



Red Weather Alerts

Operational Procedures for On
Campus Events, Teaching and
Assessment Activities

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1. Document Control Summary

| Area | Document Information |
|-------------------------|---|
| Author | Faculty Deans |
| Updated by | VP Sustainability, Estates Operations Manager, Chief Communications and Marketing Officer |
| Owner | President |
| Reference number | |
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| Status | Approved |
| Approved by | University Executive Team |
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| Document Classification | Public |

2. Introduction / Context

Red weather warnings occasionally are issued that impact on the ability of staff and students to attend on TU Dublin campuses and may also impact on the opening of the campuses. Many aspects of the operation of the university may be impacted by such events and this document focusses specifically on the impact on classes and assessments.

3. Purpose

The purpose of this document is to set out the procedures that will operate in relation to classes, assessments, and on campus events¹ in the event of a red weather warning operating in Dublin.

4. Scope

The procedures apply to all staff¹ except for campus and estates support staff due to the nature of their responsibilities in relation to building operations.

The procedures below apply if **red** weather warning operates in Dublin.

5. Definitions

'Red weather warning' refers to official weather red weather warnings issued by Met Éireann – The Irish Meteorological Service.

6. Roles and Responsibilities

Red weather warnings are notified by Met Éireann. The UET member responsible for Campus & Estates is issued with red weather warning information. This UET member liaises with the Registrar and Deputy President and Chief Infrastructure Officer to activate the Red Weather Warnings Procedure. The UET member responsible for Campus & Estates agrees communications to be issued by Chief Marketing & Communications Officer as per pro forma communications below.

7. Procedure Details:

7.1 Procedure Overview

The procedures below apply if **red** weather warning operates in Dublin.

TU Dublin position approved by UET:

- Campus Estates teams to initiate building re-opening processes not later than 2 hours after lifting of red weather warning.
- TU Dublin is operational 3 hours after lifting of red weather warning.

¹ Events hosted on campus - externally, community, or University led.

- Classes and events commence no earlier than 1 hour after TU Dublin is operational.

7.2 Procedure Details

In the event of a red weather warning operating in surrounding counties but not in Dublin, then classes on campus will operate as normal but students who cannot travel to campus because of a red weather warning in their home location will not suffer any academic penalties due to their not being present on campus.² Where a staff member cannot travel to campus due to residing in a surrounding county in which a red weather warning operates then the class or event will be rescheduled or cancelled or, where appropriate, delivered online.

1. **Scenario 1:** Red Weather Warning commences during the day or night of the previous day.

Scenario 1a: Red weather warning ends no later than 7 am:

- a. University is operational at 10 am.
- b. All classes and events scheduled at 09:00, and 10:00 are rescheduled or cancelled.
- c. Classes commence as normal on campus at 11:00.

Scenario 1b: Red weather warning ends later than 7 am:

- a. No in-person classes or events will take place on campus on that day.
- b. Lectures and tutorials will take place online. Students will be invited to online class by the lecturer.
- c. A remote exercise will take place instead of practical classes, if possible. If that is not possible then practical class is rescheduled or cancelled.

2. **Scenario 2:** Red Weather Warning is due to commence during a working day, i.e. beginning after 7am.

- a. The default position is that no in-person classes or events will take place on campus on that day.
- b. Lectures and tutorials will take place online. Students will be invited to online class by the lecturer.
- c. A remote exercise will take place instead of practical classes, if possible. If that is not possible then practical class is rescheduled or cancelled.
- d. In some situations, a School may decide that classes may take place on-site on that day, but such classes must cease not later than 3 hours before commencement of the red warning. In that event classes may resume

² In such cases the red weather warning will be considered as an extenuating circumstance for such students.

online later in the day, but not before the time of the time of the red warning coming into effect.³

Note:

- In the case of Scenarios 1b or Scenario 2, written exams that are scheduled for that day will be rescheduled.
- As some students may live in areas affected by power outages, lectures and tutorials that are delivered online may be recorded and made available to students.
- In the event of it not being possible for an online class or event to take place due to power outage in the location of the staff member, the class or event will be rescheduled where possible, cancelled or postponed.
- Where feasible, it is recommended that Schools develop a set of online activities that can be held in reserve and made available *in lieu* of practical classes in the event of such weather emergencies. Students who cannot engage in those activities due to power outages will not suffer any academic penalties.
- Communication to students and staff on arrangements in the event of a red weather warning will be from the University and will be via the usual communication channels (email, social media, website, etc.). The Head of Library Services and/or the Assistant Head of Library Services: Client & Faculty Services will provide the Communications and Marketing team with the reopening times of the University's libraries.
- Following a general communication from the University, the Head of School, or designated nominee, will communicate with students in the School in relation to any particular School-specific arrangements. This communication will be via email.
- Following a general communication from the University, the Head of School/Service/Function, or designated nominee, will communicate with staff and event attendees in relation to any particular event-specific arrangements. This communication will be via email.
- In any situation where Campus-specific arrangements that are different from the normal are required then this will be communicated by the office of the Chief Communications and Marketing Officer as authorised by UET member responsible for Campus & Estates in consultation with the Chief Infrastructure Officer and Estates Operations Manager.

