

Daily Site Report

ALVERNO HEIGHTS ACADEMY - Special Coverage

09/16/2023 08:03am PDT - 09/17/2023 08:03am PDT



Time	Action	Details
02:35pm PDT 09/16/2023	#124248598 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	
		<p>Comments Checked in with event coordinator to ask what time they wanted the highland gate closed. She told me they wanted it closed at 3:45. - security officer Emmanuel Castillo</p> <p>Officer Signature</p> 
02:37pm PDT 09/16/2023	#124248687 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	
		<p>Comments Called Sierra madre police department to inform that there will be a wedding taking place from 3:30 to 9:30 PM. - security officer Emmanuel Castillo</p> <p>Officer Signature</p> 
03:04pm PDT 09/16/2023	#124249680 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	
		<p>Comments Directed traffic to the Wilson st parking lot. - security officer Emmanuel Castillo</p> <p>Officer Signature</p> 
03:40pm PDT 09/16/2023	#124251021 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	
		<p>Comments Closed highland gate 5 minutes earlier because there was too many people on the pathway. - security officer Emmanuel Castillo</p> <p>Officer Signature</p> 
05:54pm PDT 09/16/2023	#124255711 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	
		<p>Comments Wilson st sound reading 47.3</p>

Picture 1



Officer Signature

05:59pm PDT
09/16/2023

#124255874 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading
48.2

Picture 1



Officer Signature

06:02pm PDT
09/16/2023

#124256026 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Michillinda Ave sound reading
45.3

Picture 1



Officer Signature

06:07pm PDT
09/16/2023

#124256281 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments
Grandview Ave sound reading
49.4

Picture 1



Officer Signature

06:14pm PDT
09/16/2023

#124256514 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments
Andrea closed Wilson st. Gate entrance
- Security officer Emmanuel Castillo

Officer Signature



06:54pm PDT
09/16/2023

#124258059 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Wilson st. Sound reading
46.5

Picture 1



Officer Signature



06:59pm PDT
09/16/2023

#124258269 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading
49.1

Picture 1



Officer Signature

07:02pm PDT
09/16/2023

#124258448 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Michillinda Ave sound reading
49.3

Picture 1



Officer Signature

<p>07:05pm PDT 09/16/2023</p>	<p>#124258591 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p>Comments Grandview Ave sound reading 47.9</p> <p>Picture 1</p>  <p>Officer Signature</p> 
<p>08:02pm PDT 09/16/2023</p>	<p>#124260807 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p>Comments Wilson St. Sound reading 44.3</p>

Picture 1



Officer Signature

08:08pm PDT
09/16/2023

#124261094 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading
52.4

Picture 1



Officer Signature

08:11pm PDT
09/16/2023

#124261241 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments
Michillinda Ave sound reading
48.5

Picture 1



Officer Signature

08:14pm PDT
09/16/2023

#124261354 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments
Grandview Ave sound reading
46.5

Picture 1



Officer Signature

08:55pm PDT
09/16/2023

#124263028 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments
Wilson St. sound reading
44.5

Picture 1



Officer Signature

09:00pm PDT
09/16/2023

#124263243 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments
Highland Ave sound reading
50.8

Picture 1



Officer Signature

<p>09:03pm PDT 09/16/2023</p>	<p>#124263437 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p>Comments Michillinda Ave sound reading 50.4</p> <p>Picture 1</p>  <p>Officer Signature</p> 
<p>09:06pm PDT 09/16/2023</p>	<p>#124263556 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p>Comments Grandview Ave sound reading 48.3</p> <p>Picture 1</p>  <p>Officer Signature</p> 
<p>09:26pm PDT 09/16/2023</p>	<p>#124264336 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	

		<p>Comments Informed the event coordinator that at 9:30 would be last call for music and alcohol. - Security officer Emmanuel Castillo</p> <p>Officer Signature</p> 
09:52pm PDT 09/16/2023	#124265275 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	
		<p>Comments Andrea instructed me to direct traffic towards the Michillinda gate. -security officer Emmanuel Castillo</p> <p>Officer Signature</p> 
10:20pm PDT 09/16/2023	#124266560 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	
		<p>Comments Walked thru the house to verify there was no one inside. -security officer Emmanuel Castillo</p> <p>Officer Signature</p> 

Alverno Heights Academy



City of Sierra Madre

232 W. Sierra Madre Blvd.

Sierra Madre, CA 91024

626.355.7135

www.cityofsierramadre.com

EVENT MONITOR COMPLIANCE FORM

APPLICANT'S NAME [REDACTED]

IF ORGANIZED, PROVIDE CONTACT NAME

ADDRESS [REDACTED] CITY [REDACTED] STATE [REDACTED] ZIP CODE [REDACTED] PHONE [REDACTED]

EVENT MONITOR NAME Emanuel Castillo CELL PHONE 626-364-5994

LOCATION OF EVENT AAA - Villa

DESCRIPTION OF EVENT Wedding

DATE OF EVENTS 09/16/23 OPENING AND CLOSING HOURS

ESTIMATED ATTENDANCE 180 IS THERE SEATING? Yes No IF YES, TYPE OF SETTING Banquet & assembly

CHECK THOSE THAT APPLY.
 Recorded Music Live Music Serving Food Alcohol
 Other
Specify:

BUSINESS LICENSE ON FILE WILL ALCOHOL BEVERAGES BE SERVED Yes No Please remember that the Sierra Madre Municipal Code does not allow the serving or selling of alcohol in public.

