

Crime Prevention Through Environmental Design

CPTED Principles Checklist

School Safety Walkthrough Checklist

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

	N/A	Yes	No	Remarks
Are crosswalks hazardous?			X	No relevant site work in this project.
Are crosswalks protected?	X			
Can crossing guards be recruited?	X			
Crime Related			X	
Weather or environment related			X	
Other hazards			X	
Opportunities: field trips, mentors, jobs, safe havens		X		
Alternative transportation options		X		
How can natural surveillance be improved?	X			
Are student drop-off areas separated from school buses and other forms of transportation?		X		

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

	N/A	Yes	No	Remarks
Traffic Related		X		
Crime Related			X	
Other Hazards			X	
Opportunities: field trips, mentors, jobs, safe havens		X		
How can natural surveillance be improved?		X		
Is access to school property controlled by fencing, walls, signs (territorial, directional, and regulatory)?			X	
Do solid walls, fences, trees, and hedges block surveillance or attract graffiti? (3/7 rule)			X	
Is there adequate external lighting?		X		
Is the parking lot positioned in areas adequate for surveillance (physical and electronic)?		X		
Are parking lots separate for staff, students, and visitors with appropriate signage?		X		
Are walkways positioned for adequate surveillance from within the building?		X		
Is there adequate signage directing visitors to the primary entrance of the building?		X		
Do students congregate at predictable locations off campus, and does this cause a problem?			X	
What are the possible evacuation sites? Do they have telephones, bathrooms, heat, and securable areas?		X		

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

	N/A	Yes	No	Remarks
Is the office located adjacent to the main entry?		X		
Do windows allow natural surveillance of approaching visitors?		X		
Does anything block the view? (Posters, sculpture, shrubbery, etc.)			X	
Does the office layout allow staff to see approaching visitors from normal working positions?		X		
If poorly located, can the office be moved?	X			
Can new locations for the office be identified?	X			

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

	N/A	Yes	No	Remarks
Is it difficult for staff members to lock entry doors in an emergency?			X	
Can staff use an emergency electronic lock button?			X	
Do staff members use keys? Are they required to go outside the room in order to lock the door?		X	X	Staff have keys, but rooms can be locked from inside without keys.
Are the doors locked, other than rush hours?		X		
Is the primary entrance secured, monitored and identified with appropriate signage?		X		
Is the front entry staffed with security personnel?			X	
Are office staff members provided with crisis intervention and response training?			X	
Is the front entry controlled with weapons scanners or other technology?			X	
Do counters or windows protect office staff?		X		
If threatened, can office staff retreat to safer locations?		X		
Do staff members have panic button alarms?			X	
Can intruders gain access any other way than through the main entry?			X	
Can those secondary entries be locked, staffed, and otherwise controlled?		X		
How is access controlled after hours?		X		Alarm and key

Are keys effectively controlled?		X		
Is an alarm system in place? What triggers the alarm? What happens when the alarm is triggered?		X		

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

	N/A	Yes	No	Remarks
How extensively 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?		X		
Do blind corners, niches, unlocked and unattended rooms block surveillance?			X	
Are all exterior doors numbered?		X		
Can illicit activity occur undetected?		X		
Can access to hidden areas be denied? Can those areas be locked off?		X		
Would convex mirrors help? If yes, where?			X	
Can internal windows be uncovered, or blinds be opened, to improve surveillance?		X		
Can first responders see what is going on in the building?		X		

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

	N/A	Yes	No	Remarks
Can rooms be used as “safe havens” in emergencies? If yes, which ones?		X		Internal science labs
Is it difficult to lock each room in an emergency?			X	
Is a key required to lock the classroom door?		X		
Does a person have to step into the hallway to lock the door?		X		
Will classroom doors lock automatically when closed?			X	
Are doors kept closed during class?		X		
Is there a two-way intercom or telephone in each room?		X		
Does staff carry communication devices?		X		
Are there secondary emergency exits available from each room?			X	Secondary egress is only provided where rooms exceed capacity 49, per code.

7. Is the overall school climate pro-social?

	N/A	Yes	No	Remarks
Are behavioral expectations spelled out in positive terms?		X		
Are expectations reflected in student-created posters or other displays?		X		
Is there hostile graffiti? If yes, at whom are they directed?			X	
If graffiti is present, is it immediately painted over?		X		
Are there conflicts between groups?			X	
Are there students who are isolated?		X		
Does bullying occur?		X		
Do the students feel safe?		X		
Do students turn to staff for help resolving problems?		X		
Are student mediators used?			X	
Is there a universal pro-social curriculum in place, teaching empathy, problem solving, anger management, tolerance?		X		
Is there an overall behavior plan for the school?		X		
Do all staff members, including classified, participate in behavior management training?		X		
Is there a targeted program in place for intervening with severely misbehaving students?		X		

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

	N/A	Yes	No	Remarks
Climbing hazards (trees, ladders, etc.)			X	
Neighborhood businesses	X			
Other neighboring locations	X			
School boundaries			X	
School grounds			X	
Playgrounds			X	
Driveways			X	
Loading docks and dumpsters			X	
Main entry area			X	
Main office			X	
Hallways (specify which ones)			X	
Secondary entryways			X	
Classrooms			X	
Gymnasium			X	
Cafeteria			X	
Auditorium			X	
Bathrooms			X	
Locker rooms, locker bays, locker halls			X	

Art rooms			X	
Bike racks			X	
Career and technology centers			X	
Science labs			X	
Library			X	
Preschool or Head Start classrooms			X	
Courtyards			X	
Music rooms			X	
Special education rooms			X	
Computer/technology rooms			X	
Boiler room			X	
Custodial storage			X	
Time-out rooms			X	
Meeting or conference rooms			X	
Informal or formal gathering areas			X	
Roof			X	
Crawl spaces			X	
Portable buildings			X	
Surveillance equipment closet			X	
Key control			X	
Lighting problems indoors or out			X	
Family/Consumer science rooms			X	
Technology education rooms			X	

Agriculture classrooms/labs			X	
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Security Technology

	N/A	Yes	No	Remarks
Are access control devices used?		X		
Are the keys controlled? How?		X		
Have the locks been changed?			X	
Are electronic access control devices being used?		X		
Will repair parts be readily accessible during the next 10 years?		X		
Will repair services be available during the next 10 years?		X		
Do emergency workers have easy access when needed?		X		
Are surveillance cameras used?		X		
If yes, are they maintained, protected from vandals, functional, adequate quality?		X		

Miscellaneous

	N/A	Yes	No	Remarks
Is hallway lighting positioned perpendicular to the walls?		X		
Are stairwells lit adequately?		X		
Is there appropriate directional signage for other areas than the primary entrance (gym, theatre, stadium, etc.)?		X		
Are there emergency call stations or panic alarms?			X	
If yes, who receives the distress signal? Is it monitored 24/7 or only when office staff is working?	X			
Do radios operate on channels coordinated with police and other emergency workers?	X			
Is there an unlisted number reserved for outgoing calls during a crisis?			X	
Can emergency personnel easily contact and directly reach a live adult-not voice mail, or a student volunteer 24/7?			X	
Does your local 911 dispatch center have the capacity for electronic mass calling with urgent messages-a Community Emergency Notification System (CENS)?			X	
Are all staff trained in emergency communications?			X	