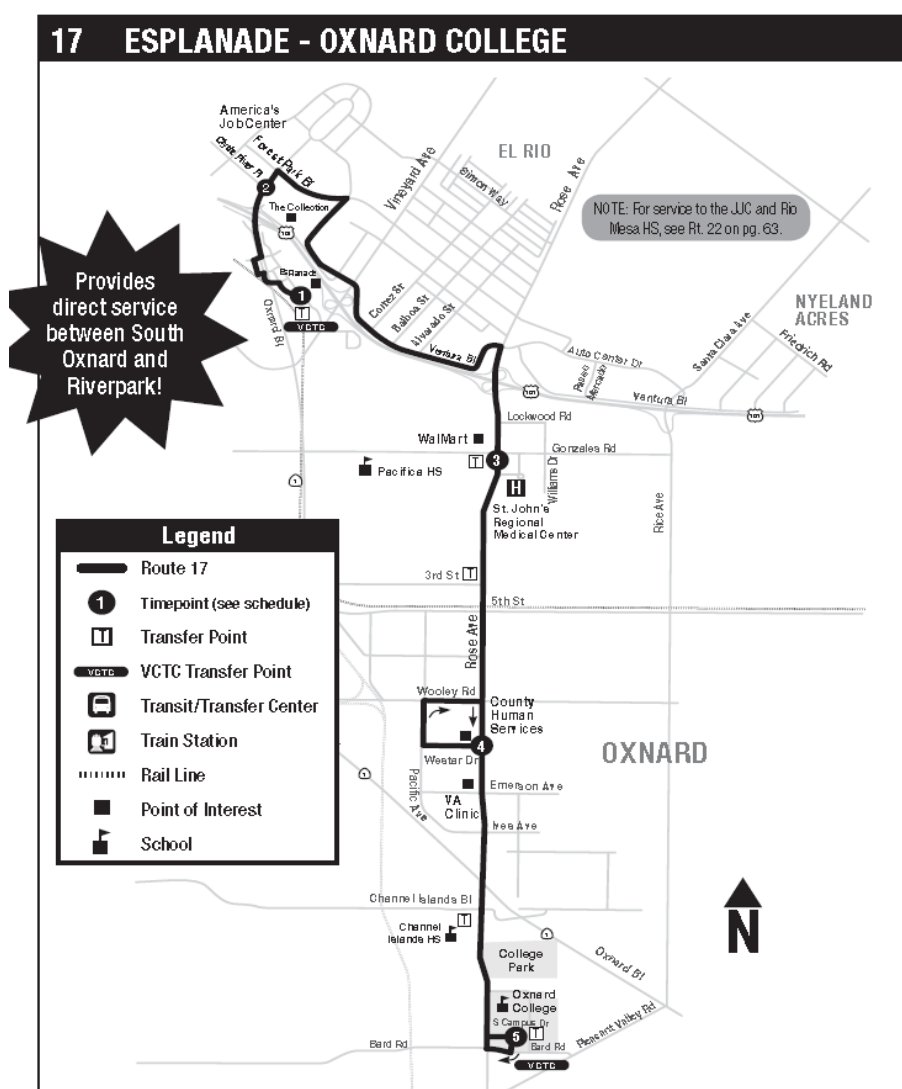


Hallmark of Excellence #1

(a) The location of the AJCC is convenient for customers (including those with barriers to employment). It has adequate parking and is accessible by public transportation (where available).

- The AJCC is centrally located near public bus access and off the main freeway on/off ramp (101). It is also centrally and conveniently located in the County of Ventura.
- The AJCC equipped with 465 regular and 9 handicap parking spaces.



Hallmark #1

(b) External signage identifies the location as an AJCC and meets the branding requirements of Workforce Services Information Notice 12-43.

This is the front view of the AJCC.



The AJCC name is visible in the main lobby (See below - Third Floor).



← This is an AJCC directional sign in the main lobby.

This is the signage located upon exiting the elevator on the third floor.



Hallmark of Excellence #1

(c) The AJCC lobby has a clean and professional appearance

The lobby and AJCC is cleaned on a daily basis per our lease agreement. In addition, deep carpet cleaning is scheduled on a bi-annual basis or more frequently as necessary.



Hallmark of Excellence #1

(d) The AJCC is designed so that it is easy for customers to access services, resources and staff assistance.

