KCSD
Kenton County School District | *It's about ALL kids.*

THE KENTON COUNTY BOARD OF EDUCATION
1055 EATON DRIVE, FORT WRIGHT, KENTUCKY 41017
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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:
1/25/18

AGENDA ITEM (ACTION ITEM):
Crime Prevention Through Environmental Design (CPTED) Principles - Hinsdale Secure
Vestibule Entrance   Enc.

APPLICABLE BOARD POLICY:
Capital Construction Process – 702 KAR 4-160

HISTORY/BACKGROUND:
Pursuant to KRS 158.77 Crime Prevention through Environment Design (CPTED) principles
must be reviewed when constructing a new school building or when renovating an existing school
building.

FISCAL/BUDGETARY IMPACT:
All costs are included in the renovation cost for the construction project.

RECOMMENDATION:
It is recommended that the Crime Prevention through Environment Design (CPTED) Principles
be approved for the Hinsdale Secure Vestibule Entrance project.

CONTACT PERSON:
Rob Haney, Executive Director of Operations and Finance

_____   _____   _____
Principal   *Director*   *Superintendent*

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

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: _Kenton Co School District_ **District Code:** _291_

Facility Name: _R.C. Hinsdale Elementary School_

Project Name: _Hinsdale Secured Entry Addition._

BG Number: _BG - 18040_

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

	Yes	No	Remarks
Are crosswalk locations hazardous?			N/A - Existing condition
Can physical surveillance of the campus be improved?			N/A - Existing condition

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?			N/A - Existing condition
Are parking lots separate for staff, students, and visitors with appropriate signage?			N/A - Existing condition

Is adequate signage provided to direct visitors to the primary entrance of the building?			N/A - Existing condition
Is the parking lot positioned in areas adequate for surveillance (physical and electronic)?			N/A - Existing condition
Are walkways positioned for adequate surveillance from within the building?			N/A - Existing condition
Is adequate external lighting provided?	✓		At new addition
During renovations, consider surrounding hazards			Owner responsible for constructing construction fencing
Is access to school property controlled by fencing, walls, signs (territorial, directional, and regulatory)?			N/A - Existing condition
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)			N/A - Existing condition
Are possible evacuation sites available? Do they have telephones, bathrooms, heat, securable areas?			N/A - Existing condition

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?			N/A

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?			N/A - No new classrooms
Is the primary entrance secured, monitored and identified with appropriate signage?	✔		
Do counters or windows protect office staff?	✔		Counter
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?			N/A - Existing condition
Can access to hidden areas be denied? Can those areas be locked off?			N/A - Existing condition
Would convex mirrors help? If yes, where?			N/A - Existing condition
Can internal windows be uncovered, or blinds be opened, to improve surveillance?			N/A - No new classrooms
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?			N/A - No new classrooms
Is a key required to lock the classroom door?			N/A - No new classrooms
Does a person have to step into the hallway to lock the door?			N/A - No new classrooms
Will classroom doors lock automatically when closed?			N/A - No new classrooms
Is there a two-way intercom or telephone in each room?			N/A - No new classrooms
Are there secondary emergency exits available from each room?			N/A - No new classrooms

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			N/A - Existing conditions
School grounds			N/A - Existing conditions
Playgrounds			N/A - Existing conditions
Driveways			N/A - Existing conditions
Bike racks			N/A - Existing conditions
Main entry area			
Secondary entryways			N/A - Existing conditions
Main office			
Hallways (specify which ones)			N/A - Existing conditions
Courtyards			No courtyards
Classrooms			N/A - Existing conditions
Temporary classrooms			N/A - Existing conditions
Gymnasium			N/A - Existing conditions
Locker rooms, locker bays, locker halls			N/A - Existing conditions

Toilets			
Library			N/A - Existing conditions
Cafeteria			N/A - Existing conditions
Loading docks and dumpsters			N/A - Existing conditions
Custodial receiving and storage areas			N/A - Existing conditions
Boiler room			Mechanical room is locked
Auditorium			N/A - Existing conditions
Art rooms			N/A - Existing conditions
Science labs			N/A - Existing conditions
Preschool or Head Start classrooms			N/A - Existing conditions
Music rooms			N/A - Existing conditions
Special education rooms			N/A - Existing conditions
Computer/technology rooms			N/A - Existing conditions
Family/Consumer science rooms			N/A - Existing conditions
Technology education rooms			N/A - Existing conditions
Agriculture classrooms/labs			N/A
Time-out rooms			N/A - Existing conditions
Meeting or conference rooms			Conference room is within office area
Informal or formal gathering areas			N/A - Existing conditions
Roof			Roof is not accessible to students
Crawl spaces			There are no crawl spaces
Surveillance equipment closet			N/A
Key control			N/A
Lighting problems indoors or out			N/A - Existing conditions

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?			N/A
Is appropriate directional signage provided for other areas than the primary entrance (gym, theatre, stadium, etc)?			N/A
Are emergency call stations or panic alarms provided?		✔	

Notes:

Kentucky Licensed
Design Professionals: _____   Date: 2018.01.18
                              Signature
Kentucky Registered Engineer: N/A _____   Date: _____
                              Signature
Kentucky Landscape Architect: N/A _____   Date: _____
                              Signature
Superintendent or
Board Designee: _____   Date: _____
                              Signature