)
- further PC terminals (Library)
- 3 laptops, available on short-term loan (3L45)
- A digital camera can be obtained from Dana Allan (Lyle 302C, ext.8677).

Further information about IT facilities in the Met department are provided on the intranet: [http://www.met.reading.ac.uk/intranet](http://www.met.reading.ac.uk/intranet)

### 4.8 Telephones

The telephones in PhD rooms and staff offices are for work use. Itemised phone bills for each phone are sent to the Head of Department each month to monitor for excessive phone bills. The Department permits staff to use their phones for occasional personal use, e.g. calling home (locally!) to say that you will be working late. However, work phones must not be used for personal long distance calls (unless they are very short), or personal international calls.

### 5. Security

#### Working Hours

The University building’s normal opening hours are from 8am until 6.30pm, Monday to Friday. Outside these hours, and on University closure days, the buildings will be locked and the security alarm set. A swipe card is required for access when the buildings are locked. (see below)

*Staff and students working in the building outside the hours of 8am to 6.30pm must sign the out-of-hours book, which is kept in the foyer. If you continue working in the building after 6p.m. you must go down and sign in.*

This is a legal requirement and is for your own safety: in the event of a fire the fire brigade needs to know if anyone is trapped inside the building.

#### Swipe Cards

Staff and postgraduate students can obtain access to the buildings out of hours by using a campus card. Staff campus card application forms can be found at [http://www.reading.ac.uk/internal/campus-](http://www.reading.ac.uk/internal/campus-).
Never attempt to use your room key to enter the main door of the buildings. Despite appearances it operates entirely by the Swipe Card reader on the left of the entrance. If the door is held open out of hours the building alarm will trigger.

Security

Security incidents occurring out of hours must be reported to the Security Office on extension 6300 (emergencies) or 7799 (minor).

There is a security alarm system associated with many rooms and pieces of equipment. This sounds in the Department and in the University security office if there is an unauthorised break-in or theft. If this occurs after hours a University security officer will secure the building and reset the alarm system. Please inform the porter or the Departmental Office if the alarm is set off during normal working hours.

In general, only members of the department should use the building out of hours. If you allow a visitor in to the building you are responsible for their behaviour, and for ensuring that they sign the out-of-hours book when they enter and leave. You should only allow a visitor into the department if you know them well.

5.1 Dealing with Intruders

The incidence of unwelcome intruders is low, but we must be clear about our actions should such an incident take place.

Above all else, we are concerned that no member of the department should put themselves at risk from physical injury.

- Remember to lock your office whenever it is unoccupied - all valuables should be locked away at all times.
- The police advise that no untrained member of the public should physically tackle an unknown person in their office/room/home etc.
- Although the University is insured against wrongful arrest - for that is what it will be if an employee holds someone illegally - it is not advised for anyone, including the security staff, to directly tackle someone except in self-defence.
- Any visitor here on legitimate business, but unsure where to go, would be expected to consult either the Porter or the Departmental Office immediately.
- Never assume that a stranger wandering in the building is authorised to be there. Challenge them! Even a (polite) “can I help you?” can deter.
- Even if they say they are on legitimate business, if you remain unsure, (politely) ask them to wait while a member of staff (Stephen Gill ext 5589, or Dawn Turner ext. 6013 if they are available) is consulted. However, do not leave them alone in your office; use the telephone.
- If you have cause for concern that a stranger is in the building with criminal intent, phone **6300** immediately.

- If someone is allowed into the Department out of hours, they will have a swipe card. You should NOT let anyone into the Department out of hours unless they have legitimate business with you. The Department will hold you responsible for any out of hours visitors you admit.

- The correct response to someone claiming to have business with a member of the Department other than yourself is to ask that person to let them in. They can contact them via the phone next to the swipe card reader.

- **The phone number for ALL emergencies is Internal 6300.** Make sure this is clearly displayed on your telephone, in case you need to use it.

More information on security can be found at:

[http://www.reading.ac.uk/security-services/](http://www.reading.ac.uk/security-services/)
6. Health and Safety

6.1 Safety

The Health and Safety Coordinator for the SMPCS is Marie Taylor, Room 119 Wager Building, marie.taylor@reading.ac.uk ext. 5220, who deals with all H&S issues relating to the staff and students in Meteorology.

