

Nagoya University Guidelines for Weather Disaster Prevention

(Approved by Executive Board, August 9, 2010)

(Approved by Executive Board, June 13, 2011)

(Purpose)

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

(Definitions)

Article 2. 'Weather disasters' refers to disasters resulting from heavy rainfall, flooding, heavy snowfall, strong winds, blizzards, large waves, tidal surges and tsunami.

(Basic Rule of Response)

Article 3. As a basic rule, the University will respond to weather disasters based on the facts relayed in the official weather warning announcement.

(Collection of Information)

Article 4. Faculty, staff and students of the University should be encouraged to use the internet, radio and television to find out information about any weather warnings.

(Handling of Classes and Regular Exams)

Article 5. Any classes or regular exams (hereinafter referred to as 'Classes etc.')

due to be held by the University in locations within a strong wind warning zone after the warning announcement has been made will be cancelled. In such situations, Classes etc. will be held after the strong wind warning has been lifted, as outlined in the Appendix.

(Procedures for Students)

Article 6. If classes have been cancelled as outlined in Article 5 above, students from the University will not be required to attend campus.

2. As a basic rule, students who live in areas or who need to commute through areas where official strong wind warnings have been issued are not required to attend the University until the warning has been lifted.
3. Should a warning other than a strong wind warning be issued which results in cancellation of local transport, or where the student feels that he or she might be in physical danger due to a weather disaster, attendance on campus is not required.
4. If a student did not attend class due to one of the reasons outlined in Paragraph 2 or 3, he or she must inform the appropriate faculties of it as soon as possible.

(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 Faculty and Staff)

Article 8. Faculty and staff of the University may take special leave (for contract and part time employees this is paid leave not included in paid annual leave) in the event of a natural disaster that leaves public transport systems suspended or that makes getting to work extremely difficult. 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 the necessity of

avoiding danger, availability of alternative transport and individual circumstances.

(Procedures of Disaster Management Office)

Article 9. The Disaster Management Office gathers data relevant to the prevention of weather disasters and provides assistance to the faculty, staff and students of the University by uploading this information onto the University's homepage and the Nagoya University Portal System.

(Jurisdiction Regarding Weather Disaster Prevention)

Article 10. Weather disaster prevention lies under the jurisdiction of the Vice President or Trustee in charge of disaster prevention and the Disaster Prevention Office.

(Emergency Procedures)

Article 11. In the event of a heavy typhoon approaching the area, all procedures regarding the closing of the University and other emergency measures will be decided in accordance with the Nagoya University Risk Management Regulations (2010 Regulation 11).

Supplementary Provision

These guidelines shall take effect on August 9, 2010.

These guidelines shall take effect on June 13, 2011.

Appendix (Pursuant to Article 5)

Time that Warning is Lifted	Period that Classes etc. Commence
Before 6:45 am	1st Period
Between 6:45 and 11:00	3rd Period

* The handling of classes at the Graduate School of Law shall be separately prescribed by the Graduate School of Law.