

15 March 2011

Deans/Director Generals

cc: General Managers, Central Administration Office

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

Immediate Measures for the Tohoku Region and Pacific Offshore Earthquake (Notice 2)

I am grateful to you all for your cooperation relating to the various measures taken so far for the earthquakes. Given strong aftershocks, a series of continuing rolling power-cuts, and a potential problem resulting from the nuclear power plant accidents, I urge you to take appropriate actions while bearing in mind the points listed below.

The contents of this notice will be updated and uploaded to both the internal communication network and the Website (both in Japanese and English).

1. Safety Management

- The disaster prevention and crisis management system that each faculty may have should be enhanced in accordance with individual circumstances. Special cautions are required for the inspection and management of hazardous substances such as chemicals to prevent unpredictable contingencies when aftershocks and power-cuts 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.)
 - It is possible that aseismic bolts have come off or been loosened by the earthquakes. Confirm the status of devices to prevent things from falling from shelves and experiment apparatus, and correct any faults accordingly.
 - In preparation for power-cuts, take precautions for equipment that may cause an accident or damage following re-start.

- The Environmental Science Center has stopped recovery and treatment work for waste fluid to reduce power consumption. Refrain from performing experiments that

could produce waste fluid.

- Collect information on students and staff, and confirm their safety, and continue to monitor the current situation of students and staff.
- Make every effort to reduce electricity consumption in the current power crisis (※). 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.

※ For further details of reduced power consumption request by the Tokyo Metropolitan Government, please refer to the website below

<http://www.metro.tokyo.jp/INET/OSHIRASE/2011/03/2013e100.htm>

- Thefts and forced entries may occur, taking advantage of security disruption as a result of power-cuts. Bearing this in mind, take precautions for crime prevention and secure items appropriately.
- Regarding radiation-related issues, take note of the following points.
 - The Disaster Countermeasures Headquarters is in charge of conducting university-wide measures concerning radiation issues, and disseminates necessary instructions in a timely manner. Please wait for the headquarters' instructions and act appropriately.
 - The Disaster Countermeasures Headquarters is updating information on the safety of our students and University staff members via the university portal site. Please check the site frequently (posted on the University's internal portal site)
- Regarding planned events, ceremonies, and conferences, each faculty/graduate school/institution must use its own judgment and consider possible cancellation or postponement in view of safety management.

2. For academic and administrative staff

- Regarding immediate measures for rolling power-cuts, give appropriate consideration to the notice "Affects on Transport Network of Rolling Power-cuts" released by the Director of the Disaster Countermeasures Headquarters on 14 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 faculties should provide them with appropriate accommodation. However, in the case of people outside the university (except those who are related to the university), seek instructions first from the Headquarters.

3. For students

- There is a possibility of accidents, so encourage students to act safely and cautiously by, for instance, refraining from coming to the university if not urgent or necessary. Instruct them to postpone any extra-curricular activities for the time being.
- For students who may require psychological care, give special consideration and encourage them to obtain help from the university's specialist offices (Student Consultation Office, Nandemo Consultation Office, Mental Health Support Office).
- Regarding the university entrance administration for those entering graduate schools, transferring faculties, or entering under-graduate schools, take flexible and appropriate measures to process administrative paperwork such as application deadlines and methods, while giving due consideration to the current situation in disaster stricken areas.
- 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 Graduate School of Arts and Sciences, Graduate School of Mathematical Science, and College of Arts and Sciences should contact the Student Support Group). Disseminate information among the relevant students.
- To lessen anxiety, we will ensure that international students have access to information on the English language website, including "Care for international students following earthquakes," a notice dated 15 March by the Director of the Disaster Countermeasures Headquarters. In addition, we urge international students to report to the University about their safety and their intention to leave Japan temporarily, and have been trying to gain a better understanding of their situation.
- In addition to the above, also pay attention to the notice sent by the Ministry of Education and Science "Considerations for students who have been afflicted by the Tohoku Region and Pacific Offshore Earthquakes."

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Note: The underlined parts are updated from Notice 1 (issued on 14 March)