

Kyushu University Crisis Management Regulations

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Chapter I General Provisions

(Purpose)

Article 1 The purpose of Kyushu University Crisis Management Regulations (hereinafter referred to as this “Regulation”) is to ensure the safety of Employees and Students, etc. of National University Corporation Kyushu University (hereinafter referred to as the “University”), as well as to fulfill the University's social responsibilities, by stipulating the Crisis Management system and response methods of the University in order to deal promptly and appropriately with Crisis arising from various events at the University.

1.2 Crisis Management at the University shall be governed by the provisions of this Regulation, beyond what is provided in the provisions of related laws and regulations, and the rules and regulations of the University.

(Definition)

Article 2 In this Regulation, the meanings of the terms set forth in the following items are as prescribed respectively in those items:

- (1) “Employees and Students, etc.” includes officers and employees of the University, as well as students, research students, and other persons engaged in research and other activities using the facilities and equipment of the University;
- (2) “Crisis” means an urgent event or condition that has caused or is likely to cause serious damage to the lives or bodies of Employees and Students, etc., or to the organization, property, or reputation of the University, due to a disaster, terrorism, serious infectious disease, serious information incident, or other serious incident or accident;
- (3) “Crisis Management” means to examine systems and countermeasures against possible Crisis and to take measures as well as to respond to minimize the damage and impact of Crisis by understanding and analyzing the causes and circumstances and assuming the situations brought about by such Crisis when it occurs;

- (4) “Faculty” includes each undergraduate school, each graduate school, each faculty, Faculty of Arts and Science, Institute for Advanced Study, each Attached Research Institute, International Institute for Carbon-Neutral Energy Research, Hospital, Attached Library, Research Institute for Information Technology, Platform of Inter/Transdisciplinary Energy Research, Institute for Asia and Oceania Studies, each Center for Common Education and Research, Attached facilities of each faculty, Information Infrastructure Initiative, Academic Research and Industrial Collaboration Management Office, Data-Driven Innovation Initiative, Promoting Organization for Future Creators, each office, etc., Administrative Bureau, Administrative Office of each Faculty and Audit and Compliance Office, and each center stipulated in Article 2 of Kyushu University Rules on Centers for Specified Large-Scale Education and Research Projects (Kyushu University Regulation No. 11 of 2007); and
- (5) “Faculty Director” means the director of the Faculty referred to in the preceding item.

(Responsibilities of the President)

Article 3 The President must oversee Crisis Management at the University, promote Crisis Management, and take necessary measures.

3.2 The Executive Vice Presidents must assist the President and endeavor to promote Crisis Management in its respective responsibilities.

3.3 Faculty Director must oversee Crisis Management in its Faculty, promote Crisis Management in its Faculty in coordination with the university-wide Crisis Management system, and take necessary measures.

3.4 Employees must perform their duties with an awareness of Crisis Management.

3.5 Students etc. must conduct various activities with an awareness of Crisis Management.

Chapter II Crisis Management in Ordinary Times

(Crisis Management Committee)

Article 4 The President shall establish the Kyushu University Crisis Management Committee (hereinafter referred to as the “Committee”) to consider the following matters necessary for the implementation of Crisis Management at the University:

- (1) Collection and analysis of information and consideration of countermeasures;
- (2) Matters related to determining the organizational structure and activities in the event of a Crisis;
- (3) Matters related to the development of information communication methods in the event of a Crisis;
- (4) Matters related to the preparation, review and dissemination of Crisis Management manuals, etc.;
- (5) Matters related to the provision of appropriate information to Employees and Students, etc.;
- (6) Matters related to the implementation of drills to cultivate an awareness of Crisis Management among Employees and Students, etc.; and
- (7) Other matters related to the implementation of necessary matters concerning Crisis Management.

4.2 Other necessary matters concerning the Committee shall be determined separately.

(Crisis Management in university-wide Committees)

Article 5 The university-wide Committees, etc. shall establish necessary matters concerning the implementation of Crisis Management for the occurrence of possible Crisis, and shall proceed with Crisis Management in a systematic manner.

(Crisis Management Operations of the Faculty Director)

Article 6 The Faculty Director shall establish the necessary matters concerning the implementation of Crisis Management in its Faculty and shall promote Crisis Management in a systematic manner.

Chapter III Crisis Management in the Event of a Crisis

(Crisis reporting, etc.)

Article 7 In the event that Employees and Students, etc. discover that a Crisis has occurred or is likely to occur that requires immediate attention, they shall promptly notify the Faculty Director.

7.2 The Faculty Director who receives a report set forth in the preceding paragraph shall promptly confirm the status of the Crisis in question, take the necessary measures, and promptly notify the President and Executive Vice Presidents.

