

# Daily Site Report

## ALVERNO HEIGHTS ACADEMY - Special Coverage

08/18/2023 08:05am PDT - 08/19/2023 08:05am PDT



Time	Action	Details
02:39pm PDT 08/18/2023	#122636473 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Security guard Emmanuel Castillo arrived at site and contacted Sierra madre police department as well as Andrea. I told the police department that there would be a wedding at Alverno Academy today and I would be the event monitor. I let them know that I would be updating them with noise readings later today. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b> </p>
02:41pm PDT 08/18/2023	#122636524 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Andrea asked me to open Highland entrance gate. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b> </p>
02:53pm PDT 08/18/2023	#122636960 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Andrea Asked me to tell the florist to move their van from in front of the garbage containers because the garbage truck would be coming soon. - security officer Emmanuel Castillo</p> <p><b>Officer Signature</b> </p>
02:59pm PDT 08/18/2023	#122637212 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Andrea informed me to direct guests towards the Wilson parking lot and that the vendors can park up top in the Michillinda parking lot. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b> </p>
04:43pm PDT 08/18/2023	#122641410 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	

**Comments**

Was instructed by Andrea to close Highland entrance gate. - Security officer Emmanuel Castillo

**Officer Signature**

05:59pm PDT  
08/18/2023

#122644193 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Wilson street noise reading

44.9

**Picture 1**



**Officer Signature**

06:03pm PDT  
08/18/2023

#122644458 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Highland Ave noise reading

48.9

Picture 1



Officer Signature

06:06pm PDT  
08/18/2023

#122644628 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Michillinda Ave noise reading

44.1

Picture 1



Officer Signature

<p>06:10pm PDT 08/18/2023</p>	<p>#122644812 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p><b>Comments</b> Grandview Ave noise reading  45.5</p> <p><b>Picture 1</b></p>  <p><b>Officer Signature</b></p> 
<p>06:12pm PDT 08/18/2023</p>	<p>#122644907 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p><b>Comments</b> Contacted Sierra madre police department and let them know I was going to start noise readings. 1st noise reading report completed. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b></p> 
<p>06:42pm PDT 08/18/2023</p>	<p>#122646212 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p><b>Comments</b> An elderly woman was locked inside one of the mansion's bathrooms and couldn't turn the knob to get out. Had to contact Andrea to unlock it. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b></p> 
<p>06:58pm PDT 08/18/2023</p>	<p>#122646811 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p><b>Comments</b> Starting 2nd noise reading report. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b></p> 

<p>06:59pm PDT 08/18/2023</p>	<p>#122646863 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p><b>Comments</b> Wilson st noise reading  43.8</p> <p><b>Picture 1</b></p>  <p><b>Officer Signature</b></p> 
<p>07:03pm PDT 08/18/2023</p>	<p>#122647122 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p><b>Comments</b> Highland Ave noise reading  48.4</p> <p><b>Picture 1</b></p>  <p><b>Officer Signature</b></p> 
<p>07:07pm PDT 08/18/2023</p>	<p>#122647288 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	

**Comments**  
Michillinda Ave noise reading

44.2

**Picture 1**



**Officer Signature**

07:11pm PDT  
08/18/2023

#122647506 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Grandview Ave noise reading

47.8

**Picture 1**



**Officer Signature**

07:18pm PDT  
08/18/2023

#122647827 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Completed 2nd noise reading report - Security officer Emmanuel Castillo

**Officer Signature**

08:09pm PDT  
08/18/2023

#122650151 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Starting 3rd noise reading report - Security officer Emmanuel Castillo

**Officer Signature**

08:11pm PDT  
08/18/2023

#122650219 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Wilson St. noise reading

42.9

**Picture 1**



**Officer Signature**

08:19pm PDT  
08/18/2023

#122650583 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Highland Ave noise reading

51.4

Picture 1



Officer Signature

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

08:22pm PDT  
08/18/2023

#122650719 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Michillinda Ave noise reading

50.7

Picture 1



Officer Signature

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

08:27pm PDT  
08/18/2023

#122650923 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Grandview Ave noise reading

47.1

Picture 1



Officer Signature

Handwritten signature of Emmanuel Castillo in blue ink.

