Daily Occurrence Report

DEMO-DOR-20261012-DAY | Fictional demonstration

SITE AND LOCATION

DEMO-01 | Fictional commercial property, GTA

SHIFT AND LOCAL TIME

2026-10-12 08:00-16:00 EDT | America/Toronto (EDT)

REPORTING GUARD AND ASSIGNED POST

Demo Guard A | DEMO-EMP-01 | No real guard licence number | Main entrance | Demonstration post orders DEMO-PO-v1

ACTUAL ATTENDANCE AND RELIEF

08:00 arrival; 16:00 relief and departure

Time (EDT)	Observation, action and report reference	Initials
08:00	Received handover and checked assigned post and communication equipment.	DA
08:20	Checked the designated lobby and east entrance route; no reportable issue observed on that check.	DA
09:05	Visitor directed to reception under the demonstration entry procedure. No identifying visitor details included in this public example.	DA
10:15	Observed water on the east lobby floor. Kept pedestrians clear of the affected area and notified the site contact. See DEMO-INC-20261012-01.	DA
10:35	Site cleaner removed the water and left a warning sign. Site contact confirmed the area could reopen at 10:40.	DA
12:00	Demo Guard B assumed the post for break relief. Break ended and handover completed at 12:30.	DA
14:10	Completed the designated common-area check. No new reportable issue observed on that check.	DA
16:00	Handover completed to Demo Guard B. Maintenance follow-up remains with the site contact; incident reference supplied.	DA

Shift handover and review

DEMO-DOR-20261012-DAY | Fictional demonstration

OPENING HANDOVER AND OUTSTANDING ISSUES

Received handover from Demo Guard B. No outstanding issue reported at handover.

KEYS, EQUIPMENT AND SAFETY CHECK

Demonstration radio and notebook checked. No keys issued for this example.

ACTUAL MEAL BREAK AND RELIEF

12:00-12:30; Demo Guard B provided relief.

CLOSING STATUS AND HANDOVER RECIPIENT

Post handed over at 16:00 to Demo Guard B. Entrance clear at handover.

UNRESOLVED ISSUES AND FOLLOW-UP OWNER

Site contact to arrange an entrance-mat and water-source check by 2026-10-13; incoming guard advised.

SEPARATE INCIDENT OR FORCE REPORT REFERENCES

DEMO-INC-20261012-01; no use-of-force report in this example.

GUARD SUBMISSION AND SIGNATURE

Demo Guard A | 2026-10-12 16:10 EDT | Demonstration, unsigned

SUPERVISOR REVIEW AND ACTION

Demo Supervisor | 2026-10-12 16:30 EDT | Follow-up assigned to site contact; demonstration, unsigned

RECORD INTEGRITY

In actual use, preserve the original and record dated, attributable amendments. The daily occurrence report does not replace payroll time records.

Incident Report

DEMO-INC-20261012-01 | Fictional demonstration

RELATED DAILY OCCURRENCE REPORT

DEMO-DOR-20261012-DAY

SITE, EXACT LOCATION AND INCIDENT TYPE

East lobby entrance at DEMO-01 | Other: wet-floor hazard

INCIDENT DATE/TIME AND PREPARATION

2026-10-12 10:15 EDT | Prepared 2026-10-12 11:00 EDT

REPORTING GUARD

Demo Guard A | DEMO-EMP-01 | No real guard licence number

INITIAL OBSERVATIONS

At 10:15, Demo Guard A observed water on the floor near the east entrance mat. No fall or injury was observed or reported during this example. The source of the water was not determined by the guard.

Time (EDT)	Chronological account and actions
10:15	Observed the water; redirected pedestrian traffic away from the affected floor area.
10:18	Notified the site contact by demonstration radio channel; requested cleaning and a warning sign.
10:22	Notified Demo Supervisor by telephone; supervisor instructed guard to maintain separation until site contact confirmed reopening.
10:35	Site cleaner removed the water and placed a wet-floor warning sign.
10:40	Site contact confirmed the area could reopen; guard resumed routine entrance duties.

FORCE, INJURIES AND EMERGENCY SERVICES

No physical contact or use of force. None observed or reported in this fictional example. Police, fire and EMS not called: no emergency or injury observed or reported in this scenario.

Evidence and follow-up

DEMO-INC-20261012-01 | Fictional demonstration

PERSONS INVOLVED AND WITNESSES

Demo Guard A; site contact and site cleaner identified by role only. None identified in this fictional example.

NOTIFICATIONS AND INSTRUCTIONS

10:18 site contact (radio); 10:22 Demo Supervisor (telephone); instructions recorded in chronology.

CURRENT STATUS AND UNRESOLVED RISK

Area reopened at 10:40 following site-contact confirmation. Cause and prevention measures require site maintenance review.

RELATED NOTES, PHOTOGRAPHS, STATEMENTS AND FORMS

Demo notebook entry DEMO-NB-01, pages 1-2. No actual photograph, CCTV file or evidence exists for this fictional example.

EVIDENCE TRANSFERS AND CCTV PRESERVATION

No evidence transfer. No CCTV preservation request because this is a fictional demonstration.

CORRECTIVE ACTION, OWNER, DUE DATE AND CLOSURE

Site contact: review entrance mat and source of water by 2026-10-13. Demo Supervisor: check completion with site contact; closure not yet recorded in this example.

GUARD SIGNATURE

Demo Guard A | 2026-10-12 11:00 EDT | Demonstration, unsigned

SUPERVISOR REVIEW AND EXTERNAL-REPORT ASSESSMENT

Demo Supervisor | 2026-10-12 16:30 EDT | Demonstration, unsigned. No actual notification or legal-reporting assessment is represented. Real events require assessment under the applicable procedure.

HOLD STATUS

No actual record or evidence hold: fictional demonstration only.