

TO: Mary Gallagher, President

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

DATE: December 10, 2020

RE: Planning Objectives Summary: December 10th Incident Command Center (ICC) meeting

The full ICC met on December 10, 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. LACCD working to finalize ICC/EOC roles and responsibilities, received input from colleges.
 - b. Contract tracing document in development.
 - c. Athletics policy statement in final stages, document to demonstrate the districts strong commitment to athletics.
 - d. EOC looking at winter face to face classes to make sure everything is in line with protocols.
 - e. Recovery grid continues to be in development.
 - f. Working with the colleges offering wi-fi access for students in parking lots.
 - g. Continue to submit any filming requests.
3. Safety Officer:
 - a. Email sent regarding campus access, procedures and PPE.
 - i. Reminder to stay home if you do not need to go to campus.
 - b. Seeing increased reports of possible exposures, exposures and positive tests.
 - i. Reminder to be safe, take precautions and follow protocols.
 - c. Requested promotion of the LACC safety app in the next communication.
4. Updates to ongoing Issues/Activities:
 - a. Management Section:
 - i. Worked on the OSHA checklist and will send to the EOC next Tuesday; final document will be shared next week.
 - b. Van de Kamp:
 - i. No report
 - c. Operations:
 1. Continue to work on list of supplies needed for wi-fi install in parking garage.