NAME(S) OF ADDITIONAL INSURED(S) REQUIRED RELATIONSHIP TO INSURED

PRESENT OR PREVIOUS INSURANCE CARRIER ON FILE

LIMITS OF COVERAGE ON FILE

HAS ANY INSURANCE CARRIER CANCELLED OR REFUSED COVERAGE? NO

IF SO, EXPLAIN N/A

PREVIOUS LOSSES N/A

SECURITY AVAILABLE Events involving alcohol must have security present. TYPE security AAA NUMBER 3

DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN? Yes No

Enclose a copy of security directions as separate attachment.

USC Arcadia Methodist

MEDICAL FACILITIES BEING UTILIZED (First aid stations, ambulance on premises)

AMBULANCE RESPONSE TIME 3-7 mins

HOSPITAL DISTANCE 2.5 miles

EMERGENCY EVACUATION PLAN

In case of catastrophic emergency, i.e., fire, earthquake, bomb threat, etc.
Plan must be attached to application for consideration of approval.

How are you notified of the emergency? How will the crowd be warned? How are exits marked and directions posted? How will the crowd be dispersed from facility, park, parking area, etc.? (Attach separate sheet)

[Redacted text]

N/A

STREETS TO BE CLOSED (PLEASE ATTACH A MAP)

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE?

SPECIAL REQUESTS (Port-a-potties, trash cans, barricades, sprinklers off in the park, etc.)

N/A

ATTACHMENTS

- Fee (or fee waiver request for eligible events)
- Insurance Certificate
- Security Plan
- Emergency Evacuation Plan
- Street Map (for street closures)
- Site/Event Map
- List of Specific Special Requests

I hereby certify that I have read and will abide by all rules and regulations of the City of Sierra Madre. As a duly authorized representative of the sponsoring organization, and on behalf of sponsoring organization, I agree to defend and to hold harmless the City of Sierra Madre, together with its officers and employees, against any and all liability or claim thereof, for any injury, death or property damage allegedly suffered by any person, including sponsoring organization, its agents or employees, due to, caused by, or arising out of, the acts or omissions of the sponsoring organization, its agents or employees, or the negligent acts or omission of the City of Sierra Madre, its officers or employees, and occurring during and as a result of the exercise of the privileges, and the permission hereby being granted to sponsoring organization, its agents and employees.

SIGNATURE [Signature]

DATE 9/16/23

TITLE Facilities Director

PHONE NUMBER 626-826-9742

* [Signature]
SECURITAS

Phone # 626-364-5004

Event Monitor Checklist



City of Sierra Madre
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
626.355.7135
www.cityofsierramadre.com

- Number of Guests (not to exceed 200)
 - How many guests attended: 180
 - Police Department Calls for Service, if yes, explain:

- Any interaction with Alverno Staff and/or Security Guard?
 - If Yes, explain: NO

- Any interaction with the Sierra Madre Police Department?
 - If Yes, explain: CHECK-IN / CHECK-OUT

- Any interaction with the Neighbors?
 - If Yes, explain: NO

Number of Guests: 180

Event Time Monitoring

- Event Start Time: 3:30 PM
- Event End time: 9:30 PM

Gate Entering and Exiting Times

Gate Name:	Highland	Wilson	
Gate Opening Time:	<u>11 AM^{AB}</u>	<u>11:05 AM^{AB}</u>	<u>10:30 AM^{AB}</u>
Gate Closing Time:	<u>10:48pm^{AB}</u>	<u>3:40 PM</u>	<u>6:14 PM</u>

Street Name	1 st Time and Reading	2 nd Time and Reading	3 rd Time and Reading	4 th Time and Reading
Michillinda Ave.	6:02 - 45.3 DCB	7:02 - 49.3 DCB	8:11 - 48.5 DCB	9:03 - 50.4 DCB
Grandview Ave.	6:07 - 49.4 DCB	7:05 - 47.9 DCB	8:14 - 46.5 DCB	9:06 - 48.3 DCB 9:03 - 50.4 DCB
Wilson St.	5:54 - 47.3 DCB	6:54 - 46.5 DCB	8:02 - 44.3 DCB	8:55 - 44.5 DCB
Highland Ave.	5:59 - 48.2 DCB	6:59 - 49.1 DCB	8:08 - 52.4 DCB	9:00 - 50.8 DCB

Noise Readings:

Noise conditions satisfied pursuant to Section 3 of Conditional Use Permit No. 22-03

- If Not, explain: _____

Alcohol conditions satisfied pursuant to Section 4 of Conditional Use Permit No. 22-03

- If Not, explain: _____

Traffic and Parking conditions satisfied pursuant to Section 5 of Conditional Use Permit No. 22-03

- If Not, explain: _____

Vehicle Access condition satisfied pursuant to Section 6 of Conditional Use Permit No. 22-03

- If Not, explain: _____

Nighttime Lights conditions satisfied pursuant to Section 7 of Conditional Use Permit No. 22-03

○ If Not, explain: _____

Litter and Garbage conditions satisfied pursuant to Section 8
of Conditional Use Permit No. 22-03

○ If Not, explain: _____

