

APPENDIX E
CPTED School Assessment (CSA)

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Introduction

The purpose of the CPTED School Assessment (CSA) is to rate the physical parts of the school which may have an impact on youth fear and aggressive behavior. This rating scale is based upon Crime Prevention Through Environmental Design Principles (CPTED).

Organization

The assessment is divided into the following sections:

1. **Initial Impressions** – statements to register your very first, overall impression of the grounds, buildings and interiors. These impressions are generally spontaneous and represent a felt response versus an intellectual assessment. This would be equivalent to what is commonly referred to as “curb appeal.”
2. **The Grounds** – statements pertaining to the outside areas of the school property, such as parking, student pick-up/drop-off, and athletic areas.
3. **The Buildings** – statements pertaining to the physical parts of the building you can see from the outside, such as entryways, windows and doors. This section also includes subsections for assessing additional buildings associated with the school but which may differ greatly in age, use, and style. It may be used by students or by the community. Examples include vocational, alternative education, or community health buildings.
4. **The Interiors** – statements pertaining to the space inside a building or buildings such as classrooms, corridors and public areas. Blank sections are provided for any use which is not already covered by the assessment form. Examples might include home economics education or special theatrical workshops.
5. **Global Impressions** – statements to be completed after the physical assessment has been completed. These statements pertain to the overall atmosphere or ambiance of the school and are similar to the initial impressions in that the ratings are a felt response versus an intellectual assessment.
6. **Additional Observations** – an area to register any observations of the physical environment which has not been adequately covered in the assessment.
7. **Surrounding Land Use** – a list of land uses adjacent to the school property, i.e. properties observable from the school grounds. Check each one observed and circle the most predominant.
8. **Surrounding Land Use Condition** – the same list of land uses to be rated for the overall physical conditions on a scale of 1-5: with 1 for unsightly, poorly maintained, signs of vandalism (including graffiti), and no enhancements to a rating of 5 for attractive, well maintained, lack of vandalism and with enhancements such as flower beds, decorative lighting, pavement treatments and other decorative features.
9. **Assessment Day Information** – notations regarding date, time, weather and any unique factors that might affect the assessment on that particular day. Examples of unique factors are special, one-time events or unusual or traumatic incidents.

Under each section is a list of statements that describe the perfect or ideal conditions for that type of area. Key words, which highlight the most important part of a statement, are underlined. Definitions for the key words are included at the end of this assessment.

Rating Scale

Read each statement and then:

1. Decide how much agreement there is between the actual situation and the perfect situation, represented by the statement.
2. Give each statement a rating of 1-5, with "1" being the lowest amount of agreement between the actual situation and the perfect situation and "5" being the highest.

For example, "School property boundaries are delineated from adjacent properties. Under the Key Word Definitions, "delineate" is defined *as to draw or trace the outline of*. A school property with continuous fencing, landscaping, and/or curb treatments would be considered "delineated" and get a rating of "5," the highest possible score. A school property without any of these things would get a "1", the lowest possible score. A school with just part of the property delineated would get a score in-between, depending upon the degree of delineation.

In general, conditions rated 1-2 are considered unacceptable and in need of improvement. Conditions rated 3 are considered acceptable or common, with room for improvement and scores of 4-5 are considered good to excellent with no adjustment necessary for coming into compliance with CPTED principles.

Does Not Exist (DNE)

This assessment can be used at ANY middle or high school in the U.S., however some subsections or statements may not apply to the school you are rating. Before you start rating the school, your group should decide if there are any areas that do not exist. Circle "DNE" (Does Not Exist) for those sections. For example, your school may not have exterior stairs, balconies, ramps, or upper level open corridors. If this is true for the school you are rating, then in section B. Building(s) Exterior Stairs, Balconies, Ramps and Upper Level Open Corridors, you would circle "DNE" after the subsection title.

Areas that may not exist at your school include:

- Grounds: Bike Racks; and/or Exterior Athletic Areas
- Building(s): Exterior Stairs, Balconies, Ramps and Open Upper Level Corridors and/or Portables
- Interior(s): Courtyards; Stairs and Balconies; In-School Suspension Areas; Auditorium; Gymnasium; Men's or Women's Locker Rooms; and/or Elevators.

