***NOTICE****: The following has been provided by WBA committee and section volunteers for use by member banks.
It should be reviewed and revised as appropriate to the user-bank’s own policies, procedures, and practices.*

**Things To Do Before Going Home**

At the end of the day, each of us, no matter what our duties are, are responsible for the proper closing of the office we work in. We all know that the safekeeping items like checks and money orders have to be secured. The safe, night deposit and ATM all have to be locked. Everyone knows about arming the alarm. The end-of-day checklist helps us remember everything that needs to be done.

One thing that is not so apparent is to be sure that there isn’t an unauthorized person left in the building. It is very important that we check our office or area that we work in to be sure that no one is there waiting for us to leave. This includes restrooms, basements, and the second floor in the Main office. All of these places are possible areas for a person to wait. We do have motion detectors in the building but how much damage can be done or how much information can be obtained during the time the police are responding. The branch offices can be quickly checked at closing time. In the Main office, if someone who works in an area checks that area, the whole building can be covered in a few minutes.

We do have to be sure everyone is gone and it doesn’t take very long if everyone pitches in. The time spent each day will be well spent when you consider the time that will be spent responding to an information breach. It is a very good investment.