



**Applies to TU Dublin Tallaght Campus
from Jan 1st 2020**

**Severe Weather Management and Communications
Plan
for
Scheduled Classes and Examination Venues
2019/20**

Office of the Registrar

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Severe Weather Management and Communications Plan

Introduction

The primary objectives of this plan are as follows:

- a) Safety and security of students, staff, and visitors;
- b) Mitigation of damage; and,
- c) Restoration of business and academic operations as quickly as possible.

Although relatively rare, the greater Dublin region does experience significant weather events making it important to have a contingency plan and communication process in place should a major disruptive weather event occur. This plan will also be activated in the event of other emergency situations.

Met Eireann will issue a Severe Weather Warning whenever there is an expectation that any of the following weather conditions will occur within the next 24 hours:

- Widespread heavy rainfall with risk of severe flooding.
- Widespread snowfall with potential to cause severe disruption to traffic and other services.
- Widespread severe gales or storms with potential for gusts causing structural damage including felling of trees.

The severe weather plan is designed as a guideline to coordinate and control weather preparation and response steps. The timing and implementation of any or all steps may be altered based upon the facts and circumstances surrounding any individual weather event.

Students and staff should be aware that weather events can be quite localised and where warnings are issued by Met Eireann or other state agencies, students and staff should consult the TU Dublin Tallaght website regularly for updates.

This plan may be adapted to fit situations where events require closure, suspension or lockdown of campus facilities for reasons other than weather e.g. local area smoke plumes, toxic gas leaks etc.

Levels of alert

Three Levels of alert are described:

- a) **Level 1: Severe weather conditions suspending normal activity.** This will apply where the severe conditions are forecast and/or arise outside of normal business hours resulting in a decision to suspend opening of the University.
- b) **Level 2: Severe weather conditions – closure and evacuation.** This will apply where the severe conditions arise inside normal business hours resulting in a decision to close and evacuate the University.
- c) **Level 3: Exceptional weather conditions – campus or venue lockdown.** This will apply where the severe conditions arise inside normal business hours resulting in a decision to lock-down the University for the duration of the event.

Disruption of Scheduled Classes and/or Examinations

- a) Timetabled classes and examinations are considered an essential service. Every reasonable step is taken to ensure they can continue in a safe manner in the event of a severe weather event.

This would apply in situations where conditions on campus or at an examination venue are not so severe as to warrant suspension of classes / examinations but severe enough in other locations to prevent students being able to come safely to the campus or examination venue.

- b) Students and staff are directed in the first instance to the TU Dublin Tallaght Severe Weather Plan available at <http://www.it-tallaght.ie/severe-weather>.
- c) In the case of formal end of semester examinations, for logistical and operational reasons, disruption may mean that affected examinations will be rescheduled to the next available planned provision of examinations.
- d) In the event of the campus/examination venue being open, all students are expected to attend classes / examination(s) as timetabled if they consider it is safe to do so.
- e) Students unable to attend a final examination on a day when external services (e.g. transport) have been suspended/severely disrupted must register their absence for that day by contacting the Office of the Registrar. In the case of mid-term / continuous assessments, students should contact their School/Department Office not the Office of the Registrar. Those registered as absent will be automatically awarded a further first attempt to sit the examination at the next available opportunity.

- f) Students who do not attend for final examination and fail to register their absence on the day when external services are severely disrupted, need to submit an Extenuating Circumstances Application, accompanied by the appropriate evidence, in order to be considered for another first attempt of the missed final examination. This may be done by writing to the Office of the Registrar specifying the time and date of the examinations concerned, the specific reason for the absence, and supporting evidence to show that conditions or services in the student's locale were in fact suspended/disrupted.

Communications during an extreme weather event

In the event of a severe weather warning, an alert will be issued to students and staff of the University. The alert will advise if classes or examinations are suspended and whether students and staff need to make travel plans in the event of an University closure.

Reasonable effort will be made to provide weather updates via TU Dublin Tallaght webpages and to students via available social media. Communications will include information on:

- Links to information on the progress and tracking of the weather event.
- Updates on when the University will reopen and when classes/examinations will resume.
- Students and staff will be advised to proactively check current weather conditions at Met Eireann

(<http://www.met.ie/forecasts/regional.asp?Prov=Leinster>).