08:28pm PDT  
08/18/2023

#122650947 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Finished 3rd noise reading report - Security officer Emmanuel Castillo

Officer Signature

Handwritten signature of Emmanuel Castillo in blue ink.

08:55pm PDT  
08/18/2023

#122652105 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Wilson St. Noise reading

45.2

Picture 1



Officer Signature

09:00pm PDT  
08/18/2023

#122652342 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave noise reading

51.4

Picture 1



**Officer Signature**



09:03pm PDT  
08/18/2023

#122652570 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Michillinda Ave noise reading

54.6

**Picture 1**



**Officer Signature**



09:06pm PDT  
08/18/2023

#122652711 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Grandview Ave noise reading

44.7

Picture 1



Officer Signature



09:18pm PDT  
08/18/2023

#122653259 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Completed last noise reading report and informed event coordinator that 9:30 is last call. - Security officer Emmanuel Castillo

Officer Signature



10:08pm PDT  
08/18/2023

#122655397 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Andrea instructed me to direct traffic towards the Michillinda entrance gate for guests to exit premises. - Security officer Emmanuel Castillo

Officer Signature



10:14pm PDT  
08/18/2023

#122655648 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Andrea instructed me to turn off lights for the Wilson parking-lot. - Security officer Emmanuel Castillo

Officer Signature



# 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 Castillo** CELL PHONE **626-364-5994**

LOCATION OF EVENT **ATAA - Villa**

DESCRIPTION OF EVENT  
**Wedding**

DATE OF EVENTS **08-18-23** OPENING AND CLOSING HOURS **4pm-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 **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 **ON FILE** RELATIONSHIP TO INSURED

PRESENT OR PREVIOUS INSURANCE CARRIER **N/A**

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 **2 securitas + ATAA** 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) USC 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? OUTLINE

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 8/18/23

TITLE Facilities Director PHONE NUMBER 626-826-9742

Emanuel  
Securities 626-364-5994

# 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: 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: \_\_\_\_\_

NO

Any interaction with the Neighbors?

○ If Yes, explain: \_\_\_\_\_

NO

Number of Guests: 100

Event Time Monitoring

○ Event Start Time: 4:00 pm

○ Event End time: 10:00 pm

Gate Entering and Exiting Times

○ Gate Name: Nichols Road | Wilson | Highland  
SAM open / 10:30 pm close | SAM open 5 pm close | BDO open 4:43 pm

○ Gate Opening Time: \_\_\_\_\_

○ Gate Closing Time: \_\_\_\_\_

Noise Readings:

	WILSON ST.	HIGHLAND AVE.	MILITARIA AVE.	GRAND VIEW AVE.
○ 1st Time and Reading:	5:59 - 44.9 DBA	6:03 - 48.9 DBA	6:06 - 44.1 DBA	6:10 - 45.5 DBA
○ 2nd Time and Reading:	6:59 - 43.8 DBA	7:03 - 48.4 DBA	7:07 - 44.2 DBA	7:11 - 47.8 DBA
○ 3rd Time and Reading:	8:11 - 42.9 DBA	8:19 - 51.4 DBA	8:22 - 50.7 DBA	8:27 - 47.1 DBA
○ 4th Time and Reading:	8:55 - 45.2 DBA	9:00 - 51.4 DBA	9:03 - 54.6 DBA	9:06 - 44.7 DBA

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

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

Number of Guests (not to exceed 200)

o How many guests attended: 100

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

NO

Any interaction with Alverno Staff and/or Security Guard?

o If Yes, explain: \_\_\_\_\_

NO

Any interaction with the Sierra Madre Police Department?

o If Yes, explain: \_\_\_\_\_

NO

Any interaction with the Neighbors?

o If Yes, explain: \_\_\_\_\_

NO

Number of Guests: 100

Event Time Monitoring

o Event Start Time: 4:00 pm

o Event End time: 10:00 pm

Gate Entering and Exiting Times

o Gate Name: Michellinda | Wilson | Highland  
8AM open / 10:30 pm close | 8AM open / 5 PM close | 3:00 pm open / 4:43 pm

○ If Not, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

○ If Not, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_