

30 March 2011

Deans/Director Generals

cc: General Managers, Central Administration Office

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

Immediate Measures for the 2011 Tohoku-Pacific Ocean Earthquake (Notice 5)

I am grateful to you all for your cooperation in the various measures taken so far after the earthquakes. I would like to request, given the possible problems caused by strong aftershocks, the series of rolling blackouts, and the ongoing problems at the nuclear power plant in Fukushima, that you continue to take appropriate actions 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

- Each faculty's disaster prevention and crisis management system should be enhanced in accordance with individual circumstances. Collect information on students and staff, confirm their safety, and continue to monitor the current situation of students and staff as appropriate. Consider how to effectively employ UT-mate to transmit useful information to students.
- 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 storage if necessary. (If environmental contamination or leakages of hazardous substances 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 heating 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 security disruption as a result of 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. The University-wide matriculation ceremony will be held on a reduced scale to usual. Ceremonies held by each faculty and graduate school should be re-examined in response to the situation at the time.
- When each 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 Power-cuts” 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 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 2 “Volunteer activities in the disaster area” dated as 25 March, 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).
- Regarding the University entrance administration for those entering graduate schools, transferring between faculties, or entering faculties, take flexible and appropriate measures to process administrative paperwork such as modifying application deadlines and methods, while giving due consideration to the current situation in disaster stricken areas. Grant requests for change to October admission from students scheduled to enter the University in April, when this request is deemed appropriate.
- 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.
- Consult international students about their current situation and stay informed of their whereabouts. Inform repatriated international students of course and other academic schedules, and discuss the prospect of their study plans and give due consideration to their continuing studies.
- In addition to the above, please also read carefully the notice sent by the Ministry of Education and Science on 14 March “Due Consideration for Students Stricken by the 2011 Tohoku - Pacific Ocean Earthquake.”

4. Other matters (relief efforts etc.)

- Give information about the University’s own donation schemes (“Donations for Victims of the 2011 Tohoku-Pacific Ocean Earthquake,” “Donations for University of Tokyo Students Afflicted 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 the notice dated 21 March “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 to consider their participation carefully in view of the situation in the disaster areas (if they do volunteer, ask them to report their participation to the relevant offices of the University.)

- Based on “A request to accept other universities’ students from the affected areas” (notice by the director of the Headquarters for Disaster Countermeasures dated 25 March, Japanese only), contact and consult with the headquarters promptly when requested to accept such students.

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Note: The sections underlined are updates of Notice 4 (issued on 24 March)