University Closure

If required, the President (or nominee) will make the decision to close the University in accordance with the following situation levels: -

Level 1 – Severe weather conditions suspending normal activity

- a) If conditions warrant it, scheduled on-campus events and/or off-campus events will be deferred. In this Level, the University will close or remain closed.
- b) Insofar as it is reasonably practicable:
 - (i) Students will be advised if classes/examinations are deferred and advised to staying at home or consider homeward travel if already on route to the University.
 - (ii) Staff will be advised if normal activity is deferred and advised to make decisions about travel home in conjunction with their managers.
 - (iii) Regular updates will be provided about any areas on campus where there are safety concerns.
- c) Post the emergency event, decisions will be taken and communicated as appropriate on when deferred classes or examinations can be rescheduled.

Level 2 – Severe weather conditions – closure and evacuation

- a) If the University must close due to an emergency or severe weather event, all scheduled on-campus events (including external venues used for University events) will be suspended. Staff will be requested to secure work areas, relocate equipment if flooding is expected, and to then leave the campus.
- b) Regular updates will be provided about any areas on campus where there are safety concerns.
- c) When the University is closed, students and non-essential staff are officially requested to leave the University. Staff members choosing to stay on campus are required to notify Security about their location and intended departure time.
- d) If a full evacuation is ordered, all non-essential staff will be required to leave the University. When the University is officially closed, students are not permitted to remain on campus.
- e) In such event, students are responsible for securing their own accommodation and transportation arrangements.
- f) Post the emergency event, decisions will be taken and communicated as appropriate on when deferred classes or examinations can be rescheduled.

Level 3 – Exceptional weather conditions – campus or venue lockdown

- a) If weather conditions arise so severe that leaving the campus (or other venue being used by the University to host an event) is not a safe option, the University will be officially closed and locked down.
- b) All persons on campus (or attending the other venue being used by the University to host an event) will be advised to remain inside the buildings and do the following:
 - Move all people away from windows.
 - Close all curtains, drapes and blinds where possible.
 - Shelter in the strongest part of building (e.g. central corridors).
 - Vacate large areas with glass atriums or glass roofs.
 - If any person must urgently leave the campus during a campus lockdown due to severe weather conditions, call Security Services on ext. 6888 for assistance.
- c) Post the emergency event, decisions will be taken and communicated as appropriate on when deferred classes or examinations can be rescheduled.

Returning to normal after a storm/emergency event

- a) The timeline for recovery after a weather / emergency event will vary depending upon the severity of weather/storm damage sustained on campus. Normal campus services will resume as soon as it is safe and practicable.
- b) Immediate recovery activities will be determined and directed by the Estates Manager in consultation with the President or their nominees.
- c) All decisions will be communicated via the TU Dublin Tallaght Home Page (www.it-tallaght.ie) and the University's official social media channels.

Expectations for staff after a storm / severe weather event

In cases of University closure, the following mechanisms will be used to contact staff and provide information about University activities after a storm:

- All staff will be required to check in with their supervisor/line manager within a reasonable amount of time after the event.

- Staff will be required to report for duty as soon as practicable after they are requested to return to work.

Expectations for students after a storm / severe weather event

In cases of University closure, the following mechanisms will be used to contact students and to provide information about University activities after a storm:

- The University will provide information via the TU Dublin Tallaght Home Page (www.it-tallaght.ie) and the University's official social media channels.
- The University may also communicate with students via their email addresses, mobile phones, SMS text or other University's official social media channels.

Appendix 1: Emergency Communication Statements

Statement 1: Examinations cancelled

TU Dublin Tallaght campus and examination venues are closed. Scheduled examinations for **Day DD-Mon-Year** are cancelled due to severe weather conditions. Affected examinations will be rescheduled when possible. Check the TU Dublin Tallaght web pages for regular updates. Any change to this status will be communicated via the University website, Moodle and official social media in as timely a manner as possible.

Statement 2: Classes cancelled

TU Dublin Tallaght campus is closed. Scheduled classes for **Day DD-Mon-Year** are cancelled due to severe weather conditions. Affected classes will be rescheduled when possible. Check the TU Dublin Tallaght web pages for regular updates.

Statement 3: Examinations going ahead

TU Dublin Tallaght campus and examination venues are open. Scheduled examinations for **Day DD-Mon-Year** will proceed as advertised in the Examinations Timetables available online. Any changes to this status will be communicated via notice boards, the University website, Moodle and official social media in as timely a manner as possible.

Statement 4: The University Remains Open

The college remains open and will continue to monitor the situation via Met Eireann forecasts and updates. Any change in status will be communicated via notice boards, the University website, Moodle and official social media in as timely a manner as possible. Operational updates can be viewed via our website

Statement 5: The University will Close

In response to the Met Eireann forecast at **(Time & Date)** the college will close at **(Time & Date)** with an intention to re-open at **(Time & Date)**. Please monitor our website for operational updates.