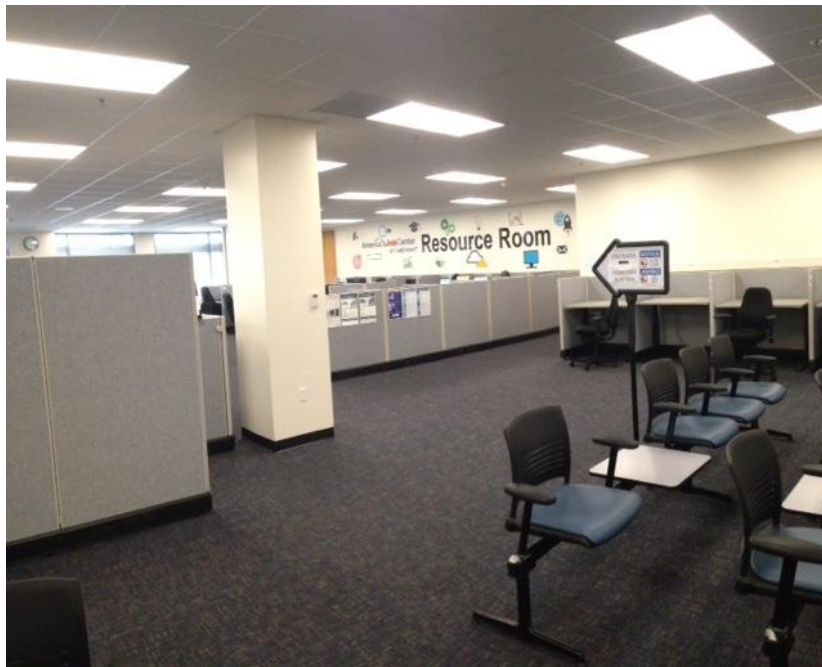
AJCC Main Lobby Reception



The reception desk is modified to accommodate and more effectively serve all customers including those with disabilities.



The Resource Room is easily accessible from the main lobby reception desk. Directional signs provide customers information regarding the location of services and computer resources.



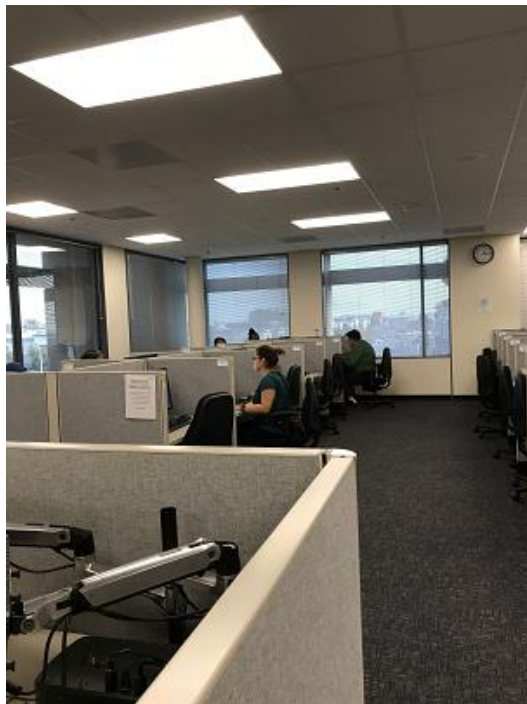
Hallmark of Excellence #1

(e) The AJCC Resource Room is fully operational with well-arranged work stations and equipped with printers and a copy and fax machine for customers.

Resource Room



Customer work stations



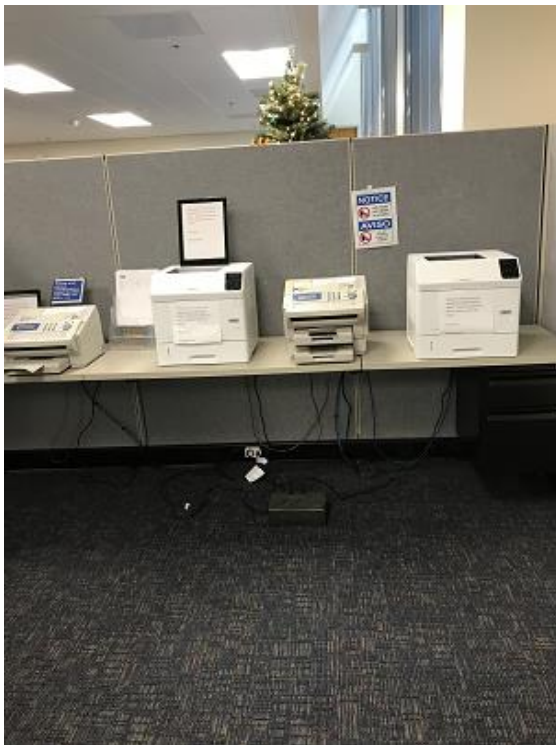
Resource Room check-in area



Adjustable work stations



Resource Room Equipment



Fax machines, copiers and printers



Hallmark of Excellence #1

(f) The AJCC has adequate space available for customer reception, workshops, on-site employer recruitment events, itinerate partners, and job center staff.

The AJCC has 38,000 square to provide services to customers and employers. It includes 7 conference rooms ranging in capacity from 12 to 85 customers. The center is equipped with state of the art technology and equipment designed to effectively deliver services to the community.



This is the “Ventura” conference room that is equipped with a sound proof accordion wall to allow expansion to the adjacent room as necessary to accommodate large groups of customers or events.



List of conference rooms and equipment.

