

Daily Site Report

ALVERNO HEIGHTS ACADEMY - Special Coverage

09/02/2023 08:03am PDT - 09/03/2023 08:03am PDT



Time	Action	Details
02:44pm PDT 09/02/2023	#123470657 *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 starting at 3:30 p.m. and ending at 10:00 p.m. - Security officer Emmanuel Castillo</p> <p>Officer Signature</p> 
02:45pm PDT 09/02/2023	#123470692 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p>Comments Contacted event coordinator and Andrea. - Security officer Emmanuel Castillo</p> <p>Officer Signature</p> 
03:10pm PDT 09/02/2023	#123471658 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p>Comments Spoke to Andrea and was instructed to close Highland entrance gate at 4:00 p.m. - security officer Emmanuel Castillo</p> <p>Officer Signature</p> 
03:31pm PDT 09/02/2023	#123472339 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p>Comments Andrea closed Wilson entrance gate at 3:30 - Security officer Emmanuel Castillo</p> <p>Officer Signature</p> 
03:44pm PDT 09/02/2023	#123472795 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p>Comments Helped Direct guests to the Wilson parking lot and staff to the Michillinda parking-lot. - Security officer Emmanuel Castillo</p>

Officer Signature



04:02pm PDT
09/02/2023

#123473338 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Closed Highland entrance gate at 4:00 p.m.
- Security officer Emmanuel Castillo

Officer Signature



06:01pm PDT
09/02/2023

#123477624 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Wilson st sound reading
43.4

Picture 1



Officer Signature



06:06pm PDT
09/02/2023

#123477845 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading
47.6

Picture 1



Officer Signature

06:09pm PDT
09/02/2023

#123478020 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Michillinda Ave sound reading
43.8

Picture 1



Officer Signature

06:12pm PDT
09/02/2023

#123478114 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Grandview Ave sound reading
45.5

Picture 1



Officer Signature

A handwritten signature in blue ink, appearing to read 'Emmanuel Castillo'.

06:13pm PDT
09/02/2023

#123478133 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Completed 1st round of sound readings.
- Security officer Emmanuel Castillo

Officer Signature

A handwritten signature in blue ink, appearing to read 'Emmanuel Castillo'.

06:59pm PDT
09/02/2023

#123479724 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Wilson st sound reading
44.3

Picture 1



Officer Signature

A handwritten signature in blue ink, appearing to read 'Emmanuel Castillo'.

07:03pm PDT
09/02/2023

#123479937 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments
Highland Ave sound reading
46.7

Picture 1



Officer Signature

07:09pm PDT
09/02/2023

#123480198 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments
Michillinda Ave sound reading
45.8

Picture 1



Officer Signature



07:12pm PDT
09/02/2023

#123480317 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Grandview Ave sound reading
48.4

Picture 1



Officer Signature



07:23pm PDT
09/02/2023

#123480726 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Finished 2nd round of sound readings
- Security officer Emmanuel Castillo

Officer Signature



07:57pm PDT
09/02/2023

#123481912 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Wilson st sound reading
45.4

Picture 1



Officer Signature

08:02pm PDT
09/02/2023

#123482143 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading
48.7

Picture 1



Officer Signature

08:06pm PDT
09/02/2023

#123482361 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Michillinda Ave sound reading
51.4

Picture 1



Officer Signature

08:10pm PDT
09/02/2023

#123482525 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Grandview Ave sound reading
44.9

Picture 1



Officer Signature

08:13pm PDT
09/02/2023

#123482663 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Finished 3rd round of sound readings
- Security officer Emmanuel Castillo

Officer Signature

09:00pm PDT
09/02/2023

#123484536 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Wilson st sound reading
45.7

