

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