The Building Support officers for the various locations who should be contacted to report building faults are as follows:

Meteorology Building WO58 and WO62
Harry Pitt Building WO56
Agriculture Building WO59
Philip Lyle Building WO32
Steve Guest s.guest@reading.ac.uk G73 Lyle Building, 01183787956

Various legal requirements concerning safety are regulated by the Health and Safety Co-ordinator and described in the School Safety Code. All staff and students should read this Code, which is posted on the School website and will be issued at the H&S induction.

The Department’s policy on un-accompanied and out-of-hours work is posted on notices in every room.

Details of first aiders and first aid boxes can be found on the Area Safety Notice boards.

**Staff should ensure that a First Aider is sought in the case of injury or illness.**

All electrical equipment used in the Department is safety tested. Anyone wishing to use personal electrical equipment such as laptops in the Department should consult Stephen Gill to arrange a safety test.

**The Department has first aiders in each of its locations a list of which can be found here:**

First aid boxes are located in the Postgraduate Office, in the central stairwell on floors 1U and 2U, in the Fluid Dynamics Laboratory and at the Atmospheric Observatory and communal areas on floor 3 & 5 in the Lyle Building.

An accident/incident online record must be completed for ALL injuries. Accidents/Incidents resulting in loss of working hours or severe injury must also be notified on the online Accident Report Form that can be found at [http://www.reading.ac.uk/internal/health-and-safety/IncidentReportingandEmergencyProcedures/emergency-incident-reports.aspx](http://www.reading.ac.uk/internal/health-and-safety/IncidentReportingandEmergencyProcedures/emergency-incident-reports.aspx)

All other incidents and near misses should be reported online via the Health and Safety Services webpage: [https://www.reading.ac.uk/internal/health-and-safety/IncidentReportingandEmergencyProcedures/IncidentNotification/](https://www.reading.ac.uk/internal/health-and-safety/IncidentReportingandEmergencyProcedures/IncidentNotification/). Please email the HSC Marie Taylor, marie.taylor@reading.ac.uk, to inform her of the incident.

6.2 Emergencies

In an emergency, the police, ambulance or fire brigade should be summoned by dialling the Emergency Control Centre at the Security Office on 6300.
It is also possible to contact the emergency services directly by dialling 0-999. Tell them you are at the Department of Meteorology, building W58 at Earley Gate.

6.3 Fire

If you discover a fire, activate the nearest fire alarm. This will cause an alarm to sound in the Emergency Control Centre, and the fire brigade will be alerted. The building is equipped with fire extinguishers for use by trained personnel, but don't put yourself at risk by trying to fight a fire.

If you hear the fire alarm, leave the building by the nearest exit and assemble at the north-east side of the car park. In addition to the main exit, fire exits are located at the end of each spur of the building, and at the front of the Sutcliffe Lecture Theatre. These exits are normally kept locked, but can be opened from the inside in an emergency. A University Fire Safety film can be found at http://www.reading.ac.uk/internal/health-and-safety/hs-training/TrainingCourseDetails/hs-training-firesafetyfilm.aspx

All members of the Department are asked to act as Fire Wardens, as described on the fire notices in each room when the alarm sounds. Fire Wardens will don fluorescent jackets – please follow their instructions. Teaching staff are responsible for evacuating students during a lecture or lab class and the seminar organiser for a seminar.

6.4 Student Health

The University of Reading Medical Practice is at
University Health Centre
9 Northcourt Avenue
Reading, RG2 7HE

Enquiries and appointments: Tel: 0118 987 4551

6.5 Occupational Health

The University’s Occupational Health provider is based on campus. The OH service is delivered by a team of health professionals who specialise in the branch of medicine that deals with the relationship between work and health. All referrals to Occupational Health should be made through your line manager or you can contact them directly by email at occupationalhealth@reading.ac.uk. For further information please visit the HR website at http://www.reading.ac.uk/internal/humanresources/WorkingatReading/humres-Occupational_Health.aspx
7. Parking at the University

