

TO: Mary Gallagher, President

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

DATE: August 17, 2020

RE: Planning Objectives Summary: August 17th Incident Command Center (ICC) meeting

The full ICC met on August 17, 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. None Reported
2. Liaison Report:
 - a. EOC reviewing LA County Public Health Department guidelines
 - b. EMT program guidelines released.
 - c. Voting Center plans being finalized
 - d. Cloth coverings with campus logo, delivered this week.
 - e. Faculty Access to Campus Safety Advisory to be released this week.
 - f. Supervisor survey to assess staff is in development, no timeframe provided.
 - g. Swap meet plans in consideration
 - h. Completion of ICC FEMA Certs in review
 - i. Walk on Coach plans and advisory in development.
 - j. Plans for Nursing students doing check ins are not yet final.
 - k. Discussions continue with DAS regarding best practices in ZOOM
 - l. Plexi Glass order pending submittals of the square footage needed by each campus.
 - m. Chromebooks for non-promise students, looking at "surface go" instead
 - n. A-frames PO is pending.
 - o. In process of reviewing/updating current safety advisories.
 - p. Edison powered campuses might have rolling blackouts.
3. Updates to ongoing Issues/Activities:
 - a. Management Section:
 - i. None
 - b. Van de Kamp:
 - i. None
 - c. Operations:
 1. None
 - i. IT:

1. None
- d. Planning Section:
 - i. None
- e. Finance/Logistics:
 - i. Working on revising operational guidance memos; draft to be sent out his week for input.
4. New Activities/Issues by section:
 - a. Management Section:
 - i. Bookstore requesting to increase operations, draft proposal submitted.
 - b. Van de Kamp: None
 - c. Operations:
 1. None
 - i. IT:
 1. None
 - b. Planning Section: None
 - d. Finance/Logistics: None
5. Items from the Floor:
 - a. ID card for nursing students; IT thanked for developing a process to get images uploaded for processing, department provided with guidelines of what will be needed to complete the project.
 - b. Are we changing our schedule? EOC moving to Tuesday and Thursday. Not decided yet.
 - c. 260 total distribution including those shipped. Have about 200 additional chrome that need to be distributed. Will need to plan how to distribute.
6. Adjournment: 9:22am

JL:mr