

Daily Site Report

ALVERNO HEIGHTS ACADEMY - Special Coverage

06/17/2023 08:02am PDT - 06/18/2023 08:02am PDT



Time	Action	Details
04:36pm PDT 06/17/2023	#119220252 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p>Comments</p> <p>1430 officer Emmanuel Castillo checked in. Checked in with Andrea ,currently waiting for wedding coordinator to arrive. Nothing else to report.</p> <p>1530 Helped direct traffic to correct parking lots. No unusual activity to report.</p> <p>1630 Helped direct guests to the building entrance. Nothing else to report at this time.</p> <p>1730 Helped to close the Highland gate entrance and the Wilson gate entrance. No unusual activity to report at this time.</p> <p>1800 conducting noise readings.</p> <p>1826 Wilson st 43.3 1832 highland Avenue 46.6 1839 michillinda Avenue 47.0 1844 grandview Avenue 46.2</p> <p>Picture 1</p> 

Picture 2



Picture 3



Picture 4



Officer Signature



07:40pm PDT
06/17/2023

#119227145 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

1928 Wilson Street 45.3
1933 Highland Avenue 45.6
1936 Michillinda Avenue 43.0
1940 Grand View Avenue 45.1

Picture 1



Picture 2



Picture 3



Picture 4



Officer Signature

08:32pm PDT
06/17/2023

#119229440 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

2030 Wilson Street 48.9
2034 Highland Avenue 48.3
2038 Michillinda Avenue 53.8
2040 Grand View Avenue 46.3

Picture 1



Picture 2



Picture 3



Picture 4



Officer Signature

09:41pm PDT
06/17/2023

#119232159 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

2130 Wilson Street 43.1
2134 Highland Avenue 44.0
2137 Michillinda Avenue 42.0
2140 Grand View Avenue 42.7

Picture 1



Picture 2



Picture 3



Picture 4



Officer Signature

A handwritten signature in blue ink, appearing to be 'Emmanuel Castillo', written over a white background.

10:29pm PDT
06/17/2023

#119250131 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Helped clear everyone out the building. Officer now off duty

Officer Signature

A handwritten signature in blue ink, appearing to be 'Emmanuel Castillo', written over a white background.

Alverno Heights Academy Event Monitor Compliance Form



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

APPLICANT'S NAME [REDACTED]

IF ORGANIZED, PROVIDE CONTACT NAME [REDACTED]

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

EVENT MONITOR NAME EMMANUEL K. CASTILLO CELL PHONE 626-364-5994

LOCATION OF EVENT 6/17/2023 Alverno Heights Academy - USTA

DESCRIPTION OF EVENT
Wedding

DATE OF EVENTS 6/17/2023 OPENING AND CLOSING HOURS 2pm - 10pm

ESTIMATED ATTENDANCE 100 IS THERE SEATING? Yes No IF YES, TYPE OF SETTING Banquet

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

BUSINESS LICENSE N/A 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 N/A 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 Secirotas / AHA NUMBER 2

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

Enclose a copy of security directions as separate attachment.

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

AMBULANCE RESPONSE TIME

2-7 mins

HOSPITAL DISTANCE

JSC Methodist
Arcadia
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)

ON FILE & POSTED

STREETS TO BE CLOSED (PLEASE ATTACH A MAP)

N/A

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE?

ON FILE

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

[Handwritten Signature]

DATE

6/17/23

TITLE

Facilities Director

PHONE NUMBER

626-826-9142

Securitas:

EMMANUEL K. CASTILLO

[Handwritten Signature]

cell # 626-364-5994



Event Monitor Checklist

Date: 0/17/23

Event Type: Wedding

Number of Guests (not to exceed 200)

o How many guests attended: N/A

o Police Department Calls for Service, if yes, explain:

Any interaction with Alverno Staff and/or Security Guard?

o If Yes, explain: N/A

Just checked In & closed

Any interaction with the Sierra Madre Police Department?

o If Yes, explain: N/A

Any interaction with the Neighbors?

o If Yes, explain: N/A

Number of Guests: 100

Event Time Monitoring

o Event Start Time: 2:00 pm

o Event End time: 10:00 pm

Gate Entering and Exiting Times

o Gate Name: Wilson / Michaluk / Highland

o Gate Opening Time: 8AM 8AM 11:30 AM

o Gate Closing Time: 5pm 10:45 pm 04:30 PM.

Street Name	1 st Time and Reading	2 nd Time and Reading	3 rd Time and Reading	4 th Time and Reading
Michillinda Ave.	47.0 DBL 6:39 PM	43.0 7:36 PM	53.8 DBL 8:38 PM	42.0 DBL 9:37 PM
Grandview Ave.	46.2 DBL 6:44 PM	45.1 DBL 7:40 PM	46.3 DBL 8:40 PM	42.7 DBL 9:40 PM
Wilson St.	43.3 DBL 6:26 PM	45.3 DBL 7:28 PM	48.9 DBL 8:30 PM	43.1 DBL 9:30 PM
Highland Ave.	46.6 DBL 6:32 PM	45.6 DBL 7:33 PM	48.3 DBL 8:34 PM	44.0 DBL 9:34 PM

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: _____