7.1 Vehicle Entry Permit

To bring a car or motorcycle onto campus you will need a vehicle entry permit. These permits don’t guarantee a parking space but allow you to use designated parking on campus. You will be liable to be fined £75 if you park without a permit or outside the designated bays. You can apply for a Staff Vehicle Entry Permit online at:

http://www.reading.ac.uk/web/files/parking/VEP1_Application_Form_(April_2017).pdf

Revenue generated by Vehicle Entry Permits is used to fund initiatives from the University’s Green Transport Policy. The University also offers a car sharing scheme, you can register via

www.RUcarsharing.com

Full details relating to Parking can be found online:
Staff: http://www.reading.ac.uk/parking/staff/park-staff-parking.aspx
Students: http://www.reading.ac.uk/internal/student/OnlineStudentHandbook/osh-parking.aspx

Charges for staff parking 2018- Whiteknights and London Road campuses:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>£50.92</td>
</tr>
<tr>
<td>4-5</td>
<td>£101.85</td>
</tr>
<tr>
<td>6-8</td>
<td>£127.30</td>
</tr>
<tr>
<td>9 and Professorial</td>
<td>£203.70</td>
</tr>
<tr>
<td>Staff outside salary bands</td>
<td>As per salary equivalent</td>
</tr>
<tr>
<td>Blue Badge Holders</td>
<td>Free</td>
</tr>
</tbody>
</table>

The cost of a permit for part time staff will be calculated at 50% of the appropriate rate.

Staff Day Permits - £3.10 per permit

For queries relating to Vehicle Entry Permits:
For queries relating to car parking, please contact Whiteknights House reception at reception@reading.ac.uk, 118 378 7307.

Visitor Permits
If you are expecting a visitor, please contact Nicki Robinson in Room 1L40 in advance for a permit. If you are an academic with a PA assigned to you, please check with them first. Staff using a car on campus less than five times a year should register as a visitor on those occasions.

Student Permits
Students are only entitled to apply for a vehicle entry permit if they are not able to reach the university via public transport, or in exceptional circumstances. You’ll need to supply proof of your address, and the Security Services Manager reserves the right to ask for further documentation if required.
Applications for discretionary permits will not be considered in the first four weeks of the autumn term.

**Halls of Residence Permits**
The Student Residency agreement prohibits students living in halls to park on campus or within a one mile radius of campus. This applies to both cars and motorcycles. Except in very specific cases, students living in halls are unable to bring a vehicle to the University. The area around the University is for Residents parking only. Students with mobility issues or other extenuating circumstances that meet the Halls qualifying criteria will need to apply online for a permit via:
http://www.reading.ac.uk/parking/students/park-student-apply-for-permit-halls.aspx

7.2 **Vehicle Safety and Security**

The speed limit on campus roads is 25mph, except where a lower limit is signposted.

You park your vehicle on University premises at your own risk. Please take every sensible precaution to secure your vehicle and possessions.

**Bicycles**
Bicycles should be left in the bicycle racks provided. We recommend that bicycles are locked and insured, because bicycle theft does unfortunately occasionally occur.

**Parking Regulations**
For full details of the campus Parking Regulations, please see the link below on the second page:
http://www.reading.ac.uk/web/files/parking/VEP1_Application_Form_(April_2017).pdf
8. Research

8.1 Research centres

As well as the research undertaken by individuals and all the research groups within the Department, there are also a number of autonomous research centres funded from outside sources. These scientists work closely with staff in the Department:

**National Centre for Atmospheric Science (NCAS) – Climate**
Director: Prof. Rowan Sutton
Head of NCAS Climate @Reading: Steve Woolnough
Senior Administrator: Nicola Bray
Administration Assistant: Julia De Faveri

**Computational Modelling Services (CMS)**
Director: Prof. Bryan Lawrence
Senior Administrator: Nicola Bray
Administration Assistant: Julia De Faveri

**NERC National Centre for Earth Observation (NCEO)**
Interim Divisional Director: Professor Amos Lawless
Training & Communications Manager: Jan Fillingham
Finance Administrator: Hui Jia