Under various subsections there may be statements regarding a particular item that does not exist. In these instances, the "DNE" appears after the statement. However, some statements are intended to assess whether the school you are rating has a trait that all schools should have. When these items refer to a characteristic that is missing from the school, they should be given a low rating, rather than coded as "DNE." For that reason, these statements do not have a "DNE." For example, "There is an attractive and visible sign indicating the school's name and address near the primary entry." All schools should have such a sign. If the sign does not exist, the correct response would be "1."

In some situations there is more than one statement for a particular subject that may or may not exist. In these cases the first statement would receive a low mark since it should exist. However, the following statements would be marked with a "DNE." For example, under K. Grounds: General there are two statements regarding student involvement with campus beautification. If there are no student projects

then the first statement, K12 would receive a “1.” The second statement, K13 regarding the condition of student projects, would be marked “DNE.”

Unable to Observe (UTO)

If you cannot see an activity for any reason, circle the “UTO.” For example, “Delivery activities are orderly and do not interfere with normal school functions.” If you do not see any deliveries during your rating time, mark “UTO.”

Time Sensitive Statements

At a minimum, the reviewing period should cover from 30 minutes before the start of the school day through 30 minutes after the school day ends. To see how the school environment is being used, you will need to visit some areas during certain times. Please look at the list below for areas that must be rated during arrivals and departures, classroom changes and lunch periods.

Arrivals and Departures

The Grounds

- Section C. Grounds: Parent Drop/off/Pickups
- Section D. Grounds: Bus Unloading/Loading
- Section F. Grounds: Parking Areas
- Section G. Grounds: Exterior Pedestrian Pathways and Gathering Areas

The Buildings

- Section A. Buildings(s) Entries and Exits
- Section B. Buildings(s) Exterior Stairs, Balconies, Ramps, and Upper Level Corridors

Classroom Changes

The Interior(s)

- Section C. Interior: Corridors
- Section D. Interior: Stairs and Balconies

Lunch Periods

The Interior(s)

- Section H. Interior: Cafeteria(s)/Food Courts & Vending Machines

Blank Sections

At the end of the Buildings and Interiors sections are blank forms, which can be used to add outbuildings of a different nature than the rest of the school or of specific interior areas, which are not already covered. Use these to assess outbuildings such as vocational schools, community health centers, etc. and for areas such as computer labs, music rooms, woodworking shops, art gallery, etc...

Limitations

This CPTED School Assessment looks at environmental factors related to youth behaviors, and their sense of safety and well-being. It does not look at fire safety, building and equipment security, staff and personnel safety, hazards for non-intentional injuries or crisis response capability. Additionally, the assessment does not include a review of security cameras or metal detection areas.

The assessment is limited to reviewing the school 30 minutes before the start of the official school day and 30 minutes after the normal school day has ended. Therefore, you may or may not be able to answer questions about exterior lighting. If not, circle "UTO" (Unable to Observe). Additionally, you will not be able to assess for after-school activities or community-use of the school during non-school hours.

Initial Impressions

Rating Scale: 1= Lowest agreement 5 = Highest agreement

A. Initial Impressions:

1. Initial impressions of the school grounds are positive.
1 2 3 4 5 UTO
2. Initial impressions of the school buildings are positive.
1 2 3 4 5 UTO
3. Initial impressions of the school interiors are positive.
1 2 3 4 5 UTO

The Grounds

Rating Scale: 1= Lowest agreement 5 = Highest agreement

A. Grounds: Perimeter

1. School property boundaries are delineated from adjacent properties.
1 2 3 4 5 UTO
2. Physical or symbolic barriers along the property boundary present an attractive appearance.
1 2 3 4 5 UTO
3. Perimeter fencing allows for natural surveillance of school grounds.
1 2 3 4 5 UTO
4. The perimeter is secured in areas not easily monitored.
1 2 3 4 5 UTO
5. Signs direct approaching vehicles and pedestrians to appropriate entries to the school property.
1 2 3 4 5 UTO
6. Posted rules are located at key points around the school grounds.
1 2 3 4 5 UTO

