

20 April 2011

Deans/Director Generals

cc: General Managers, Central Administration Office

From Professor Masafumi Maeda, Executive Vice-President
Acting Director, Headquarters for Disaster Countermeasures

Immediate Measures for the Great East Japan Earthquake (Notice 7)

I am grateful to you all for your cooperation in the various measures taken so far since the earthquakes. Given the possible problems caused by strong aftershocks, the series of rolling blackouts and the ongoing problems at the nuclear power plant in Fukushima, I would like to request that you continue to take appropriate action bearing in mind the points listed below.

The contents of this notice will be updated and uploaded to both the University website (both in Japanese and English) and portal site.

1. Safety Management

- Disaster preparedness and response system, including stocks of food and other items, are not necessarily sufficient in light of the earthquake and tsunami on March 11. Each faculty, graduate school, and institute must immediately replenish stocks of food and other items, and review and reinforce their disaster countermeasure plans (please refer to the notice by the Headquarters for Disaster Countermeasures dated 4 April).
- Each faculty's disaster prevention and crisis management system should be enhanced in accordance with individual circumstances. Check and improve, where necessary, systems for collecting and confirming safety of students and staff in emergency as well as for transmitting promptly useful information to them as the new academic year begins (for instance, sending an emergency email notice to all students and staff or using UT-mate and other systems. Please refer to the notice by the acting director of the Headquarters for Disaster Countermeasures dated 4 April).
- Special measures are required for the inspection and management of hazardous substances such as chemicals to prevent unexpected problems when aftershocks and blackouts occur.
 - Confirm the state of chemical stocks, whether there have been breakages or leakages, and transfer hazardous substances to storages if necessary (If environmental contamination or leakages of hazardous substance are detected, report immediately to the Environment Safety Management Office of the relevant faculties).
 - Aseismic bolts may have been dislodged or loosened by the earthquakes. Confirm the status of devices to prevent things from falling from shelves and experimental apparatus, and correct any faults accordingly.
 - In preparation for blackouts, take precautions and shut down equipment that may cause an accident or damage if suddenly restarted. (Details are available from "Confirmation on the Safety at Laboratories in Preparation for Aftershocks and Blackouts (reference) as of 16 March uploaded to the portal site.)
- Make every effort to reduce electricity consumption by, for example, continuing to turn off air conditioning equipment and lights, and refraining from performing experiments

and research that require a large amount of electricity (for the partial lifting of electricity saving practices and notes on resumption of experiments, please refer to the notice by the acting director of the Headquarters for Disaster Countermeasures dated 24 March as well as the notice by the Director General of the Division for Environment, Health and Safety dated 25 March). In addition, the Power Crisis Countermeasures Team, which has been set up under this Headquarters, will inform you of the necessary actions as appropriate. Respond to information provided and take the required actions.

- The Environmental Science Center has restricted recovery and treatment work of waste fluids to reduce power consumption. Take note of this restriction in performing experiments that could produce waste fluids (for the latest information on the recovery and treatment work, please visit the Center's website).
- Thefts and forced entries may occur, taking advantage of the security disruption resulting from the blackouts. Bearing this in mind, take precautions for crime prevention and secure items appropriately.
- Alert staff not to use elevators and to stop elevator operation during rolling blackouts to prevent people from being trapped inside.
- Regarding radiation-related issues, please take note of the following points.
 - The Headquarters for Disaster Countermeasures is coordinating University-wide measures concerning radiation issues, and is disseminating the required instructions accordingly. Please wait to receive official instructions.
 - The Headquarters for Disaster Countermeasures is distributing information we have received to university staff members via websites and the university portal site.
 - Refer to relevant organizations' websites when necessary, and act calmly and rationally using accurate information and knowledge about radiation.
- Regarding planned events, ceremonies, and conferences, each faculty is expected to use its own judgment from the viewpoint of safety management.
- When a faculty wishes to distribute important information on disaster countermeasures to students and staff, they are requested to consult with the Headquarters for Disaster Countermeasures.