Picture 1



Officer Signature

09:04pm PDT
09/02/2023

#123484781 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading
50.8

Picture 1



Officer Signature

<p>09:13pm PDT 09/02/2023</p>	<p>#123485180 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p>Comments Michillinda Ave sound reading 51.6</p> <p>Picture 1</p>  <p>Officer Signature</p> 
<p>09:16pm PDT 09/02/2023</p>	<p>#123485278 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p>Comments Grandview Ave sound reading 50.5</p> <p>Picture 1</p>  <p>Officer Signature</p> 
<p>09:31pm PDT 09/02/2023</p>	<p>#123485876 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p>Comments Completed last round of sound readings - Security officer Emmanuel Castillo</p>

		<p>Officer Signature</p> 
<p>09:34pm PDT 09/02/2023</p>	<p>#123485988 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	
		<p>Comments A group of 4 men were smoking in a non-smoking area. I instructed them to smoke where it was allowed.</p> <p>Officer Signature</p> 
<p>09:43pm PDT 09/02/2023</p>	<p>#123486367 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	
		<p>Comments Andrea instructed me to direct traffic to the Michillinda entrance gate for the guests to leave. - Security officer Emmanuel Castillo</p> <p>Officer Signature</p> 
<p>10:06pm PDT 09/02/2023</p>	<p>#123487409 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	
		<p>Comments Andrea informed me that 2 guests were too intoxicated to drive. I made sure they got a ride with a sober passenger.</p> <p>Officer Signature</p> 

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				
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 AHTA - VILLA				
DESCRIPTION OF EVENT Wedding				
DATE OF EVENTS 09/02/2023		OPENING AND CLOSING HOURS 3pm - 10pm		
ESTIMATED ATTENDANCE 110	IS THERE SEATING? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, TYPE OF SETTING Banquet & Assembly		
CHECK THOSE THAT APPLY.				
<input checked="" type="checkbox"/> Recorded Music	<input type="checkbox"/> Live Music	<input checked="" type="checkbox"/> Serving Food	<input checked="" type="checkbox"/> Alcohol	
<input type="checkbox"/> Other Specify:				
BUSINESS LICENSE ON FILE	WILL ALCOHOL BEVERAGES BE SERVED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 ON FILE		RELATIONSHIP TO INSURED N/A		
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 + AHTA	NUMBER 2	
DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Enclose a copy of security directions as separate attachment.

MEDICAL FACILITIES BEING UTILIZED (First aid stations, ambulance on premises)	JSC Methodist Arcadia	
AMBULANCE RESPONSE TIME	5-7 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)

N/A

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  Andrea Bertollini DATE 09/3/23

TITLE Facilities Director PHONE NUMBER 626-826-9742

X Emmanuel Castillo  026-364-5994
 Securitas Name / Signature



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

Event Monitor Checklist

Date: 9/2/23

Event Type: Wedding

Number of Guests (not to exceed 200)

○ How many guests attended: 100

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

NO

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
YES

Any interaction with the Neighbors?

○ If Yes, explain: NO

Number of Guests: 100

Event Time Monitoring

○ Event Start Time: 3:30 pm

○ Event End time: 10:00 pm

Gate Entering and Exiting Times

○ Gate Name:	<u>Higuland</u>	<u>Wilson</u>	<u>Michalinda</u>
○ Gate Opening Time:	<u>1 pm</u>	<u>8:00 Am</u>	<u>1:00 pm</u>
○ Gate Closing Time:	<u>4 pm</u>	<u>3:30 pm</u>	<u>10:45 pm AB</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.	6:09 - 43.8 DCB	7:09 - 45.8 DCB	8:00 - 51.4 DCB 7:59	9:13 - 51.6 DCB
Grandview Ave.	6:12 - 45.5 DCB	7:12 - 48.4 DCB	8:10 - 44.9 DCB	9:16 - 50.5 DCB
Wilson St.	6:01 - 43.4 DCB	6:59 - 44.3 DCB	7:57 - 45.4 DCB	9:00 - 45.7 DCB
Highland Ave.	6:00 - 47.6 DCB	7:03 - 46.7 DCB	8:02 - 48.7 DCB	9:04 - 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: _____

