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

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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: Hopkins County **District Code:** 265

Facility Name: Browning Springs Middle Schools

Project Name: Bus Driver Training Center BSMS Fieldhouse

BG Number: 19-300

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

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

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

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

Is adequate signage provided to direct visitors to the primary entrance of the building?	X		
Is the parking lot positioned in areas adequate for surveillance (physical and electronic)?	X		
Are walkways positioned for adequate surveillance from within the building?	X		
Is adequate external lighting provided?	X		
During renovations, consider surrounding hazards	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 – bushes trimmed 3 feet or shorter, trees cut 7 feet high)		X	
Are possible evacuation sites available? Do they have telephones, bathrooms, heat, securable areas?	X		

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		
Does anything block the view? (Sculpture, landscaping features)		X	
Do windows allow natural surveillance of approaching visitors?	X		
Does the office layout allow staff to see approaching visitors from normal working positions?		X	
If poorly located, can new locations for the office be identified and the office moved?		X	

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		

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	
Is the primary entrance secured, monitored and identified with appropriate signage?	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	
Are all exterior doors numbered?	x		
Can those secondary entries be locked, staffed, and otherwise controlled?	x		
Is an alarm system in place? What triggers the alarm and what happens then?		x	

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		
Do blind corners, niches, unlocked and unattended rooms block surveillance?		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?

	Yes	No	Remarks
Can rooms be used as safety areas in emergencies? If yes, which ones?	x		each room
Is it difficult to lock each room in an emergency?		x	rooms stay locked
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		
Is there a two-way intercom or telephone in each room?	x		
Are there secondary emergency exits available from each room?		x	

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	
School boundaries		x	
School grounds		x	
Playgrounds			n/a
Driveways		x	
Bike racks		x	
Main entry area		x	
Secondary entryways		x	
Main office		x	
Hallways (specify which ones)		x	
Courtyards		x	
Classrooms		x	
Temporary classrooms		x	
Gymnasium		x	
Locker rooms, locker bays, locker halls		x	
Toilets		x	
Library		x	

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

8. Security Technology

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

9. Miscellaneous

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

Notes:

Kentucky Licensed Design Professionals:_____ **Date:**_____
Signature

Kentucky Registered Engineer:_____ **Date:**_____
Signature

Kentucky Landscape Architect:_____ **Date:**_____
Signature

Superintendent or Board Designee:_____ **Date:**_____
Signature