8.2 Met Office at Reading

MetOffice@Reading is a group of Met Office research staff working on:

- Mesoscale Modelling
- Data Assimilation and Use of Novel Observations
- Satellite Applications
- Climate Science
- Improving Wind Profiler data use
- Urban Boundary Layer

Met Office Administration, Support and Enquiries: Khalid Mahmood. Ext 8425.
9. Academic Activities

The Department offers a range of lecture courses as part of the BSc and MSc degrees. Research staff and students are welcome to attend any course. Details may be obtained from the School Postgraduate Office or contact Tom Frame for Masters modules, Pete Inness for undergraduate modules. [http://www.met.rdg.ac.uk](http://www.met.rdg.ac.uk)

Seminars and Meetings

In addition, the following seminars and meetings take place each week in term time.

- **Departmental Seminars** with external speakers usually take place on Mondays from 12 to 1pm in the Sutcliffe Lecture Theatre, GU01. Contact: Dr Paulo Ceppi.
- **Lunchtime Seminars** with department speakers occur on Tuesdays in term-time 1 to 1:50pm in the Sutcliffe Lecture Theatre, GU01. Contact: Dr. Ross Herbert.
- **Weather and Climate Discussion** This takes place on Fridays in term-time from 12.00 to 12.50 in the Sutcliffe Lecture Theatre, GU01.

Details at [http://www.met.rdg.ac.uk/Data/CurrentWeather/wcd/](http://www.met.rdg.ac.uk/Data/CurrentWeather/wcd/)

including information about the prestigious Current Weather Game [http://www.met.reading.ac.uk/~weather/next/index.php](http://www.met.reading.ac.uk/~weather/next/index.php)

Seminar lists are posted on a notice board in the common room. All members of the department are encouraged to attend.

Other meetings occurring less frequently that may be of interest:

- **Research Group Meetings**: There are many research group meetings occurring regularly in the Department – please see the main Seminar notice board in the Coffee area.

- **For meetings of The Royal Meteorological Society**, see [https://www.rmets.org/events](https://www.rmets.org/events)

- **For informal meetings that are open to any members of the Department please see**: [http://www.met.reading.ac.uk/intramet/internal/research_groups.php](http://www.met.reading.ac.uk/intramet/internal/research_groups.php)

The Department will reimburse staff, MSc and PhD students for reasonable travel expenses to the above meetings provided this is agreed in advance with their Supervisor or course co-ordinator.
10. Social Activities

The Department has a lively social life that includes a Christmas party and pantomime, and a summer barbecue.

Members of the Department participate in a wide variety of musical and sporting activities: lunchtimes may include croquet or conkers tournaments, or fundraising entertainments, as well as seminars.

Social contact can occur through the email alias: met-social@lists.rdg.ac.uk registration is required.

11. Room bookings

The Sutcliffe Lecture Theatre (GU01) is a University facility, also used by other departments. If you want to book the Sutcliffe Lecture Theatre, follow the instructions at: http://www.extra.rdg.ac.uk/RoomBookings/ or email rooms@reading.ac.uk

In order to update our local calendar, please remember to copy any requests for GU01 to: room-booking@met.reading.ac.uk.

The Synoptic Laboratory (1L61), Seminar Room and Meeting Rooms can be booked by members of staff (after teaching commitments have been scheduled), by checking room availability here http://www.met.reading.ac.uk/intramet/home/services/room-booking/ and then emailing your request to: met-roombookings@lists.reading.ac.uk

12. Reporting building faults

If you wish to report a building fault such as a door jamming or a defective light bulb, email the problem and the location to: met-cracks@lists.reading.ac.uk
13. Reading University Atmospheric Observatory

Meteorological readings were first recorded at the University around the beginning of the 20th century. By 1904 the University had a full meteorological station and its observations started to appear in the Monthly Weather Report, published by the Meteorological Office.