Santa Ana (capacity 6)

- Computer, keyboard, mouse
- Television
- DVD Player
- White board
- Polycom telephone

Ventura (capacity 81)

- Projector and screen
- Computer
- Wireless keyboard and mouse
- DVD Player
- Wireless microphone
- Overhead speakers
- Podium
- White board
- Easel
- Fan

SESPE (capacity 8)

- Television
- Computer
- Wireless keyboard and mouse
- Polycom telephone
- Telephone
- Easel
- Fan

Coyote (capacity 57)

- Television
- Wireless keyboard, mouse
- Podium
- Printer
- Phone
- White board
- Fan

Santa Clara (capacity 42)

- Television
- Computer
- Keyboard and mouse
- DVD Player
- Phone
- White board
- Fan

Timber (capacity 59)

- Podium
- Easel
- Wireless keyboard and mouse
- Projector and screen
- Phone
- White board
- Speakers
- Computer
- DVD Player
- fan

San Antonio (capacity 57)

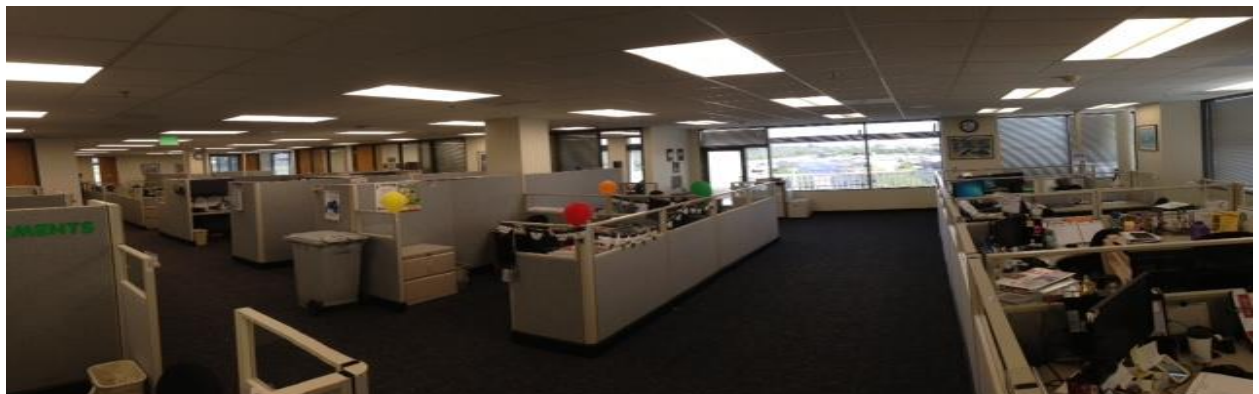
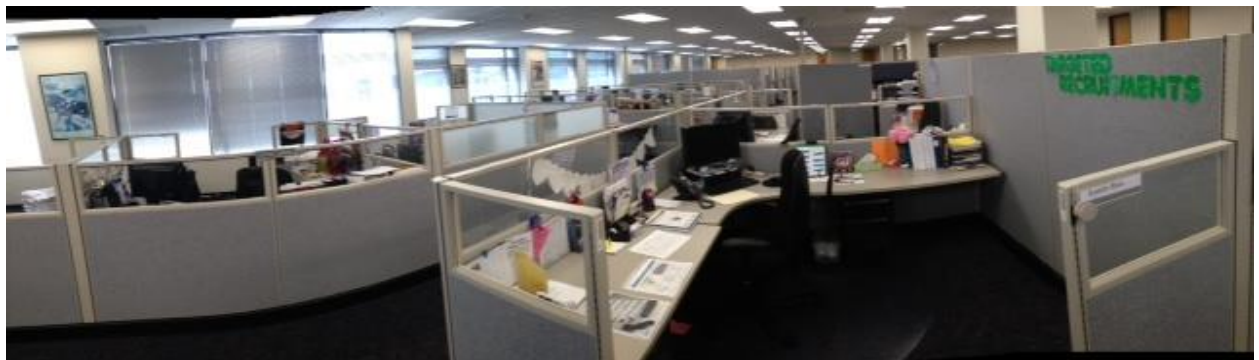
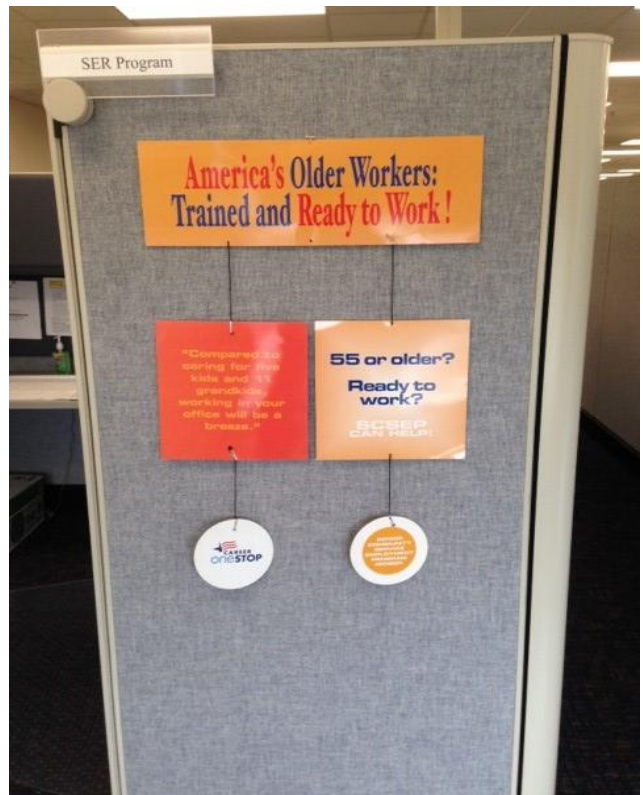
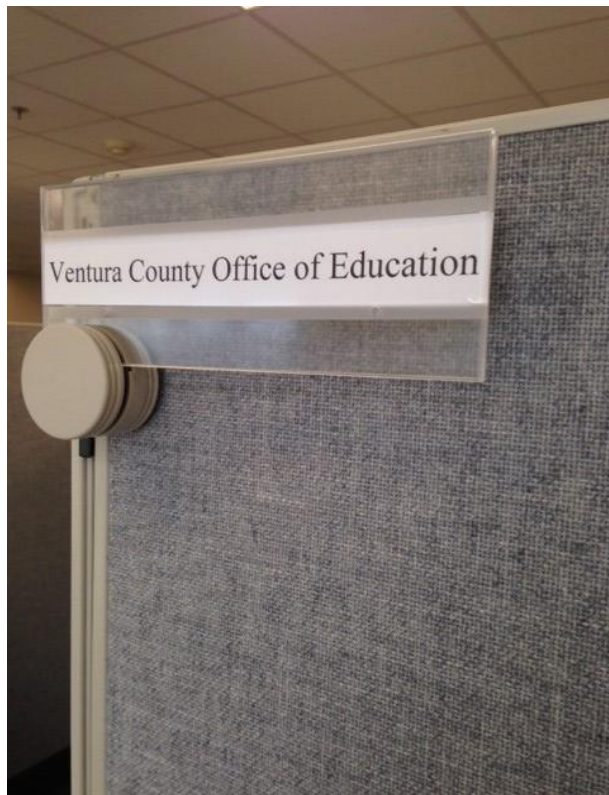
- 16 computers with keyboard and mouse
- White board
- Television Screen
- Computer
- DVD plater
- Easel
- Printer
- Podium
- phone

