

RIVERSIDE COUNTY REGIONAL PARK DISTRICT

EMERGENCY PROCEDURES

What is an EMERGENCY?

Emergency Purchase is the immediate purchase of a commodity or services caused by a sudden, unexpected turn of events beyond the control of the County involving public health, welfare, safety, injury or loss.

Emergencies exist where there is a FOBSW/GDWR BWK OLIRBSWA

Examples of ~~HHBV~~

1. Water or Sewer line breakage which causes flooding, back up/overflow of sewage, water loss.
2. Broken glass which jeopardizes the security of a building or vehicle.
3. Power Pole/Line down resulting in loss of electricity and risk of fire.
4. A vehicle runs into a building and causes damage jeopardizing the security and safety of individuals.
5. Gas leak.

Handling ~~HHBV~~ during normal business hours RQBDP BDP

1. Contact Parks Purchasing immediately for assistance.
2. Parks Purchasing will assist with locating a vendor, if no Blanket or Contracted vendor is available. Employee should contact a suggested vendor or locate a reputable vendor.
3. Schedule a vendor/employee site visit to assess damages and written quote for cost to repair.
4. Immediately report the following information back to Parks Purchasing:
 - a. Written quote for cost of repairs.
 - b. Photographs of the damages for documentation purposes if feasible (highly recommended).
 - c. Justification (description of damages), loss and recommendations.
5. Based on the information provided above, Parks Purchasing will secure an EMERGENCY approval from Central Purchasing.
6. Turn around time: Generally 1-4 hours in most cases. (Includes vendor site visit).

~~RWRBQW~~ 3D3M0YFRRU

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~~BLEBL~~ (951) MBJBLD@rivco.org

Handling ~~HHBV~~ normal business hours

1. Check blanket listing for a vendor on contract.
2. If no vendor is available on the blanket listing, contact the nearest vendor available to provide assistance.
3. Obtain a written quote from the vendor detailing all services/work to be performed.
4. If the vendor is not on a blanket, submit Form 10, quote/invoice, detailed description/justification of the emergency work performed to Parks Purchasing on the **NEXT** scheduled work day.

~~MEG~~

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