



Security Incident Reporting Form

Complete

Score	7 / 7 (100%)	Flagged items	0	Actions	0
Location	Grand Meridian Hotel				
Department / Area	Rooms Division				
Report Reference Number	GMH-SEC-2025-0847				
Incident Type	Physical Altercation				
Date and Time of Incident	31.03.2026 17:30 PST				
Date Reported	31.03.2026				
Reported By	Andrew Haliburton				
Reviewer / Supervisor	Jim Carlisle				

Security Incident Report Form

Incident Summary

According to Witness 2, Donovan Cruz, Mr. Austin Holloway approached Mr. Mark Duren at the bar counter and engaged him in a verbal dispute over a matter described as a prior personal disagreement unrelated to the hotel. The argument escalated rapidly, at which point Mr. Holloway struck Mr. Duren once with a closed fist to the left side of the face, causing Mr. Duren to fall off the barstool. Donovan Cruz immediately intervened and separated the parties. Witness 1 (Jessica Terry), seated nearby, corroborated this account.

Mr. Duren sustained a laceration to the lower lip and bruising to the left cheekbone. First aid was administered on-site by the hotel's duty nurse, Princess Pena. Mr. Duren declined transport to a hospital at the time of the report but was advised to seek medical attention.

Incident Detection / Reporting Summary

Andrew Haliburton responded to a concern from the Lobby Bar (Level 1) regarding a physical altercation between two hotel guests. Upon arrival, Party A (Austin Holloway) was observed being restrained by Donovan Cruz (Staff/Witness 2). Party B (Mark Duren) was seated on a bar stool, holding a cloth to his lower lip, which was visibly bleeding.

Mr. Holloway was escorted to the security office and held pending the arrival of local authorities. The Duty Manager, Mr. Jim Carlisle, was notified at 17:53 hrs. County police authorities arrived at 18:20 hrs.

Immediate Threat, Damage, Loss, or Disruption Observed

- Threat of Assault
- Disruption of bar services
- Broken Bar Stool [Upholstered swivel stool, black leather seat, chrome base] (Asset: GMH-FF-LB-009) - Damage cost: \$57.62

Containment Methods

- Parties separated
- Aggressor escorted off floor

Incident Photo Documentation

Incident Photo Documentation 1

Please attach or upload photos of the incident scene, damage, or evidence below. Repeat this section as necessary.

Item Name / Description

Broken Bar Stool [Upholstered swivel stool, black leather seat, chrome base] (Asset: GMH-FF-LB-009)

Image Attachment



Photo 1

Date and Time Taken

31.03.2026 18:00 PST

Persons Involved

	Name	Role / Relationship	Contact Details
1	Austin Holloway	N/A	(312) 555-0174
2	Mark Duren	N/A	(847) 555-0293

Witnesses

	Name	Contact Details	Statement Summary
1	Jessica Terry	(773) 555-0381	<p>I was seated at a table near the end of the Lobby Bar when I noticed two men at the counter. One approached the other, who was already seated, and began speaking to him in a tense, hushed tone. The seated man appeared to brush it off, but the confrontation quickly escalated. Without warning, the standing man threw a single punch at the seated man's face, knocking him off the bar stool. I screamed and stood up. The bartender immediately came around the counter and placed himself between the two men. The victim was on the floor, visibly bleeding from the mouth. Hotel security arrived within minutes. I remained on scene and provided my contact details willingly.</p>
2	Donnovan Cruz	(630) 555-0467	<p>I was on duty at the Lobby Bar when Mr. Duren took a seat at counter position three around 15:30. He was calm and relaxed. About fifteen minutes later, another man entered and approached Mr. Duren directly. The exchange became heated quickly — I heard Mr. Duren say "not here" before the other man struck him once with a closed fist, knocking him off the bar stool. The stool fell and struck the counter base, damaging one of the rear legs. I immediately came around the counter and placed myself between the two men, instructing the aggressor to back away. He did not attempt to strike again. I called for security while another guest assisted Mr. Duren, who was conscious but bleeding from the lip. Mr. Haliburton arrived approximately two minutes later. In my observation, Mr. Duren did not provoke the aggressor at any point during the incident.</p>

Control Checks		7 / 7 (100%)
Was the incident type recorded?	<input checked="" type="checkbox"/>	Yes
Was the incident location recorded?	<input checked="" type="checkbox"/>	Yes
Was the reporting date recorded?	<input checked="" type="checkbox"/>	Yes
Was the reporting time recorded?	<input checked="" type="checkbox"/>	Yes
Were security leads notified?	<input checked="" type="checkbox"/>	Yes
Was management notified?	<input checked="" type="checkbox"/>	Yes
Was the first response time recorded?	<input checked="" type="checkbox"/>	Yes

External Escalation Log

External Escalation Log 1

Indicate all external authorities or agencies contacted. Repeat section as needed.

Authority / Agency

County Police Department

Reason for Escalation

Separate the aggressor from the premises and file further police reports

Date and Time of Escalation

31.03.2026 18:00 PST

Reference No.

GMH-2318

Evidence Log

Evidence Item Name	Reference / File Name	Collected By	Storage Location	Released By	Received By	Date and Time Released
1 CCTV Footage (LB-04)	GMH-CCTV-LB04-202511 14-2230-2310.mp4	Officer Jalen Ivy	Security Server Room – NVR Unit 2, Drive B / Physical: USB Ref. GMH-EV-0847-01	Andrew Haliburton	Cody Hails	01.04.2026 18:13 PST
2 CCTV footage – Camera LB-06, Lobby Bar counter close angle	GMH-CCTV-LB06-202511 14-2230-2310.mp4	Officer Jalen Ivy	Security Server Room – NVR Unit 2, Drive B / Physical: USB Ref. GMH-EV-0847-02	Andrew Haliburton	Cody Hails	01.04.2026 18:13 PST
3 Photographs of victim's injuries (lower lip laceration, left cheekbone bruising)	GMH-PHOTO-0847-VICTI M-001 to 004.jpg	Officer Jalen Ivy	Security Office – Incident File Cabinet, Folder GMH-SEC-2025-0847	Princess Pena	Cody Hails	01.04.2026 18:13 PST
4 Photographs of damaged bar stool (bent rear leg, torn seat cushion)	GMH-PHOTO-0847-ASSE T-LB009-001 to 003.jpg	Officer Jalen Ivy	Security Office – Incident File Cabinet, Folder GMH-SEC-2025-0847	Andrew Haliburton	Cody Hails	01.04.2026 18:13 PST

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Additional Notes / Comments

Reporter Signature



Andrew Haliburton
31.03.2026 14:39 PST

Supervisor / Manager / Reviewer Signature



Jim Carlisle
31.03.2026 14:40 PST

Media summary



Photo 1