

○ National University Corporation Kobe University Crisis Management Rules

(Established on April 22, 2008)

Revised on: March 18, 2009 June 22, 2010
March 31, 2011 March 21, 2012
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Chapter 1 General Provisions

(Purpose)

- Article 1 The purpose of these Rules is to provide for a crisis management system and coping strategies, etc. at the University in order to quickly and accurately handle the crisis associated with various events that occur at the National University Corporation Kobe University (hereinafter referred to as "University") so as to ensure the safety of staff members and students of the University, as well as carry out the social duties of the University.
- 2 In addition to the provisions of laws and regulations and the University's Rules, crisis management at the University shall be prescribed by the provisions of these Rules.

(Definitions)

Article 2 Terms used in these Rules listed in the following items are defined as in those items.

- (1) Staff Members and Students, etc. refer to officers, staff members, students, school children, children, kindergarten pupils, patients at the university hospitals and persons deemed to be carrying out duties at the University
- (2) Crisis refers to emergency events and situations where major damage arises or is likely to arise to the lives or bodies of Staff Members and Students, etc. or to the University's institutions, finances or reputation due to fire, disasters, terrorism, serious infectious diseases, or other major events or accidents.
- (3) Crisis Management refers to management to suppress the damage and influence to a minimum by considering systems and control measures and taking measures against an assumed crisis, as well as, at the time of a Crisis outbreak, understanding and analyzing the reasons and the states, and anticipating situations that a Crisis will cause.
- (4) Departments, etc. refer to each institute, each faculty, each graduate school, Organization of Advanced Science and Technology, Research Institute for Economics and Business Administration, university library system, University Hospital attached to the School of Medicine, Attached Schools' Department, The Kobe University Interfaculty Initiative in the Social Sciences, Kobe University Integrated Research Centre, Centre for EU-Japan Collaborative Education, Information Science and Technology Center, Center for Collaborative Research and Technology Development (including Kobe BT Center), International Student Center, Center for Supports to Research and Education Activities, Center for Environmental Management, Education Center on Computational Science and Engineering, Kobe Ocean-Bottom Exploration Center, Medical Center for Student Health, Career Center and Administrative Offices (including Institute of Promoting Academic Research Programs, Institute of Promoting International Exchange Programs, Auditing Office, Internal Control Office and other offices and secretariats established under the provisions of paragraph 1 of Article 18 of the Rules of the National University Corporation Kobe University (established on April 1, 2004)).
- (5) Heads of Departments, etc. refer to the heads of departments prescribed in the preceding item.

(Responsibilities of President, etc.)

Article 3 The President is the person responsible for presiding over the Crisis Management at the University and he or she must promote Crisis Management as well as take necessary measures.

2 The Executive Vice President must assist the President and make an effort to promote Crisis Management.

3 The Heads of Departments, etc. are the persons responsible for Crisis Management in the said Departments, etc. and must aim to coordinate with the University-wide Crisis Management system while promoting Crisis Management in the said Departments, etc., as well as take the necessary measures.

4 Staff Members shall perform duties with an awareness of Crisis Management.

(Deputy President)

Article 4 Where the President is absent due to overseas business trips, etc. and where the President had an accident, the person stipulated in the Appended Table shall fill in for the duties stipulated in paragraph 1 of the preceding Article.

Chapter 2 Crisis Management in Normal Times

(Crisis Management Committee)

Article 5 The President shall set up the Kobe University Crisis Management Committee (hereinafter referred to as "Committee") so as to look into necessary matters concerning the implementation of Crisis Management at the University.

2 Necessary matters concerning the Committees shall be prescribed separately.

(Crisis Management Duties of Heads of Departments, etc.)

Article 6 The Heads of Departments, etc. shall carry out the duties listed in the following items pertaining to Crisis Management at the said Departments, etc.

(1) Duties relating to the collection and analysis of information and the review of countermeasures;

(2) Duties relating to organization control during emergencies and decisions of activity details;

(3) Duties relating to the preparation of information transmission methods during emergencies;

(4) Duties relating to the creation and review of Crisis Management manuals, etc. and their dissemination;

(5) Duties relating to the provision of appropriate information to Staff Members and Students, etc.;

(6) Duties relating to the implementation of workshops and training to develop Crisis Management awareness in Staff Members and Students, etc.;

(7) Other duties relating to the implementation of necessary matters concerning Crisis Management.

