

TO: Mary Gallagher, President

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

DATE: April 20, 2020

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

The full ICC met on April 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. Dr. Gallagher got called to be this week's Director of District EOC. She will be alternating with Deputy Chancellor Melinda Nish who will have her turn next week.
- b. Liaison Officer Report
 - i. District EOC is trying another format for their meetings, reviewing the possibility of reducing the number of meetings in a week such that it will be from Monday to Thursday instead of daily meetings.
 - ii. Messages
 1. Provide District EOC by Wednesday, April 22, the number of bathrooms that are open and the usage. Custodians attending to the bathrooms are required to wear N95 masks.
 2. The Chancellor asked the campus presidents to form a taskforce that will develop a policy/guideline for individuals, groups and activities on campus. The draft is being reviewed and may be shared to the campuses by next week.
 3. Trying to have facilities staff to work on a rotation basis, providing Chromebooks to access the internet and have training outside work. (Note: Need clarification on the plans and directions for the Chromebook for custodians/facilities staff.)
 4. Student survey is out. Results of the survey may be available tomorrow.
 5. DocuSign will happen, contract will be signed this week to have it in place in a week or two.
 6. AFT Elections will be done through Zoom with Election Runner once the contract is finalized.
 7. Online training of custodians will begin once the key codes are available.

2. Operations:
 - a. Operations/Facilities
 - i. Dr. Ruben Smith has sent out directions/go signal to provide in-person training to facilities staff on how to put on/off and discard PPE (Personal Protective Equipment). This was requested by local 99 and will be done in the open area of Facilities.
 - ii. Handouts were distributed that contain advisories/information for Local 99, including how to stay safe. These are posted near time clocks and on bulletin boards.
 - b. IT
 - i. VPN –getting more users to have VPN access.
3. Planning Section:
 - a. SitStat Board with ICC.
 - i. Continues to be updated regularly and will be thoroughly reviewed starting today.
 - ii. Planning members will be assigned an area/section to review.
 - iii. May include a tab on Technology in the SitStat Report file.
4. Finance/Logistics
 - a. Still working on providing additional guidelines for distributing laptops or equipment and creating a permission form for items on loan/received.
 - b. Paper/document flow to Admin Services (Personnel, Payroll, Purchasing, etc) has a process in place, DocuSign would be a good tool to facilitate the approval of documents.
 - c. Resolved issues with PCR by identifying individuals who can access, as well as, providing VPNs.