2. For academic and administrative staff

- Regarding immediate measures for rolling blackouts, give appropriate consideration to the notice "Affects on Transport Network of Rolling Blackouts" released by the Director of the Headquarters for Disaster Countermeasures on 14 March, and the notice "Rules for Temporary Staff Taking Days off as a Result of Difficulties Attending Work Due to the Emergency" also released on 16 March (give special paid days off to staff having difficulties commuting). When doing this, bear in mind the need to secure the number of staff required.
- If staff are unable to return home due to a disruption of the transport system, the relevant faculty should provide them with appropriate accommodation. However, in the case of people outside the University (except those who are affiliated to the university), seek instructions first from the Headquarters.
- Take special measures as appropriate to exempt faculty and administrative staff members affected by the earthquake and tsunami from official duties (please refer to the notice by the acting director of the Headquarters for Disaster Countermeasures dated 25 March).

- Be sure to give sufficient instructions to staff so as not to distribute inaccurate information and cause unnecessary anxiety inside and outside the University.
3. For students
- ▲ Based on the “Policy on the academic schedule” (notice by the president dated 25 March, Japanese only), each faculty and graduate school will judge their circumstances and, if necessary, make schedule changes accordingly and inform students, so long as such changes do not hinder the educational objectives of each faculty and graduate school. When making such academic schedule changes, the required hours of study for each course must be fulfilled although the length of course (15 weeks) may be changed flexibly depending on the situation.
 - ▲ Inform and encourage students to engage in extra-curricular activities prudently while following safety precautions for the time being (please refer to Notice 3 “Extra-curricular activities in the disaster area” dated 4 April, Japanese only).
 - ▲ For students who may require psychological care, give special consideration and encourage them to obtain help from the University’s specialist offices (Student Counseling Center, Nandemo So-dan (One-stop Resources) Office, Office for Mental Health Support etc. Please refer to the notice “Message to International Students from Student Counseling Center” dated 20 March).
 - ▲ Students studying at the University who are now in financial difficulty following the disaster should contact the Student Scholarship and Welfare Group for consultation (students belonging to the Graduate School of Arts and Sciences, Graduate School of Mathematical Science, and College of Arts and Sciences should contact the Student Support Group). Disseminate this information among students.
 - ▲ If students have already applied for exemption from or postponement of the 2011 summer semester tuition fees, the University has decided to suspend withdrawing the amount from their bank accounts until such application is confirmed. Please take note of this measure and handle tuition exemption and postponement appropriately.
 - ▲ Consult with international students about their current situation and stay informed of their whereabouts. Inform repatriated international students about course and other academic schedules, and discuss the prospect of their study plans and give due consideration to their continuing studies (please refer to the notice by the Executive Vice President in charge of Education dated as April 1). Ask students wishing to take a leave of absence to submit a leave request to the relevant administration office by the due date. (Please remember to handle separately in accordance with regulations such requests from international students on Japanese government scholarship programs.)
 - ▲ In addition to the above, please read carefully the notice sent by the Ministry of Education and Science on 14 March “Due Considerations for Students Stricken by the 2011 Great East Japan Earthquake” as well as “Student Volunteer Activity concerning the 2011 Great East Japan Earthquake” dated as April 1 (in Japanese only).
4. Other matters (relief efforts etc.)
- Please note that the newly-established “Office for Relief and Reconstruction Assistance for the Great East Japan Earthquake” (President’s act dated April 11) is in charge of formulating basic policy and coordinating communication about the University’s relief and reconstruction assistance to the disaster-stricken areas.

- Give information about the University's own donation schemes (“Donations for Victims of the Great East Japan Earthquake,” “Donations for University of Tokyo Students Affected by Earthquakes”), and seek the proactive cooperation of people inside and outside the University.
- We are supplying relief aid to national university corporations in the disaster-stricken areas via the Japan Association of National Universities. If our assistance is requested, make every effort to offer positive cooperation (coordinated by the Finance Group).
- Regarding participation in volunteer activities by members of the University, based on notice 2 by the Office for Relief and Reconstruction Assistance dated 15 April “Volunteer activities in the disaster area” by the director of Headquarters for Disaster Countermeasures, encourage them to study the information distributed by relevant volunteer and other organizations, and ask them to submit a designated form to inform their participation to the relevant offices of the University (encourage volunteer participants to buy a volunteer insurance policy).
- Based on “Request to accept other universities’ students from the affected areas” (decision by the Headquarters for Disaster Countermeasures dated 1 April), respond to such requests willingly when asked to do so. Contact and consult with this Headquarters when necessary.

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Note: The sections underlined are updates of Notice 6 (issued on 7 April)