

TO: Mary Gallagher, President

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

DATE: January 14, 2021

RE: Planning Objectives Summary: January 14th Incident Command Center (ICC) meeting

The full ICC met on January 14, 2021. 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. Nursing students in clinical placements are considered 1A priority list for vaccines
 - b. LACCD encouraging re-supply for people working from home.
 - c. LACCD has offered all college sites for vaccine distribution
 - d. Continuing to see increase in reported cases in the county
 - i. Remind employees to follow protocols.
 - e. Inauguration day events, let district know of any issues stemming from the events.
 - f. New COVID check in template form for sign in, now includes PPE question.
 - g. Developing a report of items checked out from the colleges.
3. Safety Officer:
 - a. Continuing to see increasing reports of exposures or positive cases at LACC.
 - b. N95 masks stock is low, will be receiving some from district. All other orders are on back order.
4. Updates to ongoing Issues/Activities:
 - a. Management Section:
 - i. Shared LACCD recovery policy statement
 - ii. Shared Re-engagement grid.
 1. Re-engagement team will begin planning soon and will keep the ICC informed.
 - iii. Shared [CA statewide COVID status website](#).
 - b. Van de Kamp:
 - i. None
 - c. Operations:
 1. No problems with check ins and PPE distributions
 2. Shutdown coming next week.

- a. Sherrifs repeater in Jefferson Hall will be maintained with temporary power and will have no loss.
 - b. VPN Access will be down during the shutdown.
 - c. AD fire alarm panel will be down, contractor will provide a fire watch in affected areas.
 - 3. Water heater stolen from workforce building.
 - a. Door is being reinforced with plates to prevent prying the door open.
 - b. No camera in that area but other cameras are being monitored.
 - i. IT:
 - 1. none
 - d. Planning Section:
 - i. None
 - e. Finance/Logistics:
 - i. Continue to submit COVID expense logs.
- 5. New Activities/Issues by section:
 - a. Management Section:
 - i. None
 - a. Van de Kamp: None
 - b. Operations:
 - 1. None
 - i. IT:
 - 1. None
 - b. Planning Section: None
 - c. Finance/Logistics: None
- 6. Items from the Floor:
 - a. none
- 7. Adjournment: 9:30am