

TO: Mary Gallagher, President

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

DATE: March 20, 2020

RE: Planning Objectives Summary: March 20th Incident Command Center (ICC) meeting

The full ICC met on March 20, 2020. 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. Management Section:

- a. Essential functions will remain opened like Campus Security, Operations and others as described in the Chancellor's memo.
- b. Liaison Officer participated in the first District ICC Meeting and provided a report.
 - i. Training required for ICC members: 5 hours (more info to come later)
 - ii. Reporting campus Covid 19 related activities to track expenses, any issues, Covid19 illness to ICC District.
 - iii. 900 Chromebooks for distribution to faculty (100 per campus); purchasing additional laptops for students
- c. Faculty and staff may come to do some work: staff printing and mailing student certificates, faculty filming segments required for remote learning, etc.
- d. Need communication plan that allows information to roll up each day to Presidents' call with Chancellor at 4pm.

2. Operations Section:

- a. Operations/Facilities
 - i. Ongoing/daily cleaning and sanitizing classrooms and other facilities; some classrooms maybe sealed off/tagged.
 - ii. Installing hand sanitizers where needed.
 - iii. Due Monday: Plan for distributing items that coming into receiving that need to get out to end user now working from home.
 1. Orders can be shipped directly to end user if need be. Once received they must send in confirmation of receipt and pertinent numbers on the equipment/device.
- b. IT
 - i. Making sure that laptops have the necessary software and applications for remote work/learning environment.
 - ii. Due Monday: Plan for how faculty and staff will be able to have hardware serviced when working remotely and software that cannot be updated remotely.
 - iii. After 1pm all laptops for faculty and staff can be picked up at the sheriff's office.

3. Planning Section:

- a. Support web pages are continuing to be built out.

- b. Making sure faculty and staff get their laptops as indicated in the survey and be ready for remote work/learning environment.
 - c. Developing a form for staff to report remote working activities.
- I. Logistics
 - a. No report
- II. Finance:
 - a. No member present to provide report