

Kobe University International Crisis Management Manual

(May 2025 Version)



**Kobe University
International Affairs Committee**

About the International Crisis Management Manual

The opportunities for both staff and students of Kobe University to be dispatched to overseas universities, for example on overseas university-related travel or for studying abroad, are expected to increase in accordance with the university's promotion of international exchange activities.

This 'International Crisis Management Manual' provides information for staff and students regarding the importance of gathering information beforehand and methods for coping with a crisis, in addition to the university's safety considerations regarding incoming international researchers and international/exchange students, and students dispatched overseas. It was formulated as a separate manual based on Section 3 of the Kobe University Fundamental Crisis Management Manual to stipulate the measures that the university should take in response to the outbreak of a crisis and appropriate risk management.

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I Main Policies of the International Crisis Management System

1. The Range of Applicable Risks and Crises

The international exchange-related risks and crises facing the university are as specified in Section 1. 'The Range of Applicable Risks and Crises' of the Kobe University Fundamental Crisis Management Manual, and within these, the applicable matters regarding the overseas university-related travel of staff members and students' overseas study are considered as follows:

Matter	Risks	Crises
Other	<ul style="list-style-type: none">• Regional safety• Regional issues	<ul style="list-style-type: none">• Injury, death and illness resulting from incidents and accidents occurring at the destination.

2. Fundamental Policy for Measures to be Taken when Crises Occur Overseas

In principle, a crisis management system will be established based on Supplement 5. 'Crisis Management Criteria' of the Kobe University Fundamental Crisis Management Manual when a crisis occurs overseas.

With regard to crises affecting students studying abroad, in principle a crisis management system will be established in accordance with the 'Crisis Management Manual Concerning Students'.

II Crisis Management for Overseas Travel

1. Overseas Travel Assessment

① Overseas Travel Advisory Response Criteria and Overseas Travel Assessment

The decisions regarding staff members' or students' overseas university-related travel (*1), in terms of realization, cancellation, postponement, continuation or early return, will be based on the 'Overseas Travel Advisory Response Criteria' table below in accordance with the 'Travel Advisories' and 'Infectious Disease Warnings' published on the Ministry of Foreign Affairs Overseas Safety website (*2). However, if there is a difference in level between the 'Travel Advisories' and 'Infectious Disease Warnings' issued, the assessment will be made based on the advisory/warning with the higher level.

(*1) This 'overseas travel' refers to university-related travel abroad and overseas training in the case of staff members, and in the case of students refers to overseas travel as part of an overseas dispatch program planned and operated by Kobe University (hereafter referred to as a 'university program').

(*2) <http://www.anzen.mofa.go.jp/>

With regard to staff members' private travel, the staff member shall make their own assessment based on the 'Overseas Travel Advisory Response Criteria' table below. A supervising faculty

member of the faculty/graduate school will provide guidance to the student regarding overseas travel outside of university programs (e.g, privately financed study abroad or private travel etc.), based on the ‘Overseas Travel Advisory Response Criteria’ table below.

In cases such as the following, where it is not possible to obtain a decision from the director of the supervising department, the decision will be made after a discussion with the Executive Vice President (in charge of International Affairs).

- When staff/students from multiple faculties/graduate schools travel to the same region/country for international academic conferences etc. (including situations where they are accompanied by staff/students from another organization)
- When traveling in order to participate in overseas activities organized by the university.

※ In principle, these assessments do not apply to countries/regions travelled through during transit (i.e. inside the airport), with the exception of matters such as airport closures.

② Submission of Overseas Travel Notifications

Staff members planning to travel abroad must fill in the necessary fields of Reference 1 ‘Contact details while overseas’(including contact details, warning levels, and if high level warnings have been issued, the reason they have to travel) and submit this form to the director of their supervising department.

Students planning to travel abroad (including travel outside of university programs) must submit an ‘overseas travel notification’ via the Kobe University Global Education Management System (GEMs).

