

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: Woodford Co. Public Schools **District Code:** _____

Facility Name: Southside ES **Project Name:** SSES Cafeteria & Kitchen Addition

BG Number: 18-329

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

	Yes	No	Remarks
Are crosswalk locations hazardous?		X	no change to existing
Can physical surveillance of the campus be improved?		X	No change to existing

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

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

Is adequate signage provided to direct visitors to the primary entrance of the building?	X		no change to existing
Is the parking lot positioned in areas adequate for surveillance (physical and electronic)?	X		no change to existing
Are walkways positioned for adequate surveillance from within the building?	X		no change to existing
Is adequate external lighting provided?	X		no change to existing
During renovations, consider surrounding hazards			Area of renovation will be remote from normal daily school operations
Is access to school property controlled by fencing, walls, signs (territorial, directional, and regulatory)?	X		no change to existing
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)		X	no change to existing
Are possible evacuation sites available? Do they have telephones, bathrooms, heat, securable areas?	X		Multiple evacuations sites available

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?	X		no change to existing
Does anything block the view? (Sculpture, landscaping features)		X	no change to existing
Do windows allow natural surveillance of approaching visitors?	X		no change to existing
Does the office layout allow staff to see approaching visitors from normal working positions?			No change Views exist from offices, but not the receptionist
If poorly located, can new locations for the office be identified and the office moved?			NA

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

	Yes	No	Remarks
Is there an airlock or sally port vestibule?	X		no change to existing

Is it difficult for staff members to lock entry doors in an emergency?		x	No change to existing
Can staff use an emergency electronic lock button?		x	Doors stay locked
Do staff members use keys? Are they required to go outside the room in order to lock the door?	X	x	no change to existing keys are used, but doors can be locked from the inside
Is the primary entrance secured, monitored and identified with appropriate signage?	X		no change to existing
Do counters or windows protect office staff?	X		no change to existing
If threatened, can office staff retreat to safer locations?	X		no change to existing
Do staff members have panic button alarms?	x		No change to existing
Can intruders gain access any other way than through the main entry?		x	No change to existing
Are all exterior doors numbered?		x	Numbers are being added if FY19
Can those secondary entries be locked, staffed, and otherwise controlled?	X		no change to existing
Is an alarm system in place? What triggers the alarm and what happens then?	x		Motion activated signal goes to monitoring company

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?	x		No change to existing
Do blind corners, niches, unlocked and unattended rooms block surveillance?		x	No change to existing
Can access to hidden areas be denied? Can those areas be locked off?	x		No change to existing
Would convex mirrors help? If yes, where?		x	No change to existing
Can internal windows be uncovered, or blinds be opened, to improve surveillance?	X		no change to existing
Can first responders see what is going on in the building?	X		no change to existing

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?	X		no change to existing
Is it difficult to lock each room in an emergency?		X	no change to existing
Is a key required to lock the classroom door?	X		no change to existing
Does a person have to step into the hallway to lock the door?		X	no change to existing
Will classroom doors lock automatically when closed?		X	no change to existing
Is there a two-way intercom or telephone in each room?	X		no change to existing
Are there secondary emergency exits available from each room?		X	no change to existing

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)		X	no change to existing
School boundaries		X	no change to existing
School grounds		X	no change to existing
Playgrounds		X	no change to existing
Driveways		X	no change to existing
Bike racks		X	no change to existing
Main entry area		X	no change to existing
Secondary entryways		X	no change to existing
Main office		X	no change to existing
Hallways (specify which ones)		X-all	no change to existing
Courtyards		X	no change to existing
Classrooms		X	no change to existing
Temporary classrooms			NA

Gymnasium		X	no change to existing
Locker rooms, locker bays, locker halls			NA
Toilets		X	no change to existing
Library		X	no change to existing
Cafeteria		X	
Loading docks and dumpsters		X	no change to existing
Custodial receiving and storage areas		X	no change to existing
Boiler room		X	no change to existing
Auditorium			N/A
Art rooms		X	no change to existing
Science labs			N/A
Preschool or Head Start classrooms		X	no change to existing
Music rooms		X	no change to existing
Special education rooms		X	no change to existing
Computer/technology rooms		X	no change to existing
Family/Consumer science rooms			N/A
Technology education rooms			N/A
Agriculture classrooms/labs			N/A
Time-out rooms			N/A
Meeting or conference rooms		X	no change to existing
Informal or formal gathering areas		X	no change to existing
Roof		X	no change to existing
Crawl spaces			N/A
Surveillance equipment closet		X	no change to existing
Key control		X	no change to existing
Lighting problems indoors or out		X	no change to existing

8. Security Technology

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

9. Miscellaneous

	Yes	No	Remarks
Is hallway lighting positioned perpendicular to the walls?		X	no change to existing
Are stairwells lit adequately?	X		no change to existing
Is appropriate directional signage provided for other areas than the primary entrance (gym, theatre, stadium, etc)?		x	Both gym and library are obvious due to proximity of entrance
Are emergency call stations or panic alarms provided?	x		No change to existing

Notes:

Kentucky Licensed
Design Professionals:

Signature

Date: _____

Kentucky Registered Engineer:

Signature

Date: _____

Kentucky Landscape Architect:

Signature

Date: _____

**Superintendent or
Board Designee:**

Signature

Date: _____