B. Grounds: Points of Entry

1. Entries to the school property are attractive and welcoming.
1 2 3 4 5 UTO
2. There is an attractive and visible sign indicating the school's name near the primary entry.
1 2 3 4 5 UTO
3. Signs, at each primary entry to the school property, direct student, staff, visitors, and delivery traffic to appropriate locations.
1 2 3 4 5 UTO
4. Entries to the school property can be easily monitored.
1 2 3 4 5 UTO
5. Secondary pedestrian entries are secured during school hours.
1 2 3 4 5 UTO DNE
6. Secondary vehicular entries are secured during school hours.
1 2 3 4 5 UTO DNE

C. Grounds: Parent Drop-off/Pickups

1. Parent drop-off/pickup locations are clearly marked by signage, pavement and curb treatments.
1 2 3 4 5 UTO
2. Students are dropped-off and picked-up at authorized location(s).
1 2 3 4 5 UTO
3. Parent drop-off/pickup areas are well lit.
1 2 3 4 5 UTO
4. Parent drop-off/pickup areas are easily monitored.
1 2 3 4 5 UTO
5. There are authorized adults visible and available for assistance in proximity of parent drop-off areas during arrivals.
1 2 3 4 5 UTO
6. There are authorized adults visible and available for assistance in proximity of parent pickup areas during departures.
1 2 3 4 5 UTO
7. There is sufficient capacity in parent drop-off/pickup areas for the orderly movement of vehicles.
1 2 3 4 5 UTO
8. Parent drop-offs proceed in an orderly manner.
1 2 3 4 5 UTO
9. Parent pickups proceed in an orderly manner.
1 2 3 4 5 UTO

D. Grounds: Bus Unloading/Loading

1. Bus unloading/loading areas are clearly marked by signage, pavement and/or curb treatments.
1 2 3 4 5 UTO
2. Bus unloading/loading areas are well lit.
1 2 3 4 5 UTO
3. Bus unloading/loading areas are easily monitored.
1 2 3 4 5 UTO
4. There are authorized adults visible and available for assistance in proximity of the bus unloading area during arrivals.
1 2 3 4 5 UTO
5. There are authorized adults visible and available for assistance in proximity of the bus loading area during departures.
1 2 3 4 5 UTO
6. There is sufficient capacity in bus unloading/loading areas for the orderly movement of vehicles.
1 2 3 4 5 UTO
7. Bus unloading proceeds in an orderly manner.
1 2 3 4 5 UTO
8. Bus loading proceeds in an orderly manner.
1 2 3 4 5 UTO

E. Grounds: Vehicular Routes

1. Vehicular travel routes are clearly marked.
1 2 3 4 5 UTO
2. Vehicular travel routes are in good condition.
1 2 3 4 5 UTO

3. There are traffic-calming measures on adjacent public streets that limit vehicular speeds where students cross.
1 2 3 4 5 UTO
4. Delivery activities are orderly and do not interfere with normal school functions.
1 2 3 4 5 UTO

F. Grounds: Parking Areas

1. Parking lot entrances and exits are clearly marked.
1 2 3 4 5 UTO
2. Parking areas are delineated for staff and visitors.
1 2 3 4 5 UTO
3. All parking spaces are clearly marked.
1 2 3 4 5 UTO
4. Parking lots are easily monitored.
1 2 3 4 5 UTO
5. Parking lots are in good condition.
1 2 3 4 5 UTO
6. Parking lots are well lit.
1 2 3 4 5 UTO
7. There are no signs of vandalism in parking lots.
1 2 3 4 5 UTO
8. Vehicular traffic flows in an orderly manner in and out of parking lots.
1 2 3 4 5 UTO
9. Visitor parking is located directly adjacent to the main entry of the administrative offices.
1 2 3 4 5 UTO
10. Visitor parking areas are visible from adjacent buildings.
1 2 3 4 5 UTO

