

* The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

The University of Tokyo Rules Regarding Crisis and Risk Management

Established on February 18, 2010
The University of Tokyo Rule No. 73

Article 1 Purpose

The purpose of this rule is to provide an accurate and expedient way for The University of Tokyo (hereinafter referred to as the University) to determine the countermeasures for crisis events and risks to ensure the safety of our staff and to promote social responsibility.

Article 2 Definitions

The definition of the terms listed in this regulation shall be governed by the following definitions.

- (1) Crisis: Event where the safety, property, or the performance of the University's educational and research activities of the students, faculty and others associated are affected by incidents such as natural disasters, fire, and infectious diseases by causing serious damage or hindering the institutional integrity of the University.
- (2) Crisis and Risk Management: Refers to organizational activities undertaken to minimize damage in the event of a crisis and other precautionary activities to prevent crisis events at the University.
- (3) Heads of Departments: Refers to the heads of the Affiliated Secondary School and the University Hospital, as well as the heads of organizations listed in Chapters 3 and 4 of The University of Tokyo Rules on Basic Organization.
- (4) Staff Members: Refers to the academic and administrative staffs as stipulated in Articles 9 and 10 of the University of Tokyo Rules on Basic Organization.

Article 3 Responsibilities of the President

- (1) The President must oversee crisis and risk management at the University, and must endeavor to enhance the University crisis and risk management system.
- (2) The Executive Vice Presidents as well as the Vice Presidents must take charge of crisis and risk management within their jurisdiction and also support the President.
- (3) Heads of departments must oversee crisis and risk management in their own departments and endeavor to enhance the crisis and risk management system of their respective departments.

- (4) Staff members must abide by the instructions given by the President, Executive Vice Presidents, Vice Presidents, Heads of Departments, and others with authority, so that crisis and risk management systems at the University can function properly and effectively.

Article 4 Director of Crisis and Risk Management

- (1) The President shall appoint a Director of Crisis and Risk Management from one of the Executive Vice Presidents.
- (2) The Director of Crisis and Risk Management, along with the other Executive Vice Presidents and Vice Presidents shall modify the measures concerning crisis management according to the departments. Moreover, the Director shall aim to improve the University Crisis and Risk Management System by inspecting, evaluating, and modifying the system.

Article 5 Measures for Improvement of the Crisis and Risk Management System

- (1) The President, Executive Vice Presidents, Vice Presidents as well as the Heads of Departments shall prepare and distribute materials such as manuals on crisis and risk management and carry out training during non-crisis situations to enhance the crisis and risk management system.
- (2) President, Executive Vice Presidents, Vice Presidents and Heads of Departments shall provide documents and other necessary information to students, staff members and others to promote crisis and risk management.

Article 6 Reporting of Crisis Events

- (1) When a crisis situation is discovered or predicted by staff member, it must be reported immediately to the Director of Crisis and Risk Management (Administration Bureau) or the relevant Head of the Department (referred to as “the Directors in Charge” from here-on-in).
- (2) The Directors in Charge, upon receiving reports of an impending crisis event as described in the previous paragraph or suspect a crisis, must immediately verify and report the situation to the President and take the appropriate measures.
- (3) The President, upon receiving reports of a crisis as described in the previous paragraph, shall consult with the relevant Executive Vice President and determine the necessary countermeasures.

Article 7 Setting up an Emergency Task Force

- (1) When it is determined that an organized and intensive a university-wide countermeasure is necessary to deal with a crisis, the President must set up an appropriate task force as soon as possible.
- (2) The Emergency Task Force shall be comprised of the following:

- 1) The Director of the Emergency Task Force shall be the President or an Executive Vice President appointed by the President, and will take overall charge of the work of the task force.
- 2) The Assistant Director of the Emergency Task Force shall be appointed by the Director of the Emergency Task Force from the Executive Vice Presidents or Vice Presidents, and assist the Director.
- 3) Members of the Emergency Task Force shall be nominated by the Director of the Emergency Task Force from among the staff members, such as Executive Vice Presidents, Vice Presidents, relevant Heads of Departments, as well as General Managers, Managers and staff of the Administration Bureau of the University.
- (3) The President must report the establishment of the Emergency Task Force to the Heads of Departments.
- (4) The general affairs of the Emergency Task Force, based on cooperation from relevant departments, will be supervised by the department in charge of a particular crisis. However, in times of a critical crisis or if judged necessary by the Director of the Emergency Task Force, the General Affairs Division of the Administration Bureau will supervise the general affairs in collaboration with the relevant departments.
- (5) The Emergency Task Force shall be dissolved once the crisis has been addressed.

Article 8 Authority of the Emergency Task Force

- (1) The Emergency Task Force must deal with the crisis quickly and appropriately under the authority of the Director.
- (2) The Emergency Task Force may give necessary orders to students, staff members and others affiliated with the University in the event of a crisis.
- (3) The Emergency Task Force may omit procedures established by the rules and regulations of the University only in cases of urgent or emergency crisis.
- (4) In the case referred to in the preceding paragraph, the Director of the Emergency Task Force must report the event to the Board of Directors, etc. after the crisis has been addressed.

Article 9 Measures to be taken during the Absence of the President

- (1) The President shall, prior to his absence, appoint an Executive Vice President to act on his behalf during his absence.

Article 10 Supplementary Provisions

In addition to the provisions in this rule, other necessary matters concerning crisis and risk management can be determined by the President.

Supplementary Provisions

These Rules shall come into force on February 18, 2010

Supplementary Provisions

These Rules shall come into force on April 1, 2010