

TO: Mary Gallagher, President

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

DATE: June 11, 2020

RE: Planning Objectives Summary: June 11<sup>th</sup> Incident Command Center (ICC) meeting

The full ICC met on June 11, 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. Stage 2 plans not yet approved

1. July 6<sup>th</sup> is tentative, not for public consumption.
2. Need to review plan to include how we can maintain overall minimal population on campus upon plan implementation.
3. Priority was reviewed
  - a. Allied health programs; credit and non-credit.
  - b. First responders/emergency personnel programs.

ii. Chromebook; complete report needs to be submitted including student names.

iii. Expecting release of County guidelines for Higher Ed today.

1. Current guideline of an outbreak at a Higher Ed is 3 people or more.

iv. Ongoing review of Local 99 rotation schedules.

v. Policy workgroups for guidance are complete and in final review, may be released tomorrow.

vi. Official outbreaks at Higher Ed is 3 people or more in the entire campus testing positive or possible exposure.

1. No guidance on what happens at that point.

b. New Items: None

2. Updates to ongoing Issues/Activities:

a. Management Section:

i. Emergency communication levels

1. Blackboard: primary; has never gone down
  - a. email, voice messages, text messages
2. Emails: less than 500 at a time
3. Social media and website postings
4. Faculty and Staff is still an issue

- a. District requested updated information in Oct. 2019
    - b. Liaisons to ask about how to access this information
  - b. Van de Kamp: None
  - c. Operations:
    - i. Approved to use the KN95 masks in stock; will begin using them
      - 1. Additional 1K masks have been approved for distribution from ESC, awaiting delivery.
    - ii. Clorox 360: No update from ESC EOC
      - 1. LACC inquired with various vendors; there is a backlog across the board, earliest is currently shipping in August.
      - 2. If we start on July 6<sup>th</sup>, all cleaning will be manual.
        - a. Stage 2 plans would have to be revised.
      - 3. The electro-static is effective and faster.
      - 4. We can find them at smaller online shops, will need approval to pursue.
    - iii. Radiologic Technology building was broken into and inhabited.
      - 1. Facilities is cleaning and sanitizing and then we will reach out to Department Chair for walkthrough.
      - 2. Implementation of building inspections by facilities are being planned
      - 3. Reeves to discuss building walk throughs with Sheriffs
    - iv. Franklin Hall: switchgear complete, power is back.
    - v. Herb Alpert Music Center: Switchgear replacement is being planned for June 22<sup>nd</sup>, will take about 3 days
      - 1. Will also affect DaVinci and EDW buildings.
      - 2. Schedule to be confirmed and notify A. Ramirez as they are working on returns.
    - vi. Book drops placed in breezeway for Adult Ed, Foundation and Bookstore.
    - vii. IT: None
  - d. Planning Section: No updates
  - e. Finance/Logistics:
    - i. Report all suspected COVID-19 expenses and let Admin Services sort out what is reimbursable.
3. New Activities/Issues by section:
  - a. Management Section: Add communications/notifications on Sit Stat board
  - 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