G. Grounds: Exterior Pedestrian Pathways and Gathering Areas

1. There are signs directing visitors to the office.
1 2 3 4 5 UTO
2. There is a wayfinding system, which includes signs; plant materials; and artwork, monuments or other landmarks.
1 2 3 4 5 UTO
3. Pedestrian crossings of adjacent public streets are clearly marked by signage, pavement treatment and/or curb treatment.
1 2 3 4 5 UTO DNE
4. Pedestrian pathways on school property are separated from vehicular routes by curbing, color markings, landscaping and/or other real or symbolic barriers.
1 2 3 4 5 UTO
5. Pedestrian pathways on school property are easily monitored.
1 2 3 4 5 UTO
6. Pedestrian pathways on school property are in good condition.
1 2 3 4 5 UTO
7. Pedestrian pathways on school property are well lit.
1 2 3 4 5 UTO
8. Pedestrian flows on school property are orderly.

1 2 3 4 5 UTO

9. There are pedestrian amenities such as seating and trash receptacles located along key pedestrian pathways

1 2 3 4 5 UTO

10. Pedestrian amenities are in good condition.

1 2 3 4 5 UTO DNE

11. Pedestrian pathways and gathering areas are easily monitored.

1 2 3 4 5 UTO DNE

12. Public telephones are located in areas that are easily monitored.

1 2 3 4 5 UTO DNE

13. Landscaping elements do not allow easy access to roofs, windows, or other upper level areas.

1 2 3 4 5 UTO

H. Grounds: Bike Racks DNE

1. Bike racks are easily monitored.

1 2 3 4 5 UTO

2. Bike racks and enclosures are in good condition.

1 2 3 4 5 UTO

I. Grounds: Exterior Athletic Areas DNE

1. Exterior athletic areas are easily monitored

1 2 3 4 5 UTO

2. Exterior athletic areas are in good condition.

1 2 3 4 5 UTO

3. Posted rules are located near exterior athletic area entries and exits.

1 2 3 4 5 UTO

4. There are clearly defined and easily monitored areas for storing backpacks, jackets and other personal items.

1 2 3 4 5 UTO

J. Grounds: Other

1. Access to dumpsters is controlled.

1 2 3 4 5 UTO

2. There are no hiding places in or around dumpster areas.

1 2 3 4 5 UTO

3. Dumpster areas are in good condition.

1 2 3 4 5 UTO

4. There are no unusually foul odors in or around dumpster areas.

1 2 3 4 5 UTO

5. Site utilities are secured.

1 2 3 4 5 UTO

K. Grounds: General

1. The organization of the school campus is easily comprehended.

1 2 3 4 5 UTO

2. The school grounds are attractive.

1 2 3 4 5 UTO

3. The school grounds are enhanced with landscaping, student artwork, monuments and/or other physical means.
1 2 3 4 5 UTO
4. There are outdoor learning areas that provide out-of-doors opportunities for students.
1 2 3 4 5 UTO
5. The school grounds are in good condition.
1 2 3 4 5 UTO
6. Remote areas are visible from occupied buildings, pedestrian pathways, or vehicular travel routes.
1 2 3 4 5 UTO DNE
7. Seldom-used areas or buildings are secured to prevent access.
1 2 3 4 5 UTO DNE
8. There are no hiding places created by landscaping or fencing.
1 2 3 4 5 UTO
9. The grounds are easily viewed from school buildings.
1 2 3 4 5 UTO
10. There are no unattractive barriers such as barbed or razor wire on the school grounds.
1 2 3 4 5 UTO
11. Security devices are unimposing.
1 2 3 4 5 UTO DNE
12. There are examples of student involvement with campus beautification such as landscape maintenance, gardens, memorials, art projects and/or other physical enhancements.
1 2 3 4 5 UTO
13. Examples of student involvement in campus beautification are in good condition.
1 2 3 4 5 UTO DNE
14. There are no signs of vandalism.
1 2 3 4 5 UTO
15. There are no foul odors.
1 2 3 4 5 UTO
16. There are no continuously occurring loud noises on school grounds.
1 2 3 4 5 UTO

The Building(s)

