TO: Mary Gallagher, President
FROM: James Lancaster, VP Academic Affairs/ICC Incident Director
DATE: July 13, 2020
RE: Planning Objectives Summary: July 13th Incident Command Center (ICC) meeting

The full ICC met on July 13, 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. LACC COVID-19 Cases/Exposure reports
   a. No new cases

2. Liaison Report:
   a. Stage 2 information
      i. Report on how many students will we have coming back, due 7/14
      ii. ESC recommended calling students to ask if they are ready and willing to come back.
      iii. No set return date.
   b. Stage 3 plans due July 20th
      i. These plans are for Fall.
   c. Safety Officer: ESC requesting feedback on description
      i. ESC will provide training, may need a secondary.
      ii. LACC would like to split duties between two people.
   d. LACCD requested separate ongoing inventory on goods received.
      i. LACC has received items from district with no notification.
   e. Signage continues to be in development.
   f. Contractors
      i. They are responsible for check in and check out for their projects however if we have significant contact with them then they should follow our check in procedures.
   g. FEMA certs due by Friday
   h. Voting centers possibility being worked on.

3. Updates to ongoing Issues/Activities:
   a. Management Section:
      i. Emailed those that need to complete the FEMA certs, due Friday 7/17
      ii. International students: Chancellor submitted to stay on-line.

1. ESC decided to move to a hybrid model
a. 255 international students that we need to get into a hybrid program
b. Deans working on the course load.
c. Looking to use very large spaces to set up for social distancing classrooms
   iii. Will initiate plan to contact spring students.
b. Van de Kamp:
   i. Requested safety officer draft.
c. Operations:
   i. Local 99 started new schedule.
   ii. Will complete the FEMA training.
   iii. Gowns received from ESC
   iv. Power outage caused door issues, many need reprogramming.
   v. Rad Tech building access now known, carpenters installing a door shield to prevent future access.
   ii. IT:
      1. Hard to convert for Dental Tech, waiting for start date.
         a. Installing software on Dental Technology computers
      2. Working on remote wake up for computers in case of power outages
d. Planning Section:
   i. None
e. Finance/Logistics:
   i. None
4. 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
5. Items from the Floor:
   a. None
6. Adjournment: 9:35am

JL:mr