

TO: Mary Gallagher, President

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

DATE: June 8, 2020

RE: Planning Objectives Summary: June 8th Incident Command Center (ICC) meeting

The full ICC met on June 8, 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. Liaison Report:
 - a. Updates:
 - i. New COVID-19 reporting protocols provide to ICC Incident Director
 - ii. Policy units (6) proposals to be approved this week.
 - iii. Anticipate guidance from both LACPHD and County Task Force this week.
 - iv. Chromebook undistributed report requested.
 - v. Ongoing PPE discussions
 1. Purchasing thermometers
 - vi. Local 99 rotation scheduled in discussion
 - vii. Discussion continues on bringing cadets back.
 - b. New Items: None
2. Updates to ongoing Issues/Activities:
 - a. Management Section:
 - i. None
 - b. Van de Kamp:
 - i. Book/equipment return process completed with no problems
 - c. Operations:
 - i. Will keep an eye out for updates on rotation schedules
 - ii. Hazard pay clarification is needed
 - iii. Clorox Total 360 machines
 1. Working with district to get 5 units and may add additional units.
 2. They need to be on campus by July 6th for spring recovery.
 3. Liason to follow up with ESC EOC
 4. Alternatives are being explored.
 - iv. IT:
 1. Waiting on emergency communications capacity inquiry
 2. Virtual network for students

- a. ESC requested list of the software that is used by colleges.
 - i. Have some but not all, will reach out to deans and departments.
 - b. Liason to follow up with ESC EOC
 - d. Planning Section: No updates
 - e. Finance/Logistics:
 - i. Return processes organized and completed by end of week.
- 3. New Activities/Issues by section:
 - a. Management Section: None
 - b. Van de Kamp: None
 - c. Operations: None
 - i. IT: None
 - d. Planning Section: None
 - e. Finance/Logistics: None
- 4. Items from the Floor:
 - a. None
- 5. Adjournment: 9:40am

JL:mr