Simi-Arroyo (Capacity 57)

- Television Screen
- Copy Machine
- White Board
- Printer
- 2 telephones

The AJCC has adequate space for partners (5 photos)

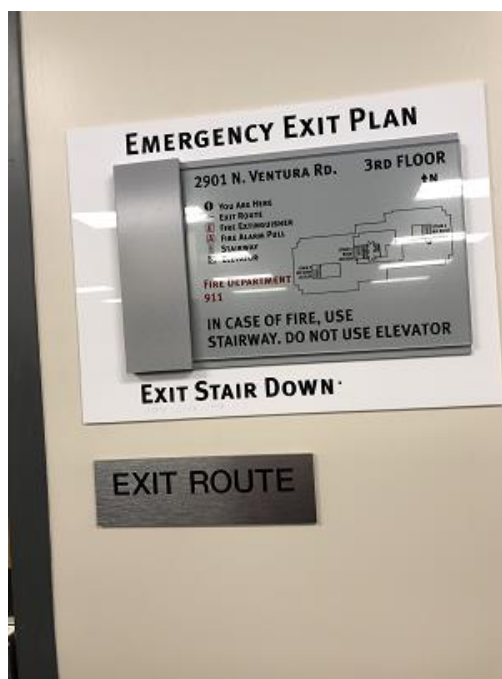




Hallmark of Excellence #1

(g) The AJCC has internal signage to help customers easily navigate the AJCC.

The directional signs help customers find information and access to services. All of the rooms are labeled with unique names of rivers in Ventura County.





These pictures of the AJCC provide customers the ability to easily locate workshop rooms, public restrooms and the Resource Room services, including Unemployment Insurance, Veteran's Services, Youth Employment and training services.





Unemployment Insurance dedicated telephone line and services.



These are view of Veterans services area and Youth Employment Opportunity Program services locations.

