

College Closure Procedures

Level	Circumstances	Situation in relation to College activities, services, access, etc.	Access Arrangements
A	Health & Safety or security concerns, weather	A. Closed to visitors - no restrictions on College academic activities, admin/services, facilities, etc.	A. Pedestrians - Front Gate, Nassau St, CRANN Gate. Vehicles - LPG and Pearse St Gate (usual hours) Above gates manned by security
B	Health & Safety or security concerns, weather	B. Teaching cancelled, closed to visitors. No restrictions on other activities or facilities - Library, research, services, administrative offices, sports facilities, etc.	B. Pedestrians - Front Gate & Pearse St Gate Vehicles - Pearse St Gate (all day)
C	Extreme weather conditions, High level security concerns, civil unrest High Level health & safety concerns 25th & 26th December - holiday closure	C. College closed - no teaching, no academic activity, no administrative/support service or recreational facilities open. Access for essential staff and residents only.	C. Residents & essential staff - access via Front Gate only. Vehicles - LPG (restricted to residents & essential staff) The access arrangements above (A,B & C) will be subject to change, depending on the prevailing security & safety situation on Campus.

Notes

1. Planned closure, eg., due to deteriorating weather conditions, will normally be preceded by an email notice allowing approx 2 hours for an orderly closure of facilities on Campus.

Security will exercise discretion in relation to admitting staff and students for essential work related reasons following such closures.

2. Closures related to emergency security or safety circumstances may be immediate with minimum notice.

3. Closure notices will be circulated by email where circumstances and time permit, eg., weather or IR circumstances. In the case of an unplanned, emergency closure notice will be communicated using 'word of mouth' (security & other staff), by phone, PA systems and will be confirmed by email.

4. All members of the College Community are requested to co-operate fully, in a timely manner, with any planned closure arrangements. In the case of a closure related to a security or safety emergency, all members of the College Community must comply immediately with all evacuation instructions.

5. Admission of service/delivery vehicles during a closure will be assessed and approved, or otherwise, depending on the circumstances prevailing and the urgency of the service/delivery.

6. Events -where College is closed to visitors a decision will be made on cancelling events scheduled during the closure, this will include seminars, public lectures, sporting fixtures, chapel events, etc.

7. In the case of a planned closures due to adverse weather conditions, the termination of facilities provided by Service and Administrative departments/sections will be co-ordinated, and all offices/departments/sections will remain open until the designated closure time, even if facilities are 'manned' on a 'skeleton' basis due to staff shortages.
8. Partial closures, eg., of certain buildings, areas, gates, etc., on Campus will not generally require the exclusion of staff, students or visitors from other areas of Campus.
9. Sports facilities - where College is closed to visitors this restriction will apply to corporate members of the Sports Centre.
10. Where College routine is disrupted due to an IR dispute, a specific communication will be issued, explaining the impact of the dispute on academic and administrative/service activities, as well as the access arrangements operating for the duration of the disruption.