TO: Mary Gallagher, President
FROM: James Lancaster, VP Academic Affairs/ICC Incident Director
DATE: March 17, 2020
RE: Planning Objectives Summary: March 16th Incident Command Center (ICC) meeting

The full ICC meet on March 16, 2020. ICC Objectives were updated and narrowed to the following, in priority order:
   I. Ensure Health and Safety of LACC staff, faculty, and students.
   II. Ready the campus for remote instruction and remote services scheduled to resume March 30th.

Based on the objectives identified, each ICC section was assigned the following tasks:
   I. Management Section:
      a. Provide communication to college community based on the district’s directives and local decisions.
         i. Communication to campus will primarily run through the president’s office
         ii. Carol Kozeracki temporarily assigned to be the ICC PIO
   II. Operations Section:
      a. Clean, sanitize and sterilize campus.
         i. As areas are sanitized, lock and remove from use.
         ii. Starting 3/30/2020; Provide additional detail to clean, sanitize, and sterilize areas with student traffic.
   III. Planning Section:
      a. Convert instruction and student services to be held remotely.
         i. Reduce the amount of people on-campus.
   IV. Logistics:
      a. Obtain the technology needed to set up for fully remote operations.
   V. Finance:
         i. Overtime, technology, equipment, etc.
         ii. Expenses to be documented and submitted each Friday.