

24 March 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 2011 Tohoku-Pacific Ocean Earthquake (Notice 4)

I am grateful to you all for your cooperation relating to the various measures taken so far for the earthquakes. I would like to request that, given the possible problems caused by strong aftershocks, the series of rolling power-cuts, and the nuclear power plant incident, 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 [the university portal site](#).

1. Safety Management

- ⤴ The disaster prevention and crisis management system that each faculty may have should be enhanced in accordance with individual circumstances. Collect information on students and staff, and confirm their safety, and continue to monitor the current situation of students and staff as appropriate. Consider how to effectively employ UTMate to transmit useful information to students.
- ⤴ Special cautions are required for the inspection and management of hazardous substances such as chemicals to prevent unpredictable contingencies in the case of aftershocks and power-cuts.
 - 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 leaks of hazardous substances 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. (Details are available from “Confirmation on the Safety at Laboratories in Preparation for Aftershocks and Power-cuts (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 practice, please refer to the notice by the acting director of the Headquarters for Disaster Countermeasures dated 24 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 the recovery and treatment work for waste fluid to reduce power consumption. Take note of this restriction in performing experiments that could produce waste fluid (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 power-cuts. Bearing this in mind, take precautions for crime prevention and secure items appropriately.
- ^ Alert staff not to use elevators and to stop operating them during rolling power-cuts to prevent people from being trapped inside.
- ^ Regarding radiation-related issues, pay attention to the following points.
 - The Disaster Countermeasures Headquarters is conducting university-wide measures concerning radiation issues as a cohesive entity, and is disseminating the required instructions accordingly. You are, therefore, expected to wait for such instructions.
 - The Disaster Countermeasures Headquarters is distributing information we have received on university staff members via websites and the university portal site.
 - Refer to relevant organizations' websites when necessary, and act calmly and rationally based on correct information and knowledge gained about radiation.
- ^ Regarding planned events, ceremonies, and conferences, each faculty is expected to use its own judgment from the viewpoint of safety management and to make decisions on possible cancellation or postponement. The university-wide commencement and graduation ceremonies were held on a smaller scale than usual. Ceremonies held by each faculty should be re-scheduled accordingly.
- ^ When each faculty wishes to distribute important information on disaster countermeasures to students and staff, they are requested to consult with the Disaster Countermeasures Headquarters.

2. For academic and administrative staff

- △ Regarding immediate measures for rolling power-cuts, give appropriate consideration to the notice “Effects on Transport Network of Rolling Power-cuts” released by the Director of the Disaster Countermeasures Headquarters on 14 March, and the notice “Rules for Temporary Staff Taking Days off Resulting 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 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.
- △ 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

- △ 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. Alert them not to hold extra-curricular activities (including use of sports gym) 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 Counseling Center, Nandemo Sōdan (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 faculties, or entering undergraduate 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. Grant a request for change to October admission from a student 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 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 their anxiety, ensure international students have access to information on the English language website, as well as to “Care for international students following

earthquakes,” a notice sent out on 15 March by the Director of the Disaster Countermeasures Headquarters. In addition, consult international students about their current situation and their intentions as to whether they intend to remain in Japan or leave temporarily during this period.

△ In addition to the above, also pay attention to the notice sent by the Ministry of Education and Science on 14 March “Considerations for students afflicted by the 2011 Tohoku-Pacific Ocean Earthquake.”

4. Others (relief efforts etc.)

- Give information about the university’s own donation schemes (“Donations for Victims of the Tohoku Region and Pacific Offshore Earthquakes,” “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 (This is 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.)

Contact: Disaster Countermeasures Headquarters
TEL (extension) 22038
FAX (direct) 03-5802-8856
E-mail kikikanri@ml.adm.u-tokyo.ac.jp

Note: The sections underlined are updates of Notice 3 (issued on 18 March)