TO: Mary Gallagher, President

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

DATE: January 14, 2021

RE: Planning Objectives Summary: January 14th Incident Command Center (ICC) meeting

The full ICC met on January 14, 2021. ICC Objectives were reiterated in the following order:

I. Health and Safety of LACC students, staff and faculty.
II. Instruction and Student Services Continuity
III. Business Continuity

Based on those directives, each ICC section was assigned the following tasks:

1. **LACC COVID-19 Cases/Exposure reports**
   a. None Reported

2. **Liaison Report:**
   a. Nursing students in clinical placements are considered 1A priority list for vaccines
   b. LACCD encouraging re-supply for people working from home.
   c. LACCD has offered all college sites for vaccine distribution
   d. Continuing to see increase in reported cases in the county
      i. Remind employees to follow protocols.
   e. Inauguration day events, let district know of any issues stemming from the events.
   f. New COVID check in template form for sign in, now includes PPE question.
   g. Developing a report of items checked out from the colleges.

3. **Safety Officer:**
   a. Continuing to see increasing reports of exposures or positive cases at LACC.
   b. N95 masks stock is low, will be receiving some from district. All other orders are on back order.

4. **Updates to ongoing issues/activities:**
   a. Management Section:
      i. Shared LACCD recovery policy statement
      ii. Shared Re-engagement grid.
         1. Re-engagement team will begin planning soon and will keep the ICC informed.
      iii. Shared [CA statewide COVID status website](#).
   b. Van de Kamp:
      i. None
   c. Operations:
      1. No problems with check ins and PPE distributions
      2. Shutdown coming next week.
a. Sherrifs repeater in Jefferson Hall will be maintained with temporary power and will have no loss.
b. VPN Access will be down during the shutdown.
c. AD fire alarm panel will be down, contractor will provide a fire watch in affected areas.

3. Water heater stolen from workforce building.
   a. Door is being reinforced with plates to prevent prying the door open.
   b. No camera in that area but other cameras are being monitored.

   i. IT:
      1. None

d. Planning Section:
   i. None

e. Finance/Logistics:
   i. Continue to submit COVID expense logs.

5. **New Activities/Issues by section**:
   a. Management Section:
      i. None
   a. Van de Kamp: None
   b. Operations:
      1. None
         i. IT:
            1. None
   b. Planning Section: None
   c. Finance/Logistics: None

6. **Items from the Floor**:
   a. None

7. **Adjournment**: 9:30am