Rating Scale: 1= Lowest agreement 5 = Highest agreement

A. Building(s): Entries and Exits

1. The public entry is located adjacent to the administration area and visitor parking.
1 2 3 4 5 UTO
2. The public entry is well defined with architectural features, signs, lighting, artwork, landscaping and/or landmarks such as flags.
1 2 3 4 5 UTO
3. Extensive windows and glazed doors enhance natural surveillance of the public entry.
1 2 3 4 5 UTO
4. Entrances and exits are easily monitored.
1 2 3 4 5 UTO
5. Secondary entrance and exit doors are secured in the closed position.
1 2 3 4 5 UTO

6. The design of emergency exits, such as the use of alarms, deters access from the outside.
1 2 3 4 5 UTO
7. Exterior waiting areas are well lit.
1 2 3 4 5 UTO
8. Exterior waiting areas provide shelter from foul weather.
1 2 3 4 5 UTO
9. Exterior waiting areas are visible from adjacent buildings.
1 2 3 4 5 UTO

B. Building(s): Exterior Stairs, Balconies, Ramps and Open Upper Level Corridors DNE

1. Exterior stairs, balconies, ramps, and upper level corridors are well lit.
1 2 3 4 5 UTO
2. Pedestrian flows are orderly.
1 2 3 4 5 UTO
3. Exterior stairs do not create hiding or hard-to-see areas.
1 2 3 4 5 UTO
4. Exterior stairs, balconies, ramps, and open upper level corridors are visible from windows or doors of the school buildings, parking lots and/or other activity areas.
1 2 3 4 5 UTO

C. Building(s): Exterior Walls

1. The design of exterior walls does not create hard-to-see locations or hiding places.
1 2 3 4 5 UTO
2. Exterior walls are in good condition.
1 2 3 4 5 UTO
3. Murals, artwork, landscaping and/or other architectural treatments have been used to enhance blank or barren exterior walls.
1 2 3 4 5 UTO
4. There are no signs of graffiti on exterior walls.
1 2 3 4 5 UTO
5. Doors and windows are in good condition.
1 2 3 4 5 UTO
6. Screening walls and/or other architectural features do not allow for easy access to the roof or upper level areas.
1 2 3 4 5 UTO DNE

D. Building(s): Courtyards DNE

1. Entries to courtyards are easily monitored.
1 2 3 4 5 UTO
2. Courtyards are visible from windows and doors of the school buildings.
1 2 3 4 5 UTO
3. Courtyard landscaping elements, including walls, planters and seating, do not allow easy access to roofs, windows, or other upper level areas.
1 2 3 4 5 UTO
4. Courtyards are enhanced with landscaping, student artwork, and/or other physical means.
1 2 3 4 5 UTO
5. Courtyards are easily monitored.

- 1 2 3 4 5 UTO
6. Courtyards are in good condition.
1 2 3 4 5 UTO
7. There are no signs of graffiti.
1 2 3 4 5 UTO

E. Building(s): Portables (Including Trailers) DNE

1. Portables are visible from adjacent permanent buildings.
1 2 3 4 5 UTO
2. Sidewalks clearly mark routes to the entrances of portable buildings.
1 2 3 4 5 UTO
3. All portables have highly visible identification names and/or numbers.
1 2 3 4 5 UTO
4. Windows and doors with windows enhance natural surveillance at the entry.
1 2 3 4 5 UTO
5. Spaces under portables, including stairs and ramps, are screened to limit access.
1 2 3 4 5 UTO
6. Portables are in good condition.
1 2 3 4 5 UTO
7. There are no signs of vandalism.
1 2 3 4 5 UTO
8. Portables are secured when not in use.
1 2 3 4 5 UTO
9. The surrounding grounds of the portables are enhanced with landscaping, student artwork, and/or other physical means.
1 2 3 4 5 UTO

F. Building(s): General

1. Buildings are organized to promote natural surveillance of the school campus.
1 2 3 4 5 UTO
2. All buildings have highly visible identification names and/or numbers.
1 2 3 4 5 UTO
3. Building design and architectural attributes present an attractive appearance.
1 2 3 4 5 UTO
4. Building materials and colors are attractive.
1 2 3 4 5 UTO
5. All buildings are in good condition.
1 2 3 4 5 UTO
6. Building mounted security devices, such as cameras and window grates, are unimposing.
1 2 3 4 5 UTO DNE
7. Window and door security devices are attractive.
1 2 3 4 5 UTO DNE
8. Covers for exterior walkways and stairs are designed to limit easy access to roofs, windows, or other upper level areas.
1 2 3 4 5 UTO DNE

