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