Overseas Travel Advisory Response Criteria

Travel Advisories issued by the Japanese Ministry of Foreign Affairs (※ 1)		Staff	Students (※ 2)
Level 1: Exercise caution.	Take special precautions to avoid dangerous situations when travelling to or staying in the country/region.	Generally Allowed Travel to and continued stay in the area is generally allowed provided that the individual understands the necessity of taking special precautions. However, travel is not permitted if the university decides to cancel the trip.	Generally Allowed Dispatch to and continued stay in the area is generally allowed provided that the individual understands the necessity of taking special precautions. However, the student will not be permitted to travel or continue their stay abroad if the university decides to cancel the trip.
Level 2: Avoid non-essential/non-urgent travel to the area.	Please do not travel to the country/region for non-urgent or unnecessary reasons. If travelling to the area, please take sufficient safety precautions	Generally Prohibited (※ 3) In principle, travel plans will be postponed or canceled, and those currently overseas must return to Japan.	Prohibited Dispatches postponed or canceled/those already dispatched must return to Japan
Level 3: Avoid all travel to the area. (travel cancellation advisory)	Please refrain from travelling to the country/region regardless of the aim of the trip. (Depending on the situation, Japanese persons in the area may be requested to evacuate or prepare for evacuation).	Prohibited Cancel travel plans/those already travelling must return to Japan	Prohibited Dispatches canceled/those already dispatched must return to Japan.

Level 4: Evacuate and avoid all travel to the area. (evacuation advisory)	Those staying in the affected country/region should evacuate to a safe country/region. In such circumstances, please refrain from making new travel plans to the area, regardless of the aim of the trip.	Prohibited Cancel travel plans/those already travelling must return to Japan immediately	Prohibited Dispatches canceled/those already dispatched must return to Japan immediately
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- ※ 1 If there is a difference in level between the ‘Travel Advisories’ and ‘Infectious Disease Warnings’ issued, the assessment shall be made based on the advisory/warning with the higher level. Depending on the circumstances, specific infectious disease warnings may be issued that contain additional information that does not correspond with the wording used in the four level categories in this table. In such cases, separate response criteria may be decided upon only for the infectious disease warnings.
- ※ 2 Whether or not the student may be dispatched overseas on a university program will be determined based on this criteria. A supervising faculty member of the faculty/graduate school will provide guidance based on this criteria to the student regarding overseas travel outside of university programs (e.g. privately financed study aboard or private travel etc.).
- ※ 3 Permission for overseas travel is limited to cases where it is determined that rigorous safety management can be undertaken, taking into consideration the circumstances in which international events are held at the destination, information from other countries’ foreign affairs ministries, and systems in place for likely emergencies etc., in addition to the necessity/urgency of the specific trip.

③ Post-Arrival Assessment

In the following cases, the individual will be required to cease traveling/study abroad activities and return to Japan:

- When the travel advisory/infectious disease warning level issued by the Ministry of Foreign Affairs for the destination has been increased after arrival.
- When it is difficult to continue research/study at the university or institution to which they have been dispatched. (e.g., university closure, deterioration of the research/working environment)
- When it is necessary for the traveler to be hospitalized for a long period of time due to illness or injury (decision based on the individual's health condition).
- When the individual has violated the laws of the destination country (determined based on the laws of the destination country)
- When the individual is the victim of a crime (determined based on the laws of the destination country)

2. Crisis Management Measures while Traveling Overseas

① Registration and collection of information

- The contents of this manual and crisis management-related information will be made available via the Kobe University homepage etc. so that it can be viewed by staff and students who will travel overseas (including for private travel or outside of university programs), and staff members in charge of the related support and inquiry services.
- Staff and students will be made aware of the necessity of gathering pre-travel information, taking safety precautions (i.e. being responsible for one's own safety) and taking care of health.
- Staff and students who travel overseas (including for private travel or outside of university programs) shall complete the following procedures:

1)The Ministry of Foreign Affairs travel registration program 'Tabi-reji'

In cases where the individual plans to be overseas for less than 3 months, or plans to travel abroad with no fixed abode for over 3 months.

<https://www.ezairyu.mofa.go.jp/tabireg/index.html>

2) 「ORRnet (Overseas Residential Registration) 」

In accordance with Article 16 of the Passport Act, Japanese persons who will have an address abroad or be resident overseas for over 3 months must submit an Overseas Residential Notification.

<https://www.ezairyu.mofa.go.jp/RRnet/index.html>

② Contact with the university

- Staff shall submit a 'contact details while overseas' form detailing the duration of their period abroad, their contact details while overseas etc. Students shall submit an 'Overseas Travel Notification' via the Kobe University Global Education Management System (GEMs). They will be made aware that they should contact the university as soon as possible if this information changes while they are overseas.
- The individual will confirm beforehand whether a 'travel advisory' or 'infectious disease warning' has been issued on the 'Ministry of Foreign Affairs Overseas Safety website' for their destination country/region. If they still plan to travel despite such warnings being issued, they must detail their reason(s), safety precautions and measures in case of emergency on the 'Contact details while overseas' form.
- Staff who will be abroad for over 6 months will be informed that they must receive a medical check-up both before their departure and upon their return to Japan.
- For students traveling abroad under university programs, enrollment in the university-designated crisis management service is mandatory. The procedures for utilizing this service will be communicated during pre-departure orientations and information sessions. Additionally, enrollment in such a service is also

strongly recommended for other types overseas travel.

