

TO: Mary Gallagher, President

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

DATE: March 9, 2020

RE: Planning Objectives Summary: March 9th Incident Command Center (ICC) Meeting

The entire ICC was activated on 3/9/2020 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. Management
 - a. Continue communicating with the college community
 - b. Continue to monitor situation status
 - i. maintain communications with District and public health agencies
- II. Operations:
 - a. Continue increased cleaning and sanitation
 - b. Refill and installation of hand sanitizing stations
 - c. Distribution of sanitizing wipes across campus
 - d. Refresh COVID-19 signage as needed.
- III. Planning:
 - a. Develop plans for Instructional and Student Services continuity
- IV. Logistics:
 - a. To work with Operations; assist with purchasing
- V. Finance:
 - a. Finalize process to document COVID-19 related expenses