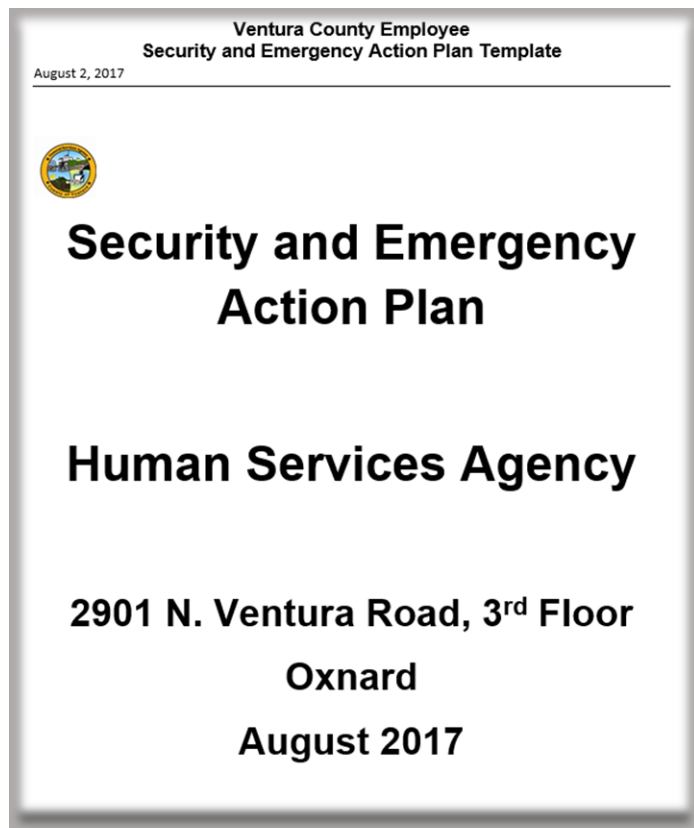


Hallmark of Excellence #1

(h) Emergency evacuation procedures are in place and those procedures address the needs of individuals with disabilities.

The AJCC ensures emergency evacuation procedures are in place and address the needs of individuals to include a series of preparation activities including regularly scheduled evacuation drills, emergency and workplace safety desktop alerts and a comprehensive plan approved by the Safety Officer. For customers with limited mobility, we installed mobility chairs at two main stairwells.

- Security and Emergency Action Plan cover page
- Security and Emergency Action Plan Appendix E- Evacuation Guidelines for People with disabilities
- Security and Emergency Action Plan Appendix G- Evacuation Procedure Manual
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- Stryker Chairs located at each emergency exit
- Emergency resource Map
- Pictures of the emergency evacuation maps at the AJCC
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Excerpt of Appendix E and G

Hazardous Materials Procedure	
Utility Failure	
Elevator Failure	
Flooding / Plumbing Failure	
Natural Gas Leak	
Steam Line Failure	
Ventilation Problem	
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Disaster Service Worker	
Supplies	
Training and Documentation	
Drills	
Securing Building Contents	
Pandemic Influenza	
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APPENDIX E

Evacuation Guidelines for People with Disabilities

The following guidelines have been adopted by the County of Ventura to assist in planning for the evacuation of people with physical disabilities.

FOR ALL EMERGENCIES, AFTER AN EVACUATION HAS BEEN ORDERED:

- Evacuate people with disabilities if possible.
- **DO NOT** use elevators, unless authorized to do so by law enforcement or fire personnel. Elevators could fail during a fire or a major earthquake.
- If the situation is life threatening, call 911.
- Check on people with special needs during an evacuation. A "buddy system" is a good method where people with disabilities arrange for volunteers (co-workers/ neighbors) to alert them and assist them in an emergency.
- Attempt a rescue evacuation **ONLY** if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- Always **ASK** someone with a disability how you can help **BEFORE** attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved and whether there are any special considerations or items that need to come with the person.

RESPONSES TO EMERGENCIES

Blindness or Visual Impairment

Bomb Threat, Earthquake, Fire, Hazardous Material Releases and Power Outages:

- Give verbal instructions to advise about the safest route or direction by using compass directions, estimated distances and directional terms.
- **DO NOT** grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd
- Give other verbal instructions or information (elevators cannot be used)

APPENDIX G

Evacuation Procedure Manual

I. Evacuation Procedures

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The officials listed below representing tenant departments at the (Building Name) have reviewed this document. By their signature, they concur with the procedures contained herein and will take the following actions to ensure compliance with these procedures:

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- Direct employees to comply with procedures communicated through the appropriate Evacuation Manager and to observe evacuation orders.
- Commit to a review twice annually and, as needed, make revisions to these procedures.
- Participate in evacuation drills as may be needed to demonstrate readiness for an emergency.