③ Regarding insurance

- Faculty and staff will be informed that it is advisable to enroll in an overseas travel insurance plan that provides unlimited coverage for medical treatment and emergency rescue expenses.

Regarding student travel abroad, students will be made aware of the university-designated overseas travel insurance. Enrollment in this insurance is mandatory for those participating in university programs and strongly recommended for other types of overseas travel.

< Insurance for Overseas Travel >

- Depending on the destination, medical costs may be extremely high compared to Japan. There have been cases where providing proof of ability to pay these costs, such as an insurance certificate, has been recognized.

The travel insurance offered as a secondary credit card service can only be utilized if travel expenses were paid for with that credit card and this reimbursement is insufficient to cover highly necessary medical treatment costs in many cases.

Furthermore the burden on the individual's family could be even greater if they are unexpectedly hospitalized or involved in an accident abroad and their insurance doesn't include rescuer's expenses, which cover the costs of family visiting them in a medical emergency.

Therefore, to ensure access to medical care in the event of injury or illness while traveling abroad and to provide peace of mind for family members, enrolling in an appropriate overseas travel insurance plan, as outlined above, is recommended.

III Crisis Management for Incoming International Researchers and International/Exchange Students

1. Pre-Arrival Assessment

If the individual is instructed to cancel or postpone their departure for Japan by their home country's embassy or university etc., the receiving faculty/graduate school will correspond with the person(s) in charge at the dispatching university and the international researcher/international/exchange student in question to reach a decision.

2. Post-Arrival Assessment

In the following cases, the individual will be required to cease their research/study abroad activities and return to their home country:

- When instructed to return by their home country's embassy or university etc.
- When it is difficult for them to continue their research/study at Kobe University (e.g. university closure, or the deterioration of the research/work environment)
- When it is necessary for the international researcher/international/exchange student to be hospitalized for a long period of time due to illness or injury (decision based on the individual's health condition).
- When the individual violates Japanese law.
- When the individual is the victim of a crime etc.

Contact details while overseas

(To be submitted to the administrator in charge of your department before
going abroad for business trips, training or private travel.)

Full name			
Department/Job title			
Destination (Names of country and city)			
Warning levels (Please check the 'travel advisories' and 'infectious disease warnings' on the Ministry of Foreign Affairs Overseas Safety website)	<input type="checkbox"/> I have confirmed that no 'travel advisories' nor 'infectious disease warnings' have been issued. <input type="checkbox"/> 'Travel advisories' and 'infectious disease warnings' have been issued however it is necessary for me to go on this trip (Please submit a separate statement (free format) detailing your reason(s) and the precautions you will take while overseas).		
Layover (Names of country and city)			
Duration of period abroad	yyyy mm dd ~ yyyy mm dd (If you will be out of the country for over 6 months, you must receive a medical check-up in Japan before your departure.)		
Notifications made to the Ministry of Foreign Affairs (MOFA)	<input type="checkbox"/> I have registered with MOFA's travel registration program "Tabi-reji". *In cases where you plan to be overseas for less than 3 months, or if you plan to travel abroad with no fixed abode for over 3 months. <input type="checkbox"/> I have submitted my place(s) of stay during my time overseas *In cases where you will be overseas for over 3 months and have decided where you will be staying. <input type="checkbox"/> Other ()		
Contact person in Japan while you are overseas	Address : <input type="checkbox"/> Telephone no. : <input type="checkbox"/> Cell phone no. : <input type="checkbox"/> E-mail address : <div style="text-align: center;">↑</div> ※ please put a circle next to the contact method by which they can be most easily reached.		
	Full name : Relationship to you :		
Your contact details while overseas	<input type="checkbox"/> Name of place of stay (eg. hotel) : Phone and fax no. of place of stay : <input type="checkbox"/> Cell phone no. (that you can use while abroad) : <input type="checkbox"/> E-mail address : <input type="checkbox"/> Other () <div style="text-align: center;">↑</div> ※ please put a circle next to the contact method by which you can be most easily reached.		
	If you are planning to stay in multiple places and there is no alternative effective method of contacting you, please write the names and contact details of all the places that you will stay in the box below: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		

• Ministry of Foreign Affairs Overseas Safety homepage:

<https://www.anzen.mofa.go.jp/>

<https://www.anzen.mofa.go.jp/masters/explanation.html> (Provisional Translation)

• Tabi-reji/overseas residence registration system:

<https://www.ezairyu.mofa.go.jp>