***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.*

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| **Security Program** |
| Physical Site Survey Threat Assessment |

|  |  |
| --- | --- |
| Location/Type (in-store, Brick & Mortar, etc.) |  |
| Address |  |
| City, County, Zip |  |
| Phone Number |  |
| Date of Survey |  |
| Surveyed by: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Alarm System** | | | |
| Is each teller station equipped with an alarm device? | Yes | No | N/A |
| Do all ATMs and Night Depositories have alarm protection? | Yes | No | N/A |
| Is the Main Vault Door alarmed? | Yes | No | N/A |
| Are cash and other assets stored in a vault, safe or other secured space with appropriate alarm protection? | Yes | No | N/A |
| Is there a hold up alarm at each lobby desk with a clear view of the teller line? | Yes | No | N/A |
| Is the teller line protected by a motion sensor? | Yes | No | N/A |
| Is the lobby protected by a motion sensor? | Yes | No | N/A |
| Is the alarm panel & other critical equipment protected by a motion sensor? | Yes | No | N/A |
| Comments: | | | |

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| --- | --- | --- | --- |
| **Video Surveillance System** | | | |
| Is the video system time and date accurate? | Yes | No | N/A |
| Is the DVR/NVR clear of all other equipment allowing for proper ventilation? | Yes | No | N/A |
| Does each teller station have adequate video coverage? | Yes | No | N/A |
| Do all entrance/exit doors have adequate video coverage? | Yes | No | N/A |
| Is there a camera covering the cash vault? | Yes | No | N/A |
| Is there a camera covering the Night Depository? | Yes | No | N/A |
| Are all cameras properly aimed and focused? | Yes | No | N/A |
| Is the CCTV system monitor working and providing an acceptable picture? | Yes | No | N/A |
| Comments: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Building Exterior** | | | |
| Are vault doors which are visible from the exterior lit appropriately? | Yes | No | N/A |
| Is the ATM site properly lit and clear of landscaping\*? | Yes | No | N/A |
| Is the Night Depository site properly lit and clear of landscaping\*? | Yes | No | N/A |
| Are electrical access panels, telephone equipment, network panels etc. that are accessible to the public properly secured? | Yes | No | N/A |
| Are there tamper resistant locks on the exterior doors and windows that open? | Yes | No | N/A |
| Comments: | | | |
| \*plants must be under 18 inches tall, trees void of foliage up to 4 ft. from the ground for a radius of 50 ft. | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Threat Assessment** | | | |
| Is there adequate lighting at night inside of the branch? | Yes | No | N/A |
| Is there adequate lighting at night in the parking area, including employee parking? | Yes | No | N/A |
| Is there adequate lighting at night in the drive through? | Yes | No | N/A |
| Is there adequate lighting at night at the ATM? | Yes | No | N/A |
| Is there adequate lighting at night at the Night Depository? | Yes | No | N/A |
| Are at least two bank employees involved in opening and closing of the bank? | Yes | No | N/A |
| Is currency verified, stored, and handled in secured areas and outside of the sight of the customers/public? | Yes | No | N/A |
| IIs there a telephone or hold-up alarm (or both) in the vault? | Yes | No | N/A |
| Is there a flashlight in the vault, and does it work? | Yes | No | N/A |
| Is the branch staff properly protecting customer and other confidential information? (secured shred bins, locked customer files, desks void of customer information?) | Yes | No | N/A |
| Does this location contain any data processing or other “High Value” or critical operations? | Yes | No | N/A |
| How many active/usable teller stations in the lobby? | # |  | |
| How many active/usable teller stations in the drive up? | # |  | |
| How far away is the nearest law enforcement station with jurisdiction? |  | | Miles |
| How many other financial institutions are within ½ mile from this location? | # |  | |
| How many bank robberies occurred in the past 12 months at this location? | # |  | |
| Comments: | | | |