7.3 The contact system in the event of a specific Crisis shall be determined separately in advance and made known to Employees and Students, etc.

(Establishment of Crisis Task Force)

Article 8 In the event that a serious Crisis has occurred or is likely to occur, and the President deems it necessary to take Crisis countermeasures, the President shall promptly establish a Crisis task force (hereinafter referred to as the "Task Force").

8.2 The Task Force shall be, in principle, established in the Administrative Bureau. If it is not possible to establish the Task Force in the Administrative Bureau, the Task Force shall be established in another Faculty, depending on the situation.

8.3 The composition, etc. of the Task Force shall be as follows:

- (1) The director general of the Task Force (hereinafter referred to as the "Director-General") shall be the President and shall oversee the operations of the Task Force;
- (2) The vice director-general of the Task Force (hereinafter referred to as the "Vice Director-General") shall be the Executive Vice President in charge of Crisis Management, and shall assist the Director-General;
- (3) Members of the Task Force shall be appointed by the Executive Vice Presidents; and
- (4) The members of the Task Force may include, as necessary, related Faculty Director, etc.

8.4 The General Affairs Department shall be in charge of the affairs of the Task Force, and the Vice Director-General shall designate relevant persons from the Administrative Bureau to participate in the Task Force.

8.5 Necessary matters including the organization and emergency contact system of the Task Force, shall be determined in advance by the Director-General, and shall be made known to Employees and Students, etc.

8.6 The Task Force shall be dissolved when the Director General declares that the Crisis is over.

(Authority, etc. of Crisis Task Force)

Article 9. The Task Force shall deal with the Crisis promptly under the direction of the Director-General.

9.2 Employees and Students, etc. must follow the instructions of the Task Force.

9.3 The Task Force may omit procedures required by the internal rules and regulations of the University, such as deliberations by the Board of Trustees, the Education and Research Council, and the Management Council (hereinafter referred to as the "Board of Trustees, etc."), in handling cases in the event of a Crisis.

9.4 In the case of the preceding paragraph, the Task Force shall report to the Board of Trustees, etc. after the completion of handling the case.

(Operations of the Crisis Task Force)

Article 10 The Task Force shall perform the following operations:

- (1) Matters relevant to the collection and analysis of information concerning the Crisis;
- (2) Matters relevant to the determination and implementation of necessary measures concerning the Crisis;
- (3) Matters relevant to the provision of information to Employees and Students, etc., concerning the Crisis;
- (4) Matters relevant to liaison and coordination with related organizations concerning the Crisis;
- (5) Matters relevant to the provision of information to the news media concerning the Crisis;
- (6) Matters relevant to coordination with the Faculty Task Force (defined Article 11); and
- (7) Other necessary matters relevant to responding to the Crisis.

(Crisis Task Force in Faculty)

Article 11 In the event that a Crisis has occurred or is likely to occur within the relevant Faculty, and the Faculty Director deems it necessary to take Crisis countermeasures, it shall establish a Crisis task force in its Faculty (hereinafter referred to as the "Faculty Task Force").

11.2 Upon establishment of a Faculty Task Force, the Faculty Director concerned shall report to the President without delay, and shall also report to the President from time to time on the contents of the Faculty Task Force, its countermeasures policy, and the status of the countermeasures. In this case, if the President deems that the Crisis affects more than one (1) Faculty, the Task Force shall be established and a university-wide response shall be taken.

11.3 When a Faculty Director determines that a Crisis should be handled on a university-wide basis, even if it pertains only to its Faculty, it shall propose the establishment of the Task Force to the

President.

11.4 The organization and operations of the Faculty Task Force, and necessary matters including emergency contact system, etc. shall be determined in advance by the Faculty Director, and shall be made known to the Employees and Students, etc. of the Faculty.

11.5 The Faculty Task Force shall be dissolved when the Faculty Director declares that the Crisis is over.

Chapter IV Miscellaneous Provisions

(Miscellaneous Provisions)

Article 12. In addition to what is provided for in this Regulation, matters necessary for the implementation of this Regulation shall be prescribed separately.

Supplementary Provisions

This Regulation shall come into effect on January 1, 2018.

Supplementary Provisions (Kyushu University Regulation No. 55 of 2017)

This Regulation shall come into effect on February 1, 2018.

Supplementary Provisions (Kyushu University Regulation No. 85 of 2018)

This Regulation shall come into effect on April 1, 2019.

Supplementary Provisions (Kyushu University Regulations No. 40 of 2020)

This Regulation shall come into effect as from February 8, 2021.

Supplementary Provisions (Kyushu University Regulations No. 72 of 2020)

This Regulation shall come into effect as from April 1, 2021.

Supplementary Provisions (Kyushu University Regulations No. 76 of 2022)

This Regulation shall come into effect as from April 1, 2023.