

**Appendix A: Crime Prevention Through
Environmental Design
CPTED Principles Checklist for Kentucky Public Schools**

Crime Prevention Through Environmental Design CPTED Principles Checklist for Kentucky Public Schools

KRS 158.447, Required review of Crime Prevention Through Environmental Design (CPTED) principles prior to school construction or renovation.

The Kentucky Department of Education shall require a local board of education to review CPTED principles when constructing a new school building or when renovating an existing school building. Effective: June 25, 2013

Keeping Kentucky’s schools as safe as possible begins with prevention. As such, when planning to build a new school or renovate an existing school building, a critical level of security can be provided when specific principles and guidelines are considered. CPTED standards are designed to encourage review and consideration of best practices in physical plant safety and security.

Any effort local school officials can make to enhance the safety of children and school employees must be considered as being of paramount importance.

Listed below are specific topics for school officials and local boards of education, in cooperation with their design professionals, to consider when beginning the planning process for new construction:

District Name: _____ **District Code:** _____

Facility Name: _____

Project Name: _____

BG Number: _____

1. What risks and opportunities do students encounter between home and school?

	Yes	No	Remarks
Are crosswalk locations hazardous?			
Can physical surveillance of the campus be improved?			

2. What risks and opportunities are posed on the school property and areas directly adjoining school property?

	Yes	No	Remarks
Traffic Related			
Are student drop-off areas separated from school buses and other forms of transportation?			
Are parking lots separate for staff, students, and visitors with appropriate signage?			

Is adequate signage provided to direct visitors to the primary entrance of the building?			
Is the parking lot positioned in areas adequate for surveillance (physical and electronic)?			
Are walkways positioned for adequate surveillance from within the building?			
Is adequate external lighting provided?			
During renovations, consider surrounding hazards			
Is access to school property controlled by fencing, walls, signs (territorial, directional, and regulatory)?			
Do solid walls, fences, trees, and hedges block surveillance or attract graffiti? (3/7 rule – bushes trimmed 3 feet or shorter, trees cut 7 feet high)			
Are possible evacuation sites available? Do they have telephones, bathrooms, heat, securable areas?			

3. Can the office staff observe approaching visitors before they reach the school entry?

	Yes	No	Remarks
Is the office located adjacent to the main entry?			
Does anything block the view? (Sculpture, landscaping features)			
Do windows allow natural surveillance of approaching visitors?			
Does the office layout allow staff to see approaching visitors from normal working positions?			
If poorly located, can new locations for the office be identified and the office moved?			

4. Do staff members have the physical ability to stop visitors from entering?

	Yes	No	Remarks
Is there an airlock or sally port vestibule?			

Is it difficult for staff members to lock entry doors in an emergency?			
Can staff use an emergency electronic lock button?			
Do staff members use keys? Are they required to go outside the room in order to lock the door?			
Is the primary entrance secured, monitored and identified with appropriate signage?			
Do counters or windows protect office staff?			
If threatened, can office staff retreat to safer locations?			
Do staff members have panic button alarms?			
Can intruders gain access any other way than through the main entry?			
Are all exterior doors numbered?			
Can those secondary entries be locked, staffed, and otherwise controlled?			
Is an alarm system in place? What triggers the alarm and what happens then?			

5. How well can people see what is going on inside the school?

	Yes	No	Remarks
Can office staff and others see activity in immediately adjacent areas, as well as up and down hallways? Can they see over the heads of crowds using mirrors, cameras, raised areas?			
Do blind corners, niches, unlocked and unattended rooms block surveillance?			
Can access to hidden areas be denied? Can those areas be locked off?			
Would convex mirrors help? If yes, where?			
Can internal windows be uncovered, or blinds be opened, to improve surveillance?			
Can first responders see what is going on in the building?			

6. Do staff members have immediate lockdown capability in classrooms and other locations?

	Yes	No	Remarks
Can rooms be used as safety areas in emergencies? If yes, which ones?			
Is it difficult to lock each room in an emergency?			
Is a key required to lock the classroom door?			
Does a person have to step into the hallway to lock the door?			
Will classroom doors lock automatically when closed?			
Is there a two-way intercom or telephone in each room?			
Are there secondary emergency exits available from each room?			

7. Are there identifiable or predictable trouble spots or high-risk locations? (These locations may have already been addressed in #1-6. This serves as a fail-safe measure, to see if any locations have been missed, and require more specific recommendations.)

	Yes	No	Remarks
Climbing hazards (trees, ladders, etc)			
School boundaries			
School grounds			
Playgrounds			
Driveways			
Bike racks			
Main entry area			
Secondary entryways			
Main office			
Hallways (specify which ones)			
Courtyards			
Classrooms			
Temporary classrooms			
Gymnasium			
Locker rooms, locker bays, locker halls			
Toilets			
Library			

Cafeteria			
Loading docks and dumpsters			
Custodial receiving and storage areas			
Boiler room			
Auditorium			
Art rooms			
Science labs			
Preschool or Head Start classrooms			
Music rooms			
Special education rooms			
Computer/technology rooms			
Family/Consumer science rooms			
Technology education rooms			
Agriculture classrooms/labs			
Time-out rooms			
Meeting or conference rooms			
Informal or formal gathering areas			
Roof			
Crawl spaces			
Surveillance equipment closet			
Key control			
Lighting problems indoors or out			

8. Security Technology

	Yes	No	Remarks
Are access control devices used?			
Are electronic access control devices being used?			
Do emergency workers have easy access when needed?			
Are surveillance cameras used?			
Is a monitoring station provided? Can they be viewed off-site?			
If yes, are cameras maintained, protected from vandals, functional, and of adequate quality?			

9. Miscellaneous

	Yes	No	Remarks
Is hallway lighting positioned perpendicular to the walls?			
Are stairwells lit adequately?			
Is appropriate directional signage provided for other areas than the primary entrance (gym, theatre, stadium, etc)?			
Are emergency call stations or panic alarms provided?			

Notes:

Kentucky Licensed Design Professionals: _____ Date: _____
Signature

Kentucky Registered Engineer: _____ Date: _____
Signature

Kentucky Landscape Architect: _____ Date: _____
Signature

Superintendent or Board Designee: _____ Date: _____
Signature