AJCC Emergency Evacuation PowerPoint for all staff training



Stryker chairs are located at each emergency exit



Emergency Resource Map



Emergency Bag



Fire Extinguisher



Evacuation Chair



Duress Alarm

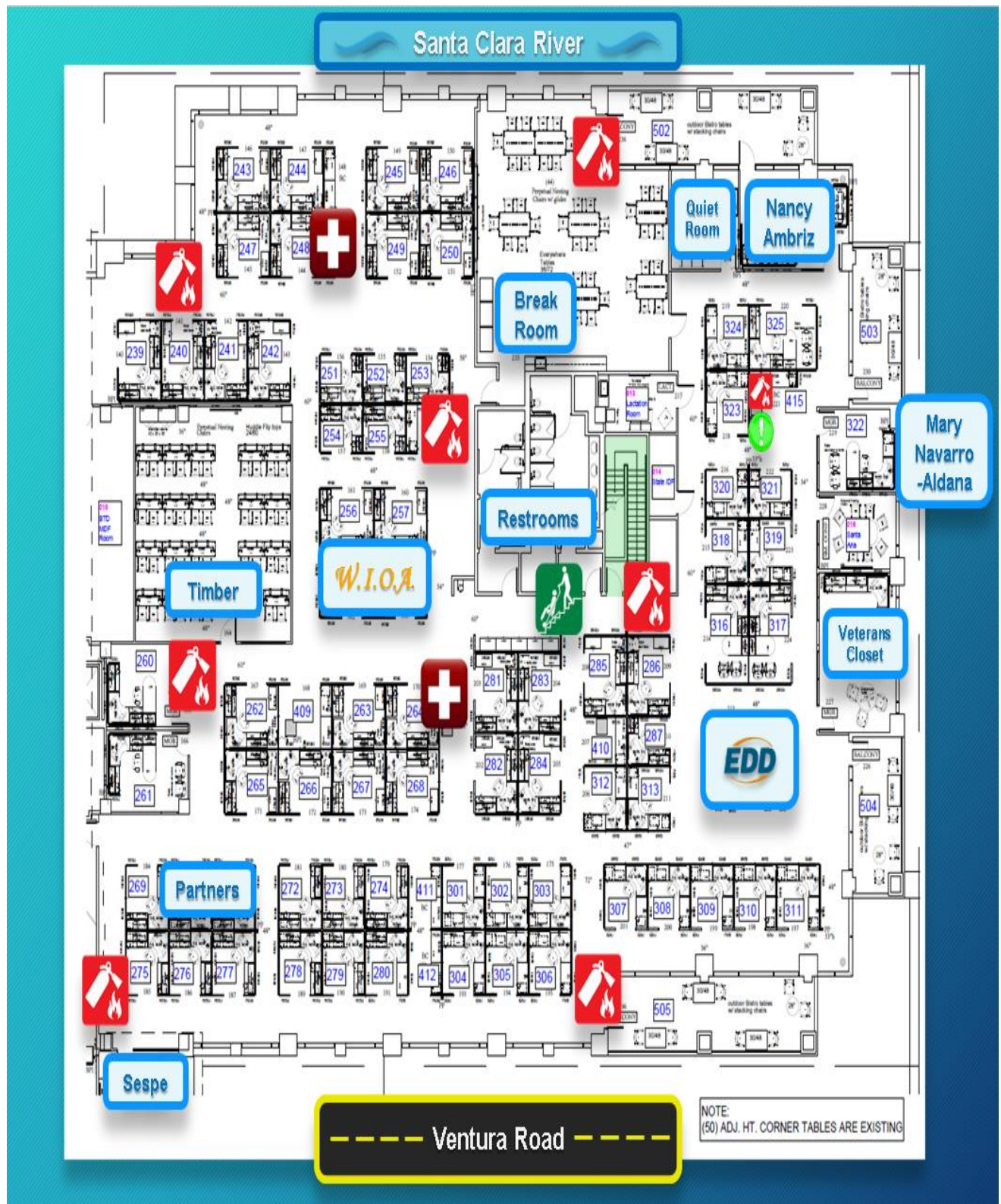


Alarm Panel

Building Evacuation Map (1 of 3)



Building Evacuation Map (2 of 3)



Building Evacuation Map (3 of 3)



Building map overview. Staff and children from Children's Corner meet at Customer location.



2018 Drill Calendar



JANUARY	FEBRUARY	MARCH	APRIL
m t w t f s s	m t w t f s s	m t w t f s s	m t w t f s s
1 2 3 4 5 6 7	1 2 3 4	1 2 3 4	1
8 9 10 11 12 13 14	5 6 7 8 9 10 11	5 6 7 8 9 10 11	2 3 4 5 6 7 8
15 16 17 18 19 20 21	12 13 14 15 16 17 18	12 13 14 15 16 17 18	9 10 11 12 13 14 15
22 23 24 25 26 27 28	19 20 21 22 23 24 25	19 20 21 22 23 24 25	16 17 18 19 20 21 22
29 30 31	26 27 28	26 27 28 29 30 31	23 24 25 26 27 28 29
			30
MAY	JUNE	JULY	AUGUST
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14 15 16 17 18 19 20	11 12 13 14 15 16 17	9 10 11 12 13 14 15	13 14 15 16 17 18 19
21 22 23 24 25 26 27	18 19 20 21 22 23 24	16 17 18 19 20 21 22	20 21 22 23 24 25 26
28 29 30 31	25 26 27 28 29 30	23 24 25 26 27 28 29	27 28 29 30 31
		30 31	
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
m t w t f s s	m t w t f s s	m t w t f s s	m t w t f s s
1 2	1 2 3 4 5 6 7	1 2 3 4	1 2
3 4 5 6 7 8 9	8 9 10 11 12 13 14	5 6 7 8 9 10 11	3 4 5 6 7 8 9
10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18	10 11 12 13 14 15 16
17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25	17 18 19 20 21 22 23
24 25 26 27 28 29 30	29 30 31	26 27 28 29 30	24 25 26 27 28 29 30
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March 13th

9 a.m.

