

TO: Mary Gallagher, President

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

DATE: March 19, 2020

RE: Planning Objectives Summary: March 19th Incident Command Center (ICC) Meeting

The full ICC met on March 19, 2020. ICC Objectives were updated in the following order:

- I. Health and Safety of LACC students, staff and faculty.
- II. Instruction and Student Services Continuity

Based on those directives, each ICC section was assigned the following tasks:

- I. Management Section:
 - a. Continue communications to the campus community.
 - b. PIO assigned to respond and triage hotline emails.
- II. Operations Section:
 - a. Operations/Facilities
 - i. Ongoing/daily cleaning and sanitizing classrooms and other facilities; some classrooms maybe sealed off for non-use.
 - ii. Continue installation of hand sterilizing stations.
 - b. IT
 - i. preparing laptops for transition to online services.
 - ii. support provided via ITsupport@lacitycollege.edu
- III. Planning Section:
 - a. Instructional and student services continuity plans are being implemented.
 - i. Making sure faculty and staff get their laptops as indicated in the survey as they transition to work from home and online learning environment.
 - b. Working on a form to report work from home from the staff.
- IV. Logistics
 - a. Continue to obtain the technology needed to support remote instruction and operations.
- V. Finance:
 - a. Continue to Monitor and document all COVID-19 response related expenses.
 - i. Expense report and supporting documentation is to be submitted each Friday.