

**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: Campbellsville Ind. District Code: \_\_\_\_\_  
 Facility Name: Campbellsville Middle School  
 Project Name: Campbellsville Middle Renovation and Addition  
 BG Number: 22-086

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

	Yes	No	Remarks
Are crosswalk locations hazardous?	x		no crosswalks
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		New Crosswalks will aid in student visibility.
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		Site signage to denote visitor parking spaces. No student parking for middle school. 

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		Urban site, no additional room on campus
Are walkways positioned for adequate surveillance from within the building?	X	X	Camera needed for student drop off area. Front walkways visible.
Is adequate external lighting provided?	X		Electrical Engineer designing lighting to meet building code.
During renovations, consider surrounding hazards	X		
Is access to school property controlled by fencing, walls, signs (territorial, directional, and regulatory)?	X		Combination of fencing and signage
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		Exterior windows and Camera/intercom at front entrance.
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?	X		Secure vestibule.

<b>Is it difficult for staff members to lock entry doors in an emergency?</b>		x	Exterior doors will remain in a locked position. <span>+</span>
<b>Can staff use an emergency electronic lock button?</b>		x	Exterior doors will remain in a locked <span>+</span>
<b>Do staff members use keys? Are they required to go outside the room in order to lock the door?</b>		x	Classroom doors will have store room type locks, where they will always be in locked position.
<b>Is the primary entrance secured, monitored and identified with appropriate signage?</b>	x		
<b>Do counters or windows protect office staff?</b>	x		Speaker at visitor sign-in system.
<b>If threatened, can office staff retreat to safer locations?</b>	x		
<b>Do staff members have panic button alarms?</b>	x		Front Desk and Principal
<b>Can intruders gain access any other way than through the main entry?</b>		x	
<b>Are all exterior doors numbered?</b>	x		Part of Signage Package
<b>Can those secondary entries be locked, staffed, and otherwise controlled?</b>	x		All other exterior doors remain in locked <span>+</span>
<b>Is an alarm system in place? What triggers the alarm and what happens then?</b>	x		Panic button closed Lockdown Doors and contacts SRO and police department. <span>+</span>

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

	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
<b>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?</b>	X		owner provided cameras
<b>Do blind corners, niches, unlocked and unattended rooms block surveillance?</b>		X	
<b>Can access to hidden areas be denied? Can those areas be locked off?</b>		X	
<b>Would convex mirrors help? If yes, where?</b>		X	
<b>Can internal windows be uncovered, or blinds be opened, to improve surveillance?</b>	X		
<b>Can first responders see what is going on in the building?</b>	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		classroom doors are locked
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		
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		URBAN SITE
School grounds	x		URBAN SITE
Playgrounds	x		URBAN SITE
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		Temporary Kitchen during construction.
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		X	
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		OUTDOOR LIGHTING PART OF PROJECT

## 8. Security Technology

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

## 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		Panic button in front office.

### Notes:


Owner implementing the Raptor System for visitor/sign out identification checks.

Kentucky Licensed Design Professionals:  Date: 03/16/23

Signature

Kentucky Registered Engineer:  Date: 3/16/2023

Signature

Kentucky Landscape Architect:  Date: 3/16/2023

Signature

Superintendent or Board Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature