



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

NO. 01 ISSUE 01
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EFFECTIVE: 10-27-11
Updated

SUBJECT:
After Hours – Emergency Policy & Procedure

APPROVED: 10-27-2011


BY: Ron Griffin, Director

PURPOSE

To provide Preschool Services site staff with information and guidance for making emergency facility decisions after hours. The Policy & Procedure will define the roles and responsibilities of all PSD Sites and Family Learning Center staff as they related to after hour emergencies. It will ensure that managers, supervisors, and employees are aware of his/her operational objectives and functions when response time is limited.

POLICY

Authorization is granted to Site Supervisors or designees to purchase ONLY for the preservation of life or property if:

- the original purchaser (finance) is not immediately available,
- the item(s) are necessary for continued operation of the facility, and undue delay would cause substantial loss to the County.

Note: This policy is intended to be general in its application in order to provide for flexibility in decision making.

REFERENCE

PSD/County Procurement Policy

PROCEDURE

In emergency situations ONLY, PSD Site Supervisors or designees are authorized to request repairs of vendors after hours when, (I) the original purchaser (finance) is not immediately available, (II) you cannot reach your immediate supervisor, and (III) you cannot reached Facility Maintenance Supervisor. Please leave a message with the appropriate party via e-mail and/or phone call and proceed with calling the vendor/s.

EXAMPLE: If the building cannot be secured because of broken doors or windows; if the alarm is broken and cannot be set; if there are plumbing issues that can result in water damage if left over night.

If it appears the building has been damaged to the extent that normal operations cannot be conducted the next business day, notify the Deputy Director of Operations and your Manager the first business day.

Notify Facility Maintenance Supervisor to discuss damages and receive further assistance if needed.

The Landlord will be notified of necessary repairs as soon as practical.

Site Supervisors or designees will be responsible for sending in to the Administration Office a copy of the receipt with vendors name, telephone number, address and the work performed.

See attached list of vendor names and phone numbers for all geographic areas.

COMPILED LIST OF EMERGENCY VENDORS (AFTER HOURS)

EAST-CENTRAL VALLEY

TYPE VENDOR	COMPANY NAME	TELE.#	CONTACT	CITY
ELECTRICIAN	DISCIPLE CNSTR.ELEC	(909)298-3384	AMANDA ELLWANG	YUCIAPA
	EILAR CONSTRUC.	(909)796-8200	LISA/KIM EILAR	LOMA LINDA
	ELEC.CONTRACT.SERV.	(909)797-3309	DEBORAH LOOMIS	YUCIAPA
	EZQUIEL ELEC.	(951)840-7284	ALLISON EDMISTEN	SAN BDNO.
	FUGATE ELECTRICAL	(909)888-8243	TIM FUGATE	SAN BRDO.
PLUMBER	PAYLESS 4 PLUMBING	(909)887-9053	DAVID CASELLO	SAN BDNO.
	A-ADVANTAGE PLUMB	(909)790-5900	KAREN JOHNSTON	YUCIAPA
	BIG MIKES PLUMBING	(909)888-8736	MIKE ALLEN	SAN BDNO.
	FISCHER PLUMBING	(909)881-2910		SAN BDNO.
	M.ETHEREDGE PLUMB	(909)797-3510	RAMONA ETHREDGE	YUCIAPA
	CRP PLUMBING CO.	(909)307-6255	DEBORAH PINE	REDLANDS
DOOR/TRIM REPAIR	GUERRERO BROS.	(909)475-8444	ROQUE GUERRERO	SAN BDNO.
	EILAR CONSTRUCT.	(909)796-8200	LISA/KIM EILAR	LOMA LIUNDA
	KIEL KWAPNBRG.CNST	(909)731-9151	KIEL	MENTONE
	MCKERNAN ENTPRISE	(909)307-1383	AMY BICE	REDLANDS
EXTERMINATOR	ROBBINS PEST MANG.	(909)245-7378	FRANCIS MCDOUGH	LAKE ELSINORE
	RAIDEX PEST CONTROL	(888)672-4339	RICK HANEY	SAN BDNO.
	CLIFF'SPEST CONTROL	(909)887-1862	CLIFF UTLEY	SAN BDNO.
	DEWEY PEST CONTROL	(626)568-9248	BILL VILLASENOR	COLTON
	BOATMAN'S PEST CO.	(909)475-8827	RON BOATMAN	SAN BDNO.
FENCING	DIAMOND FENCE CO.	(909)889-0509	GALE CORTEZ	SAN BDNO.
	DC HUBBS CONSTR.	(909)361-2900	DANNY HUBBS	BLOOMINGTON
	BILL'S FENCE COI.	(909)862-2014	WILLIAM HORACK	HIGHLAND
	FRANK'S FENCE CO.	(909)884-1855	GREG SHAW	SAN BDNO.
ROOFING	GREEN GORILLA ROOF	(909)266-9723	DANIEL GOMEZ	SAN BDNO.
	EPIC ROOFING SOLUT.	(909)881-0245	SANDRA WOOLARD	SAN BDNO.
	EILAR& COMPANY	(909)796-8200	LISA OR KIM	LOMA LINDA
	ABLE ROOFING CO.	(909)794-6849	VITA AVILA	MENTONE
LOCKSMITH/KEYS	JD LOCK AND KEY	(909)797-4120	CHERYL DEINER	YUCIAPA
	DIB'S SAFE/LOCK SER.	(909)885-0452	DAVID DIBS	SAN BDNO.

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COMPILED LIST OF EMERGENCY VENDORS (AFTER HOURS)

WEST-CENTRAL VALLEY

TYPE	VENDOR	COMPANY NAME	TELE.#	CONTACT	CITY
ELECTRICIAN		TEAM AEG ELECTRIC	(909)731-2069	TONY GONZALEZ	FONTANA
		EG VALFORTORE INC.	(951)427-6634	ANTHONY KENDALL	FONTANA
		LAS COLINA ENGNIRG	(909)685-6009	FLOYD CALDERON	RIALTO
		3-J MAINT.ELECTRIC	(909)840-0848		FONTANA
		GUERRERO BROS.	(909)475-9444	ROQUE GUERRERO	SAN BRDO.
		FUGATE ELECTRICAL	(909)888-8243	TIM FUGATE	SAN BRDO.
PLUMBER		PAYLESS 4 PLUMBING	(909)887-9053	DAVID CASELLO	SAN BDNO.
		BHI PLUMBING	(909)883-8827	JOY KEELING	SAN BDNO.
		BIG MIKES PLUMBING	(909)888-8736	MIKE ALLEN	SAN BDNO.
		FISCHER PLUMBING	(909)881-2910		SAN BDNO.
DOOR/TRIM REPAIR		ESTRADA CONSTRUCT	(909)464-8417	DAVID ESTRADA	CHINO
		THE SERVICE HUNTER	(909)923-8630	FRED HUNTER	ONTARIO
		GUERRERO BROS.	(909)475-8444	ROQUE GUERRERO	SAN BDNO.
		EILAR CONSTRUCT.	(909)796-8200	LISA/KIM EILAR	LOMA LIUNDA
		THE SERVICE HUNTER	(909)923-8630	FRED HUNTER	ONTARIO
EXTERMINATOR		QUAL.COMM.PEST CON	(877)238-3313	EUNISE	RANCHO CUCAMON
		HYDREX PEST CONTRL	(909)357-3911	951)532-6366	FONTANA
		PESTMASTER SERV.	(909)517-3500	JIM GILES	CHINO
		CENTERPOINT PEST	(909)972-1688	WAYNE JOHNSON	ONTARIO
		SHARP EXTERMINATOR	(909)875-9418		RIALTO
FENCING		FIBERTECH LLC.	(909)947-6777	CHRIS GILES	ONTARIO
		DC HUBBS CONSTR.	(909)361-2900	DANNY HUBBS	BLOOMINGTON
		FENCE MEDIC	(909)355-2616	PAUL GENDA	FONTANA
ROOFING		GREEN GORILLA ROOF	(909)266-9723	DANIEL GOMEZ	SAN BDNO.
		EPIC ROOFING SOLUT.	(909)881-0245	SANDRA WOOLARD	SAN BDNO.
		ERIC & COMPANY INC.	(909)463-0285	ERIC RICO	RANCHO CUCAMON
		THE SERVICE HUNTER	(909)923-8630	FRED HUNTER	ONTARIO
LOCKSMITH/KEYS		BLUE DOT SAFES	(909)390-3000	BERGE JALAKIAN	ONTARIO
		B&B LOCK&SECURITY	(909)591-1319	BRIAN COOK	CHINO
		DIB'S SAFE/LOCK SER.	(909)885-0452	DAVID DIB	SAN BDNO.

COMPILED LIST OF EMERGENCY VENDORS (AFTER HOURS)

HIGHDESERT SITES

TYPE VENDOR	COMPANY NAME	TELE.#	CONTACT	CITY
ELECTRICIAN	CHRSIANBELL ELEC.	(760)948-3444	NICOLE PLACENCIA	HESPERIA
	PTL ELEC.INC.	(760)530-9194	JOE GONZALEZ	VICTORVILLE
	QUALITY ELECTRICAL	(760)956-7880	DARLENE PARDUE	HESPERIA
	C&C ELECTRICAL	(760)240-3245	JANICE NEWELL	APPLE VALLEY
	PRO MAXIM COMM. INC	(760)843-5880	JIM MATTINGLY	VICTORVILLE
	KEN CURRAN ELEC.	(760)256-9441	MARGARET CURRAN	BARSTOW
	SERVICE ELEC.	(760)256-5185	ROBERT WOODS	BARSTOW
	T LINDSAY ELEC.	(760)961-2132	760)599-8866	APPLE VALLEY
PLUMBER	CISNEROS B.PLMING	(760)947-2625	GENOVEVA CISNRS	HESPERIA
	WR LILLY	(760)956-6312		HESPERIA
	PK. PLUMBING	(760)596-0935	PATRICIA FISK	VICTORVILLE
	TOMMY T'S PLUMBING	(760)256-6169	PAM HILL	BARSTOW
	HEART PLUMBING	(760)252-3793	DENNIS HAEFELE	BARSTOW
	SHINE PLUMBING	(760)955-1904		VICTORVILLE
	GARNER PLUMBING	(760)947-8381	ROCHELLE GARNER	HESPERIA
	AQUA PLUMBING	(760)240-7590	TROY WHITEHALL	APPLE VALLEY
DOOR/TRIM REPAIR				
	STEPHEN CARNES CO.	(760)964-0849	TAMMY CARNES	VICTORVILLE
	ACCU.OVERHD DR SYS	(888)970-3667	DONNA BARBER	HESPERIA
	ARCO GEN. CONTRAC.	(760)244-9342	DWAYNE STEWARD	HESPERIA
EXTERMINATOR	A-BOMB PEST CONTRL	(760)953-6350	760)953-635	VICTORVILLE
	DEWEY PEST CONTRL	(760)243-2150		VICTORVILLE
	TARGET TERMIT&PEST	(800)404-7944		HESPERIA
FENCING	GILSTRAP;TRCKING	(760)948-1339	DARIN GILSTRAP	HESPERIA
	ALL AMER.FENCE	(760)948-2428		HESPERIA
	ELLIS FENCE CO.	(760)256-3270	SHANON ELLIS	BARSTOW
ROOFING	DUNFORD ROOFING	(760)247-3931	EUGENE DUNFORD	APPLE VALLEY
	DRNKEN MILLR ROOF.	(760)241-7866	KAREN DRUNKMILR	VICTORVILLE
LOCKSMITH/KEYS				
	24-7 LOCKSMITH CO.	(760)948-1975	DAVID BARAJAS	HESPERIA
	PRECISION LOCK/SAFE	(760)247-1288		APPLE VALLEY