

TO: Mary Gallagher, President

FROM: Alen Andriassian, VP Student Services (Acting)/ICC Incident Director (Alt)

DATE: October 15, 2020

RE: Planning Objectives Summary: October 15<sup>th</sup> Incident Command Center (ICC) meeting

The full ICC met on October 15, 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. Discussion on Wi-Fi in Parking lots.
  - b. Request for student athlete conditioning, no reason to do as no competitions are approved
  - c. ESC Continuing telebriefings with LA county health department.
  - d. Voting centers signage coordination by Boyer; risk assessment coordinated by Captain Jones and will be working with campus coordinators.
  - e. Reminder to continue to enforce usage of safety protocols, including but not limited to check in and check out procedures. The issue is verification of having clearance to enter campus.
  - f. Recovery plan in development with CIOs
  - g. Priority deadline tomorrow for spring software requests.
  - h. Changes to schedules are frowned upon once enrollment opens
3. Safety Officer:
  - a. Voting Center:
    - i. Opens 10/22/2020 for set up, opens to public on October 23 and closes on November 3<sup>rd</sup> with breakdown on November 4th
    - ii. Restrooms only for county employees, not open to the public, to be cleaned once a day
    - iii. Voting staff taking care of disinfecting of voting center itself and County will provide PPE for county staff
    - iv. PPE voters will be provided by County; curbside voting for those who do not wish to wear mask.
    - v. Not anticipating lines but will have designated line monitors to make sure protocols are followed, not expecting any lines.

- vi. No county personnel in parking lot, using lot 3 for voting center; lot4 will now include students for the period. Stairs coming up from Lot 3 will be blocked, only usage of the ramps will be available to voters.
- vii. County will provide way finding signs but not at the parking lot.
- viii. Open until 7pm and one hour after for clean-up.; on election day open until 8 and will stay until everyone that showed up by 8 has voted. Parking lots will be secured at that time.
- ix. Drop box location in review for better placement but not likely to change.
- x. IT services on call but will not be there the entire time.
- xi. County has on call safety monitors, that will handle disturbances as needed
- xii. We are handsfree, only providing facilities.
- xiii. Faculty/ Staff check in at Lot 4 and AD breezeway; no changes to procedures, one access point to the campus from parking lots.
- xiv. Student union will be essentially closed to staff to prevent the mixing of the populations.
  - 1. Bookstore to review access plan for students picking up books.

4. Updates to ongoing Issues/Activities:

- a. Management Section:
  - i. None
- b. Van de Kamp: None
- c. Operations:
  - 1. Voting fencing in place, one more pending completion today.
  - 2. IT issues with overheating of servers in AD
  - 3. Chiller line repair is almost complete.
  - 4. Drilling in progress around AD, no further leaks.
  - 5. L&L training for Bookstore due to software migration.
  - i. IT:
    - 1. Request to remind Individuals checking out equipment will need something to carry to their cars.
- d. Planning Section:
  - i. None
- e. Finance/Logistics:
  - i. Reminder to submit COVID expenses.

5. New Activities/Issues by section:

- a. Management Section: 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.

7. Adjournment: 9:26am