Chapter 3 Crisis Management During Emergencies

(Notification Concerning Crisis)

Article 7 Staff Members and Students, etc. must report to the Heads of Departments, etc. if a Crisis that needs to be dealt with immediately arises or is likely to arise.

2 The Heads of Departments, etc. who received the report in the preceding paragraph must promptly confirm the said Crisis situation and take the necessary measures.

(Establishment of Crisis Control Headquarters)

Article 8 The President shall promptly set up headquarters for Crisis control (hereinafter referred to as "Control Headquarters") if he or she deems that Crisis control measures need to be taken when a Crisis occurs or is likely to occur.

2 The Control Headquarters shall in principle be set up in the Administrative Office; where it cannot be set up in the Administrative Office, it may be set up in other Departments, etc. depending on the situation.

3 The structure, etc. of the Control Headquarters shall be as follows:

(1) The headquarters' chief shall preside over the duties of the Control Headquarters and the President shall fill this role;

(2) The headquarters' deputy chief, is specified by the headquarters' chief from among the Executive Vice President, shall assist the headquarters' chief;

(3) The members of the headquarters shall be filled by the Executive Vice President, the Director-General and the Auditor, and the heads of departments related to the Administrative Office;

(4) Relevant Heads of Departments, etc. may be added where necessary to the members of the headquarters.

4 The administrative duties of the Control Headquarters shall be managed by the General Affairs Department; the Executive Vice President responsible for Crisis Management shall specify relevant persons from the Administrative Office to be involved.

5 Necessary matters such as the organization of the Control Headquarters and emergency contact systems, etc. shall be stipulated by the President in advance, as well as disseminated to all staff members.

6 When the headquarters chief declares the end of the Crisis, the Control Headquarters shall be disbanded.

(Authority of Crisis Control Headquarters)

Article 9 The Control Headquarters must promptly deal with the Crisis under the instructions of the headquarters' chief.

2 Staff members must follow the instructions of the Control Headquarters.

3 The Control Headquarters may omit the procedures deemed necessary pursuant to the University Campus Rules, etc., including deliberation by the National University Corporation Kobe University Board of Directors, National University Corporation Kobe University Management Council and National University Corporation Kobe University Academic Council (hereinafter referred to as "Board of Directors, etc.") in the handling of that case.

4 In the case referred to in the preceding paragraph, the Control Headquarters shall report to the Board of Directors, etc. after the handling of the case has been completed.

(Duties of Control Headquarters)

Article 10 The Control Headquarters shall carry out the following duties:

(1) Duties concerning the gathering and analysis of information pertaining to the Crisis;

(2) Duties concerning the determination and implementation of necessary measures pertaining to the Crisis;

(3) Duties concerning the provision of information to Staff Members and Students, etc. pertaining to the Crisis;

(4) Duties concerning the liaison and coordination with relevant organizations pertaining to the Crisis;

(5) Duties concerning the provision of information to the press pertaining to the Crisis;

(6) Duties concerning the coordination with the Crisis Control Headquarters of the Departments, etc.;

(7) Other duties concerning necessary matters on handling the Crisis.

(Crisis Control Headquarters at Departments, etc.)

Article 11 The Heads of Departments, etc. shall set up the Crisis Control Headquarters in the Departments, etc. (hereinafter referred to as "Department Headquarters") if he or she deems that crisis control measures need to be taken when a Crisis occurs or is likely to occur.

2 When setting up the Department Headquarters, the Head of the said Departments, etc. shall report to the President without delays, as well as report the details, the control measure guidelines and the countermeasure situation as required. In this case, when the President deems that the said Crisis will affect multiple Departments, etc., he or she may set up the Control Headquarters to manage throughout the University.

3 The Heads of Departments, etc. shall ask the President to set up the Control Headquarters if he or she deems that the Crisis should be managed throughout the University even though the Crisis pertains only to the said Departments, etc.

4 Necessary matters such as the organization of the Department Headquarters, duties and emergency contact systems, etc. shall be stipulated by the Heads of Departments, etc. in advance, as well as disseminated to all staff members.

5 The Department Headquarters shall be disbanded when the Heads of Departments, etc. declares the end of the Crisis.

Chapter 4 Miscellaneous Provisions

(Miscellaneous Provisions)

Article 12 In addition to the provisions of these Rules, necessary matters concerning the implementation of these Rules shall be separately prescribed.

Supplementary Provisions

These Rules come into effect on April 22, 2008.

Supplementary Provisions between the original and the latest are omitted.

Supplementary Provisions (September 30, 2015)

These Rules come into effect on October 1, 2015.

Appended Table is omitted.