Disaster Response Headquarters Organization Chart

AIMR Workplace Disaster Response Headquarters

Head: AIMR Director
Deputy Head: Administrative Director
Assistant to Deputy Head: Deputy Administrative Director (Management: Fire Prevention Manager)

Tohoku University
Disaster Response Headquarters

Hierarchy for those acting on behalf of the Head of the AIMR Disaster Response Headquarters
(1) AIMR Director
(2) Administrative Director
(3) Deputy Administrative Director (Management)

Headquarters Personnel

Report and Communication Team (General Affairs Section)
Emergency Relief Team (International Academic/Research Cooperation Section)
Fire Response Team (Property Management Section)
Facility Response Team (Management Office for Safety and Health)
Evacuation Guide Team (Accounting Section)

Laboratory Disaster Prevention Group

Laboratory Group Leader
Report and Communication Team
Emergency Relief Team
Fire Response Team
Facility Response Team
Evacuation Guide Team

Extracted from the Tohoku University AIMR Fire Response Plan
# Roles and Duties of All Personnel in the Disaster Response Headquarters

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<tr>
<th>Organization</th>
<th>Position</th>
<th>Role and Duties</th>
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| Head                           | AIMR Director                                      | (1) Direct and coordinate all disaster response measures.  
(2) Explain the situation to faculty and staff, and issue instructions for waiting or returning home.                                                                                                           |
| Deputy Head                    | Administrative Director                            | (1) Take response measures in coordination with the University (Disaster Response Headquarters)  
(2) Issue instructions to each Laboratory Disaster Prevention Group  
(3) Collect and coordinate information of the situation on-site within the AIMR workplace  
(4) Coordinate information on safety verification for faculty and staff  
(5) Take measures to ensure the safety of faculty and staff  
(6) Act on behalf of the Head when he/she is not present |
| Assistant to Deputy Head       | Deputy Administrative Director (Management) Fire Prevention Manager | (1) Act on behalf of the Deputy Head when they are not present  
(2) Assist the Head and Deputy Head in their duties |
| Report and Communication Team  | General Affairs Section                            | (1) Assist in the direction and coordination work undertaken by the Disaster Response Headquarters  
(2) Collect information about the disaster from the media, such as by television and radio  
(3) Take measures to ensure safety |
| Fire Response Team             | Property Management Section                        | (1) Confirm the damage to facilities, equipment, and land  
(2) Distribute supplies and relief supplies, etc.  
(3) Ask contractors or the University to repair lifelines |
| Evacuation Team                | Accounting Section                                 | (1) Provide guidance for evacuating to evacuation points |
| Emergency Relief Team          | International Academic/Research Cooperation Section | (1) Provide emergency relief for the injured |
| Facility Response Team         | Management Office for Safety and Health            | (1) Confirm the damage to chemical substances and high-pressure gas cylinders in each building (Laboratory Building, Annex, Main Building)  
(2) Confirm damage and safety with the Researcher Support Office Staff in the Laboratory and Annex buildings by using transceivers |
### Roles and Duties of All Personnel in the Laboratory Disaster Prevention Group

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<th>Organization</th>
<th>Position</th>
<th>Role and Duties</th>
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| Laboratory Group Leader*)     | PI (Professors, etc.)     | (1) Direct and coordinate all disaster response measures.  
(2) Explain the situation to faculty and staff, and issue instructions for waiting or returning home.  
(3) Issue instructions to the respective persons in charge in the Laboratory Disaster Prevention Group |
| Deputy Group Leader           | Associate Professors, etc.| (1) Collect and coordinate information of the situation on-site within the laboratories  
(2) Coordinate information on safety verification for researchers  
(3) Take measures to ensure the safety of researchers  
(4) Act on behalf of the Laboratory Group Leader when they are not present |
| Report and Communication Team |                           | (1) Confirm the safety of researchers  
(2) Report the results of the safety verification to the Researcher Support Office staff for each building (Laboratory Building, Annex). The Main Building reports the safety verification situation to the Report and Communication Team of the Disaster Response Headquarters. |
| Fire Response Team            |                           | (1) Take initial steps to put out fires |
| Evacuation Team               |                           | (1) Guide researchers to evacuation points using the emergency staircases |
| Emergency Relief Team         |                           | (1) Confirm if there are any injured parties  
(2) Provide first aid and emergency relief |
| Facility Response Team        |                           | (1) Confirm the damage to equipment in the laboratories, etc. |

*) Decide in advance on the hierarchy of those acting on behalf of the Laboratory Group Leader when they are not present.