The site now known as the Reading University Atmospheric Observatory (RUAO), has been located in the field adjoining Bridges Hall since 1970. Instruments used for routine climatological observations include:

- Wet and dry bulb thermometers
- Maximum and minimum thermometers
- Thermograph and hygrograph
- Piche evaporimeter
- Standard rain gauge
- Level ground rain gauge
- Alter shield rain gauge
- Tilting siphon rain gauge
- Sunshine recorder
- 5, 10, 20, 30, 50 and 100 cm soil thermometers
- Grass, bare soil and concrete minimum thermometers
- 2 metre and 10 metre wind anemometers
- British Standard evaporation tank
- Solarimeters (measuring global and diffuse radiation)
- Barometer
- Barograph

Other on-site observations include:

- Cloud amount, type and height
- Present weather (coded)
- Visibility
- State of ground
- Snow depth
- Other important weather events throughout the day
- Eddy covariance
- Vertical wind profiles
- Vertical temperature profiles
Live and captured sky images from our Atmospheric Observatory SkyCam
Lightning detection and ranging

In addition, the Department’s Automatic Weather Station (currently METFiDAS3) which has been operating on the site since 1997 provides over 100 channels of near real-time 1 second sample and 5 minute average data to our WWW site and display in the Foyer. Data is archived and available for teaching and research.

Technical staff, as part of the University Technical Services, provide technical support for research and teaching on the Atmospheric Observatory. Initial enquiries regarding the Observatory should be directed to Miss Selena Zito.

14. Additional information for Research Students

14.1 Change of address
To be able to maintain an up to date student record it is very important for you to make sure that any change of address is changed via the RISIS portal.

14.2 Demonstrating
There is an amount of paid demonstrating work available for 2nd and 3rd year research students. The Research Student Tutor gathers requirements from staff and allocates student demonstrators. **Demonstrators are required to have a zero-hours contract in place before undertaking demonstrating work.** For contracts, please contact Jessica Gardner for further information.

14.3 Desks
These are allocated by the Research Student Tutor and the Building manager.

14.4 Stationery
Stationery is available from the cabinets in Room 1L37 Met and Lyle Cabinets on Floors 3 and 5. Please inform Nicki Robinson in 1L40 Met or Dana Allen in Lyle 302C for re-ordering if you take the last of any item. Additional items may be available if you ask.

15. Additional information for Staff

15.1 Absence
Staff should inform their immediate supervisor if their work is affected by illness or personal circumstances. Staff returning from sick leave should complete a USP sickness form and pass this to their supervisor for signature. For any illness of more than 7 consecutive days, you will need to provide a doctor’s certificate to HR, as well as the USP form.
Teaching staff who are unable to give a lecture due to sickness should contact the School’s Teaching and Learning office on mps-so@reading.ac.uk or call 0118 378 8021, as early as possible so that students can be informed of this absence.

15.2 Holidays and travel

Holiday requests are made through the Employee Self Service. Check first with your line manager in good time, and if possible communicate to others in your group to allow you to make arrangements for cover during your absence.

- Ensure that all commitments relating to teaching and administration duties are covered, either by rearranging classes or by arranging for a colleague to cover for you - please do not just cancel a class;
- Ensure that you are up to date with any work and where possible pre-empt any matters that might need attending to while you are away and to arrange for a colleague to handle these for you should the need arise, and to ‘catch up’ with any work or issues that have arisen while you were absent;
- Stay in regular e-mail contact with staff and students – if this is not possible please make sure you have set up the automated “away from email message” and arrange with a colleague to field queries on your behalf. Please add a line about FOI requests as follows to our out of office message: “If your email is a request under the Environmental Information Regulations or Freedom of Information then please re-send this to imps@reading.ac.uk
- If you start during the middle of the year, you will be allocated a pro-rata share of your holiday allocation, which you will need to take before the end of September. If you have not used your entire allocation by the end of September, you can carry over up to 5 days until the end of the year, but need to use these up by the end of that time or you will lose these.

Staff on fixed-term contracts are not paid for accrued holidays NOT taken when they come to the end of their contracts. They should either take all of their holiday allocation for that year, before they finish their employment, or they will lose these days.

15.3 Diary management

Staff should ensure that their movements are recorded on an electronic diary system. The preferred system is the University’s MS Outlook system, which the university supports, and this allows you to share your movements with colleagues, make direct appointment requests. You should make sure that direct colleagues and PAs have access to these electronic diaries.

