

TO: Mary Gallagher, President

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

DATE: March 17, 2020

RE: Planning Objectives Summary: March 16th Incident Command Center (ICC) meeting

The full ICC meet on March 16, 2020. ICC Objectives were updated and narrowed to the following, in priority order:

- I. Ensure Health and Safety of LACC staff, faculty, and students.
- II. Ready the campus for remote instruction and remote services scheduled to resume March 30th.

Based on the objectives identified, each ICC section was assigned the following tasks:

- I. Management Section:
 - a. Provide communication to college community based on the district's directives and local decisions.
 - i. Communication to campus will primarily run through the president's office
 - ii. Carol Kozeracki temporarily assigned to be the ICC PIO
- II. Operations Section:
 - a. Clean, sanitize and sterilize campus.
 - i. As areas are sanitized, lock and remove from use.
 - ii. Starting 3/30/2020; Provide additional detail to clean, sanitize, and sterilize areas with student traffic.
- III. Planning Section:
 - a. Convert instruction and student services to be held remotely.
 - i. Reduce the amount of people on-campus.
- IV. Logistics:
 - a. Obtain the technology needed to set up for fully remote operations.
- V. Finance:
 - a. Monitor and document all COVID-19 response related expenses.
 - i. Overtime, technology, equipment, etc.
 - ii. Expenses to be documented and submitted each Friday.