Evacuation Drill

June 12th

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Earthquake Drill

August 21st

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October 18th

10 a.m.

Great Shakeout
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***PLEASE NOTE:**

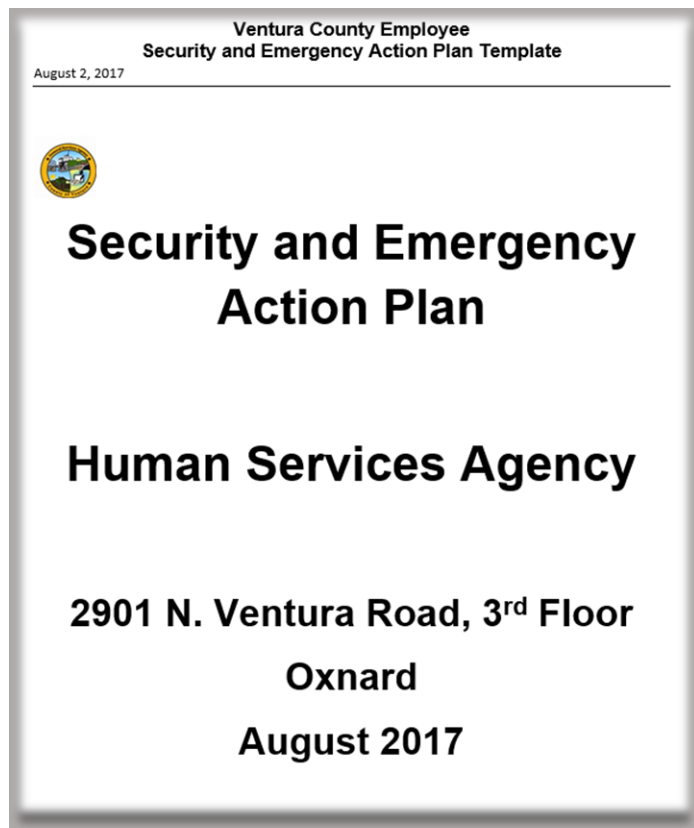
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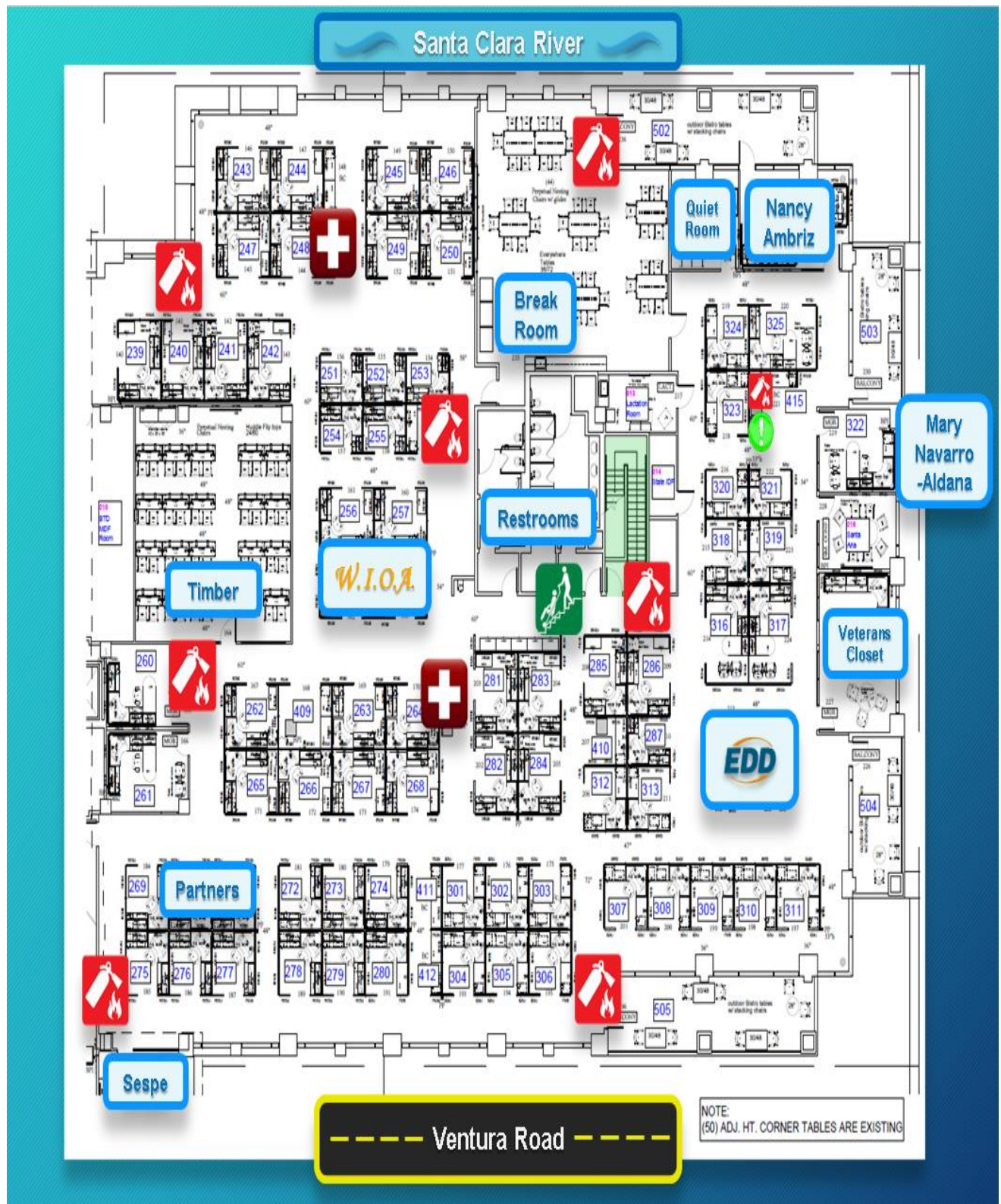


