

TO: Mary Gallagher, President

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

DATE: April 9, 2020

RE: Planning Objectives Summary: April 9<sup>th</sup> Incident Command Center (ICC) meeting

The full ICC met on April 9, 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. New equipment loan form shared for non technology items
- b. EOC/ICC training
  - i. Complete training by April 17<sup>th</sup>
  - ii. Send certificates to M. Rodriguez
- c. Liaison Officer Report
  - i. Safety advisory for facial coverings on campus in development
    1. District to provide one use facial coverings for employees required to work on campus.
    2. Need supply for 4 to 6 weeks
  - ii. District ICC will look at sharing documents as an alternative to emails.
  - iii. ELAC had 1<sup>st</sup> drive through testing
    1. Recommends to have signs that require individuals to stay in the car.
  - iv. Chromebook/Student Financial support
    1. Need to remind students to check @student.laccd.edu email address and reply; mailing address verification is required.
    2. If students are homeless students need to let district know as they are working with them on a case by case basis.

2. Operations:

- a. Operations/Facilities
  - i. Face masks and gloves are now were required for all facilities and operations personnel.
    1. Currently have about a 3 week face mask supply
    2. Washable face coverings have been ordered, expected mid May
  - ii. Lot 1
    1. Re-paving starts on Monday
    2. Available for drive through testing beginning on April 21<sup>st</sup>
  - iii. Switch station work postponed for Franklin Hall and HAMC

- iv. EWD power shutdown on the 14<sup>th</sup> in the morning
- b. IT
  - i. Tech for student use
    - 1. 11 laptops for OSS ready for pick up today.
    - 2. Workforce cart is being worked on and will be ready soon.
  - ii. Tech for classified use:
    - 1. 35 laptops from district are ready for distribution and in need of VPN.
      - a. Laptops for faculty and staff can be picked up at the sheriff's office, this will change if need increases significantly to adhere to social distancing guidelines.
  - iii. VPN access in process of being assigned.
- 3. Planning Section:
  - a. SitStat Board with ICC.
    - i. Continues to be updated regularly.
- 4. Finance/Logistics
  - a. Expense worksheet submittals due every Friday, will sending a reminder.
    - i. Submitted to District EOC every week
    - ii. District also wants to revenue loss in addition to expenses; discussion on how to do that are on-going.