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.