

	<b>RESOURCE LIBRARY – SECURITY</b> <b>Daily Situation Report</b>	<i>CODE:</i> 03.19.012 <i>EDITION:</i> 1 <i>PAGE</i> 1 OF 1
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## **POLICY STATEMENT/政策声明**

To record all incident happening in hotel premises during their tour of duty.

记录在当班巡查期间在酒店区域内发生的所有事件。

## **PURPOSE/目的**

For references of any incident happening with proper documentation and prove.

对酒店内所发生的事件都要有相关的记录及证明以备以后参考。

## **PROCEDURES/程序**

1. The daily situation report shall contain an account of all activities and incident touching upon the security of the hotel within the past 24 hours. The information contained in such daily reports can be useful as feedback for management as well as the security and other department, and can be used for analysis and appraisal during periodical reviews of security plans for the hotel.

日常工作报告应包括刚刚过去地24小时内发生的涉及到酒店安全的所有事件和活动说明。日常报告中的信息会对酒店管理层，安保部及各个部门的信息反馈起到积极的作用，同时对分析和评估整个酒店的周期性安全工作计划有指导作用。

2. Each duty Security Supervisor shall be responsible for preparation of the report pertaining to his shift, and subjects for inclusion in the report should include.

每位当班的主管应负责准备其所属班次的报告，且该报告应包含每种班次所应完成的各项工作任务。

3. Any Security Personnel coming across any of the incidents enumerated in Para 2 above in the course of their duties, shall be Duty Bound to pass such information to the Duty Security Officer for inclusion in the Daily Situation Report after due verification.

任何保安人员在其上班时如遇到上述提及的事件应立即将此信息传递给当班主管，当值主管在做适当的核查后应将其写入日常工作事件报告中。

4. Duty Security Officer of every shift prepare the Daily Situation Report and dispatch to Safety & Security Manager for filling after all actions required have been taken. Information contained in the daily situation report should, as a general rule be treated as confidential and should not be released to any person outside the department without prior reference to the Safety & Security Manager.

各班次的当值保安主管应负责填写日常工作事件报告，在完成各项跟进工作后呈交保安经理备案。日常工作事件报告中的信息都是保密的，没有经过保安经理的许可，任何人不能随便泄漏给其他部门的员工。