Statement 6: The University Remains Closed

In response to the Met Eireann forecast at **(Time and Date)** the college remains closed with an intention to reopen at **(Time & Date)**. Please monitor our website for operational updates

Statement 7: The University is Unable to Reopen Until

As a result of the impact of the severe weather we have been experiencing the building services of the University are not operating properly and as a result will close at **(Time & Date)** with an intention to re-open at **(Time & Date)**. Please monitor our website for operational updates.



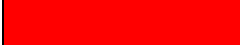
Statement 8: The University Remains Closed Until

As a result of the impact of the severe weather we have been experiencing the building services of the University are not operating properly. The college remains closed with an intention to re-open at **(Time & Date)**. Please monitor our website for operational updates.

Appendix 2: Adverse Weather - Examinations Protocol

In the event of extreme weather conditions during sessional examinations, the University has prepared a protocol for students and staff should this occur.

This protocol identifies TU Dublin – Tallaght’s response to severe weather warnings or conditions as communicated by Met Eireann via their weather warning indicators. These warnings are presented in three categories:

Status Yellow	
Status Orange	
Status Red	

Further information is available at <http://www.met.ie/nationalwarnings/warnings-explained.asp>

The following procedures will be put in place and it is important that you familiarise yourself with them.

- a) The assumption is that examinations will run as timetabled in all examination locations both on-campus and off-campus.
- b) The University website www.it-tallaght.ie will be updated on a regular basis with information relating to the running of sessional examinations.
- c) Where possible, the ExaminationsOffice.Tallaght@TUDublin.ie¹ email address will be operational to answer any examination queries should examinations be postponed.
- d) In the event of postponed examinations, the University authorities will inform students of any decision to reschedule the postponed examinations only.

If the weather deteriorates during the day

- The college authorities will make a decision on when to close the University and to postpone the examinations
- The decision will be posted on the University website and on the various electronic noticeboards throughout the University

¹ ExaminationsOffice.tallaght@tudublin.ie or Examinations.Tallaght@TUDublin.ie

- Where possible, the ExaminationsOffice.Tallaght@TUDublin.ie email address will be operational to answer any examination queries should examinations be postponed
- If there is a decision to postpone examinations during the day, it will be announced to students and staff who are located at the different examination venues.
- Where possible, emails and text messages will be sent to all students as soon as the College authorities have made a decision on whether to run examinations or not. It is important that your correct phone number and email address is up to date (*you can do this on your Moodle page²*).

In the event of severe overnight weather

- Should the weather deteriorate overnight, the University authorities will make a decision on whether or not the University will open and whether or not examinations will be postponed
- The decision will be posted on the University website as early as possible.
- While reasonable effort will be made to email / text students and staff, it may not always be possible to do so.

How can you help?



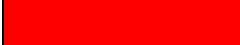
- Keep checking the University's website for updates
- Inform fellow classmates and colleagues who may not have access to the internet or other communication services
- If the weather is particularly bad in your area, you should consider not travelling to the examination centre. In the event of a severe weather event, you can always request to defer your examination by completing an examination deferral form, available at www.it-tallaght.ie/studentforms and stating that you could not travel due to adverse weather conditions.

² Login to Moodle. Place the cursor over your Name / Profile picture. Select 'Preferences', then 'Edit Profile' to edit your profile. Then scroll down and expand the Optional tab, scroll down some more and update the Mobile phone field to your preferred number.

Appendix 3: Adverse Weather – Scheduled Classes Protocol

In the event of extreme weather conditions during semester, the University has prepared a protocol for students and staff should this occur.

This protocol identifies IT Tallaght's response to severe weather warnings or conditions as communicated by Met Eireann via their weather warning indicators. These warnings are presented in three categories

Status Yellow	
Status Orange	
Status Red	

Further information is available at <http://www.met.ie/nationalwarnings/warnings-explained.asp>

The following procedures will be put in place and it is important that you familiarise yourself with them.

- a) The assumption is that scheduled classes will run as timetabled in all locations both on-campus and off-campus
- b) Where an in-class continuous assessment (CA) was planned for the affected day, the lecturers concerned will be asked to reschedule those CA events and/or replace them with CA assignments that may be completed out-of-class or online. This will be communicated via Heads of Department**
- c) The University website www.it-tallaght.ie will be updated on a regular basis with information relating to the running of scheduled classes
- d) Where possible, the RegistrarsOfficeAdmin.Tallaght@TUDublin.ie³ email address will be operational to answer any examination queries should examinations be postponed
- e) In the event of postponed classes, the University authorities will inform students of any decision to reschedule the postponed classes only.

