

TO: Mary Gallagher, President

FROM: James Lancaster, VP Academic Affairs/ICC Incident Director

DATE: March 2, 2020

RE: Planning Objectives Summary: March 2nd Incident Command Center (ICC) Meeting

The Management section of the ICC was activated on 3/2/2020 as a response to COVID-19.

Objectives established:

- I. Ensure Health and Safety of LACC students, staff and faculty.
- II. Communications

Based on those directives, each lead was assigned tasks as follows:

- I. President
 - a. Communicate with college community
 - b. Alternate to instruct Operations to increase cleaning and sanitation in all areas and order sanitizing products supplies.
- II. Incident Director and Alternate:
 - a. Work with President on communications.
 - b. Monitor situation status
 - c. Alternate to work with Westley Health Center.
- III. Assistant Incident Director:
 - a. Communicate with community partners and report on their status.
- IV. Public Information Officer and Alternate:
 - a. Maintain communications with district office and report on status.
 - b. Work with Operations/facilities on putting up COVID-19 signage in multiple languages across campus.
 - c. Alternate to work on translating flyers into multiple languages and provide to PIO as well as Operations/Facilities.