³ Communications relating to onsite classes will be issued by individual Schools and not by University Communications & Marketing.

Proforma Email Communications to Students and Staff

The dates and times below are for illustrative purposes only.

Scenario 1a: Red weather warning ends no later than 7 am:

Status Red weather warning: University classes are cancelled until 11:00am on Monday, 10 February 2025

As Storm ABC moves across the country, Met Éireann has issued a red weather warning for Dublin. According to Met Éireann, the warning is valid from **00:00 am to 07:00 am on Monday, 10 February 2025**. Under a Status Red warning, travel is not advised until the alert has finished.

As a result of this extreme weather warning, TU Dublin campuses will be closed until **10:00am** and classes cancelled until **11:00 am**. Staff and students are advised to adhere to the guidance issued by Met Éireann and the National Emergency Coordination Group. During this closure, the Library's Online services will be available 24/7, with the university's **Library** in-person services becoming fully operational at **11:00am**.

The University will continue to monitor the Met Éireann weather warnings and will provide a further update if circumstances change. Please follow our social media channels and check your email for updates.

Scenario 1b: Red weather warning ends later than 7 am:

Status Red weather warning: TU Dublin Campuses are Closed and Lectures Online on Monday, 10 February 2025

As Storm ABC moves across the country, Met Éireann has issued a red weather warning for Dublin. According to Met Éireann, the warning is valid from 00:00 am to 11:00 am on **Monday, 10 February 2025**. Under a Status Red warning, travel is not advised until the alert has finished.

As a result of this extreme weather warning:

- TU Dublin buildings and campuses will be closed today.
- All classes today will take place online. Students should check their email regularly for updates from lecturers on classes for the day.
- On campus events will move online or be re-scheduled.
- During this closure, the Library's Online services will be available 24/7.

Staff and students are advised to adhere to the guidance issued by Met Éireann and the National Emergency Coordination Group.

The University will continue to monitor the Met Éireann weather warnings and will provide a further update on expected campus re-openings. Please follow our social media channels and check your email for updates.

Scenario 2: Red Weather Warning is due to commence during the working day.

Status Red weather warning: TU Dublin Campuses Closed from 12:00pm and Lectures take place Online on Monday, 10 February 2025

As Storm ABC moves across the country, Met Éireann has issued a red weather warning for Dublin. According to Met Éireann, the warning is valid from **14:00 am to 23:00 pm on Monday, 10 February 2025**. Under a Status Red warning, travel is not advised until the alert has finished.

As a result of this extreme weather warning:

- TU Dublin buildings and campuses will close today from 12:00pm.
- The vast majority of classes today will take place online. Students should check their email regularly for updates from lecturers on classes for the day.
- On campus events will move online or be re-scheduled.
- During this closure, the Library's Online services will be available 24/7.

Staff and students are advised to adhere to the guidance issued by Met Éireann and the National Emergency Coordination Group.

The University expects that our campuses will reopen tomorrow as normal, but we will continue to monitor the Met Éireann weather warnings and will provide a further update if circumstances change. Please follow our social media channels and check your email for updates.

Other considerations:

- The cold weather in January 2025 highlighted the need for communicating with students and staff in the event of bad weather where Met Éireann advises of dangerous travelling conditions on roads or foot and travel disruption – e.g. during Orange and Yellow alerts.

7.3 Approval process

This procedure was approved by the University Executive Team on 25 March 2025. Updates to the procedure are identified in the Document Control Summary.

7.4 Change Process

This document will be reviewed by the University Executive Team on an annual basis. Input to the annual review will be obtained from: Campus & Estates, Faculties, Academic Affairs, Student Services and Wellbeing, and Communications & Marketing.

8. Related Documents

9. Conclusions

10. Appendix

11. Document Management

11.1 Version Control

| VERSION NUMBER | VERSION DESCRIPTION / CHANGES MADE | AUTHOR | DATE |
|----------------|--|---|------------------|
| 1.0 | First version | Faculty Deans | 13 November 2024 |
| 1.1 | Updated version, following 1 st implementation of new procedure | VP Sustainability, Estates Operations Manager, Chief Comms & Marketing Officer | 25 March 2025 |
| | | | |

11.2 Document Approval

| VERSION NUMBER | APPROVAL DATE | APPROVED BY (NAME AND ROLE) |
|----------------|------------------|-----------------------------|
| 1.0 | 13 November 2024 | John Doran, President |
| 1.1 | 25 March 2025 | Deirdre Lillis, President |
| | | |

ⁱ See Estates Support Staff Opening and Closing Standard Operating Procedures document.