15.4 Travel on University business

If you are intending to be away at a conference or workshop, please let your Administrator (or your PI’s Administrator) know of your movements. You should also complete a School Travel Details Form which records this information as well as lists the University’s travel insurance details. This form should be sent to your Health and Safety Coordinator with a copy to your administrator.

You also need to upload this information onto the University online travel form which you can find here: http://www.reading.ac.uk/internal/finance/Insurance/fcs-ins-business.aspx

PLEASE NOTE: overseas travel claims will not be paid unless this form has been completed prior to travelling.
Full details of the University’s insurers can be found on the University website (Staff Portal / A-Z information / Insurance Office).
If you are claiming expenses through a claim form, these can be found here:

http://www.reading.ac.uk/internal/finance/fcs-expenseclaimsform-open.aspx

General rules on our expense claim & hospitality policy can be found at: http://www.reading.ac.uk/web/FILES/finance/FinanceExpensesHospitalityPolicy.pdf Please refer to Section 4 for details on our travel policy. Information on maximum limits for hotels and subsistence are listed on pages 16 and 17.
When completing an expense claim, please note:
• Handwritten forms will not be accepted
• Accounting section can be left blank
• The reason/event should be included on the first page (only print second page if claiming for mileage)
• Forms must be printed and signed- digital scans will not be accepted
• Original receipts must be included. Copies will only be accepted for shared meals, which must be highlighted clearly.
• If currency is different, please use: http://www.oanda.com/currency/converter/ to convert to correct daily rate
• Please post form & receipts to event organiser as soon as possible to prevent outdated forms being submitted

15.5 Change of address

Staff should update their information on the Employee Self Service portal with any change of address.

15.6 Performance and Development Reviews - PDR
The University considers the opportunity of a regular PDR as a right for all staff, including those with part-time and short-term rolling contracts. Full details of the scheme can be found at: http://www.reading.ac.uk/internal/humanresources/WorkingatReading/PerformanceandDevelopmentReview.aspx

15.7 Contract Research staff
There is further information of use to contract research staff at: http://www.reading.ac.uk/internal/researchstaff/rstaff-home.aspx
NOTES: -
NOTES: -
NOTES: -
In case of emergency

Call the Emergency Control Centre at the Security Office on ext. 6300.
It is also possible to contact the Emergency Services directly by dialling 0-999.

Meteorology Building No 58, Earley Gate Entrance
Philip Lyle Building No. 32, Pepper Lane Entrance

First Aid
Staff should ensure that a First Aider is sought in the case of injury or illness.

Department First Aiders

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linda Tse</td>
<td>Meteorology</td>
<td>3L46</td>
</tr>
<tr>
<td>Ros Hatcher</td>
<td>Meteorology</td>
<td>1U08</td>
</tr>
<tr>
<td>Amulya Chevuturi</td>
<td>Meteorology</td>
<td>3L60</td>
</tr>
<tr>
<td>Dawn Turner</td>
<td>Meteorology</td>
<td>2U01</td>
</tr>
<tr>
<td>Debbie Turner</td>
<td>Meteorology</td>
<td>2L51</td>
</tr>
<tr>
<td>Carly Wright</td>
<td>Meteorology</td>
<td>1U07</td>
</tr>
<tr>
<td>Wendy Neale</td>
<td>Meteorology</td>
<td>1L35</td>
</tr>
<tr>
<td>Ross Herbert</td>
<td>Lyle</td>
<td>505</td>
</tr>
<tr>
<td>Michaela Hegglin</td>
<td>Lyle</td>
<td>302A</td>
</tr>
<tr>
<td>Dana Allen</td>
<td>Lyle</td>
<td>302C</td>
</tr>
</tbody>
</table>

First Aid Boxes:
Central Stairwell on floors 1U and 2U (opposite lift).
Fluid Dynamics Laboratory, GL42.
Postgraduate Office, 1L42.
Atmospheric Observatory. Field Teaching Laboratory
Instruments Workshop, GL62.
Joint Mechanical Workshop, GL40.
Lyle Building - Floor 3 & 5 Communal Area