

# Guidelines for Natural Disaster Prevention at Nagoya University

(Approved by the Executive Board, August 9, 2010)

## (Purpose)

Article 1. These guidelines outline the necessary matters and procedures required to prevent and/or minimize natural disasters at Nagoya University (hereinafter referred to as 'the University').

## (Definition)

Article 2. In these guidelines, 'natural disasters' refers to damages resulting from earthquakes, heavy rainfall, flooding, landslides, heavy snowfall, strong winds, blizzards, large waves, tidal surges and tsunamis.

## (Basic Rule of Response)

Article 3. In principle, the University will respond to natural disasters based on the disaster situation and the official weather warning announcement, as well as facts relayed by the Nankai Trough Earthquake Extra Information announcement.

## (Collection of Information)

Article 4. Employees (whose employment location is on one of the University campuses. The same shall apply hereinafter.) and students of the University shall make efforts to use the internet, radio and television to obtain information about any advisories or warnings.

## (Handling of Classes and Regular Exams)

Article 5. (1) If an earthquake with a seismic intensity level of upper 5 or greater occurs, or an official emergency warning or storm warning is issued in a location where classes or regular exams (hereinafter referred to as "Classes etc.") are due to be held by the University, Classes etc. that are to start after the time of the announcement will be cancelled. In this case, the manner in which Classes etc. will be held after the warning has been lifted shall be as prescribed in the Appended Table.

(2) The schedule for the resumption of classes cancelled due to natural disasters shall be determined on a case-by-case basis taking into consideration the extent of damages. However, this shall not necessarily apply for Classes etc. taking place remotely through ICT.

## (Procedures for Students)

Article 6. (1) If classes have been cancelled in accordance with Article 5, it is not necessary to come to campus.

(2) As a general rule, those who live in areas or who need to commute through areas where an official emergency warning or storm warning is being issued should not come to campus.

(3) Should a natural disaster result in the suspension of public transportation, or if one feels that he or she may be in physical danger when commuting, undue efforts should not be made to come to campus.

(4) If one feels that he or she might be in physical danger at their place of residence due to a natural disaster, undue efforts should not be made to take Classes etc. remotely through ICT.

- (5) If one was unable to come to campus or take classes due to one of the reasons outlined in Paragraph (2), (3), or (4), he or she must inform the appropriate faculty as soon as possible.
- (6) If a natural disaster occurs after arriving on campus, each person should check the service status of public transportation and the safety status of their place of residence, and shall temporarily evacuate themselves within the campus until safety can be ensured.

(Procedures for Schools and Graduate Schools Conducting Classes etc.)

Article 7. Schools and Graduate Schools conducting Classes etc. will take necessary measures regarding students who were absent from classes due to reasons outlined in Article 6.

(Procedures for Employees)

Article 8. Employees of the University may take special leave (for contract and part-time employees this is paid leave not included in annual paid leave) in the event that getting to work is extremely difficult due to a natural disaster or the suspension of public transportation resulting from a natural disaster. This leave can also be used to leave work early in order to avoid any physical danger that might occur while commuting from work to home. Whether or not this leave can be taken in the event of a natural disaster will be decided after considering individual circumstances, such as the necessity of avoiding danger, the possibility of alternative public transportation being available, the possibility of telework, etc.

(Procedures for the Disaster Management Office)

Article 9. The Disaster Management Office gathers data relevant to the prevention of natural disasters and provides this information to employees and students of the University through the University's website, the Nagoya University Portal System, etc.

(Jurisdiction Regarding Natural Disaster Prevention)

Article 10. Natural disaster prevention lies under the jurisdiction of the Vice President in charge of disaster prevention and the Disaster Management Office.

(Emergency Procedures)

Article 11. If emergency procedures such as closing of the University are determined to be necessary due to a Nankai Trough Earthquake Extra Information announcement, a heavy typhoon approaching the area, etc., all emergency measures will be decided in accordance with the Tokai National Higher Education and Research System Rules for Risk Control (THERS Rule No. 110 of 2020).

#### Supplementary Provisions

These Guidelines shall come into effect on August 9, 2010.

Supplementary Provisions (Approved by the Executive Board, June 13, 2011)

These Guidelines shall come into effect on June 13, 2011.

Supplementary Provisions (Approved by the Steering Committee, December 20, 2021)

These Guidelines shall come into effect on April 1, 2022.

Supplementary Provisions (By decision of the General Affairs Division, March 30, 2022)

These Guidelines shall come into effect on April 1, 2022.

Appended Table (Related to Article 5, Paragraph (1))

Time that Warning is Lifted	Period that Classes etc. Commence
At or before 6:45 am	1st Period
After 6:45 through 11:00 am	3rd Period