TO: Mary Gallagher, President
FROM: James Lancaster, VP Academic Affairs/ICC Incident Director
DATE: April 9, 2020
RE: Planning Objectives Summary: April 9th 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 17th
      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 1st 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 21st
      iii. Switch station work postponed for Franklin Hall and HAMC
iv. EWD power shutdown on the 14\textsuperscript{th} 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.