If the weather deteriorates during the day

³ RegistrarsOfficeAdmin.Tallaght@TUDublin.ie or RegistrarsOffice.Tallaght@TUDublin.ie

- The college authorities will make a decision on when to close the University and to postpone the scheduled classes
- The decision will be posted on the University website and on the various electronic noticeboards throughout the University
- Where possible, the RegistrarsOfficeAdmin.Tallaght@TUDublin.ie email address will be operational to answer any queries should schedule classes be postponed
- If there is a decision to postpone scheduled classes during the day, it will be announced to students and staff who are located at the different college venues
- Where possible, emails and text messages will be sent to all students as soon as the College authorities have made a decision on whether or not to run scheduled classes. It is important that your correct phone number and email address is up to date (*you can do this on your Moodle page*⁴).

In the event of severe overnight weather

- Should the weather deteriorate overnight, the University authorities will make a decision on whether or not the University will open and whether or not examinations will be postponed
- The decision will be posted on the University website as early as possible.
- While reasonable effort will be made to email / text students and staff, it may not always be possible to do so.

How can you help?

- Keep checking the University's website for updates
- Inform fellow classmates and colleagues who may not have access to the internet or other communication services
- If the weather is particularly bad in your area, you should consider not travelling to the examination centre. In the event of a severe weather event, you can always request to defer your examination by completing an examination deferral form, available at www.it-tallaght.ie/studentforms and stating that you could not travel due to adverse weather conditions.

⁴ Login to Moodle. Place the cursor over your Name / Profile picture. Select 'Preferences', then 'Edit Profile' to edit your profile. Then scroll down and expand the Optional tab, scroll down some more and update the Mobile phone field to your preferred number.

Appendix 4: Communications – Key Contacts

Web page: www.it-tallaght.ie

Name	Contact details (Tel. / Mobile / Email)	Type of Communications
Thomas Stone, President	01-404-2802 / 2110 / 087-6793-901 Thomas.Stone@TUDublin.ie	
Ken Carroll, Registrar	01-404-2090 / 086-8846-780 Ken.Carroll@TUDublin.ie	Coordinate student communications
Adrian Payne, Marketing & Communications Manager	01-404-2886 Adrian.Payne@TUDublin.ie	General Communications
Michael Quinlan, HR Manager	01-404-2120 Michael.Quinlan@TUDublin.ie	Staff communications
Stephen Keegan, IT Manager	01-404-2624 Stephen.Keegan@TUDublin.ie	General Communications
Deirdre Corcoran, ASAAM	01-404-2344 Deirdre.Corcoran@TUDublin.ie	Student communications
Brendan Harte, Administration Manager, Registry	01-404-2131 Brendan.Harte@TUDublin.ie	Student communications
Eoin Campbell, Educational Technologist, (CeLT)	01-404-2743 / 01-492337 eoin.campbell@TUDublin.ie	Student communication via Moodle
Amy Keatinge, President, Deputy President TUDSU	01-404-2552 / 087-4007-510 supres@ittdublin.ie	Student communication via social media
Lee Bennett, Education Officer TUDSU	01-404-2554 / 087-4007-511 sueducation@TUDublin.ie	Student communication via social media
Megan O'Neill, Welfare Officer TUDTSU	01-404-2562 / 087-4007-512 sueducation@TUDublin.ie	Student communication via social media
Paul Campbell, Estates Manager	01-4042-630 Paul.Campbell@TUDublin.ie	
John Heaney, Senior Caretaker	01-4042-610 John.Heaney@TUDublin.ie	
Paul Butler – Webservices / Marketing & Communications	01-404-2829 paul.butler@TUDublin.ie	Web updates
David Dunne, Registry	01-404-2343 David.Dunne@TUDublin.ie	Student communication via Moodle and BI lists
Jennie Clinton, Exams Office	01-404-2295 Jennie.Clinton@TUDublin.ie	Student communication via Moodle and BI lists
Katherine Walsh, Marketing	085 729 4646	Facebook site
Oakview Crèche Safety Officers: Dayna Cunningham Managing Director / Clódagh Moynihan	DC: (01) 451-1726 Dayna@oakviewhouse.ie CM: (01) 451-1726 Clodagh@oakviewhouse.ie tallaght@oakviewhouse.ie	Oakview House Crèche - parents
David McDonnell, Synergy Manager	01-404-2221 David.P.McDonnell@TUDublin.ie	Synergy clients / Synergy Global