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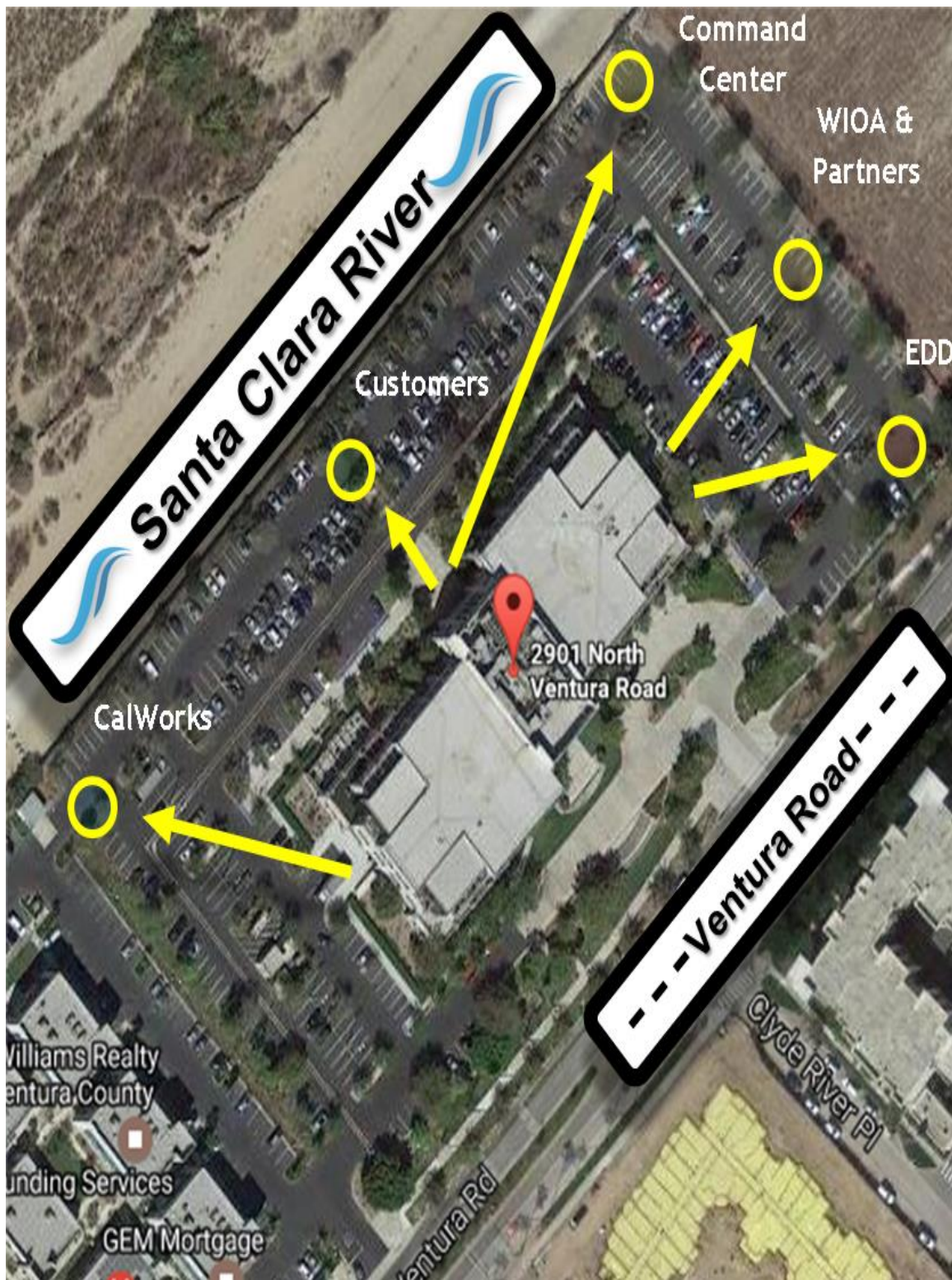
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