G. Accessory Building: _____

1. The grounds are in good condition.

- 1 2 3 4 5 UTO
2. There is a wayfinding system, which includes signs; plant materials; and artwork, monuments and/or other landmarks.
1 2 3 4 5 UTO
 3. Vehicular travel routes are clearly marked.
1 2 3 4 5 UTO
 4. Parking areas are easily monitored.
1 2 3 4 5 UTO DNE
 5. Pedestrian pathways and gathering areas are easily monitored.
1 2 3 4 5 UTO
 6. There are no hiding places created by landscaping or fencing.
1 2 3 4 5 UTO
 7. Entrances and exits are easily monitored.
1 2 3 4 5 UTO
 8. The building is in good condition.
1 2 3 4 5 UTO
 9. The building is secured when not in use.
1 2 3 4 5 UTO
 10. There are no signs of vandalism.
1 2 3 4 5 UTO

The Interior(s)

Rating Scale: 1= Lowest agreement 5 = Highest agreement

A. Interior: Main/Visitor Lobby

1. The lobby is attractive, cheerful and inviting.
1 2 3 4 5 UTO
2. Entry security devices are unimposing.
1 2 3 4 5 UTO DNE
3. Pedestrian flows through entry security devices are orderly.
1 2 3 4 5 UTO DNE
4. The lobby is well lit.
1 2 3 4 5 UTO
5. The lobby is easily monitored.
1 2 3 4 5 UTO
6. Signs direct visitors to the office.
1 2 3 4 5 UTO
7. Signs provide directions to major school areas, i.e. administrative offices, cafeteria, media room, auditorium, gymnasium, etc.
1 2 3 4 5 UTO
8. The lobby area is visible from adjacent administrative offices.
1 2 3 4 5 UTO
9. The lobby is enhanced with plants, artwork, posters and/or other physical means.
1 2 3 4 5 UTO
10. Extensive use of windows in the lobby area provides natural surveillance opportunities.
1 2 3 4 5 UTO

11. Motivational signs, temporary or permanent, herald accomplishments, reflect student pride, give positive messages and otherwise encourage student excellence.
1 2 3 4 5 UTO
12. Student displays include a wide range of student interests and cultural backgrounds.
1 2 3 4 5 UTO
13. The lobby is in good condition.
1 2 3 4 5 UTO

B. Interior: Student Entry Areas - Other than Main Lobby DNE

1. The entry areas are attractive, cheerful and inviting.
1 2 3 4 5 UTO
2. Entry security devices are unimposing.
1 2 3 4 5 UTO DNE
3. Pedestrian flows through entry security devices are orderly.
1 2 3 4 5 UTO DNE
4. The entry areas are well lit.
1 2 3 4 5 UTO
5. The entry areas are easily monitored.
1 2 3 4 5 UTO
6. Signs direct visitors to the office.
1 2 3 4 5 UTO
7. Signs provide directions to major school areas, i.e. administrative offices, cafeteria, media room, auditorium, gymnasium, etc.
1 2 3 4 5 UTO
8. The entry areas are enhanced with plants, artwork, posters and/or other physical means.
1 2 3 4 5 UTO
9. Extensive use of windows in the entry areas provide natural surveillance opportunities.
1 2 3 4 5 UTO
10. Motivational signs, temporary or permanent, herald accomplishments, reflect student pride, give positive messages and otherwise encourage student excellence.
1 2 3 4 5 UTO
11. Student displays include a wide range of student interests and cultural backgrounds.
1 2 3 4 5 UTO DNE
12. The entry areas are in good condition.
1 2 3 4 5 UTO

C. Interior: Administrative Offices

1. Access to school staff area(s) is controlled.
1 2 3 4 5 UTO
2. Extensive use of windows in the administrative area provides natural surveillance opportunities to adjoining interior spaces.
1 2 3 4 5 UTO
3. Extensive use of windows in the administrative area provides natural surveillance opportunities to exterior spaces.
1 2 3 4 5 UTO
4. Counseling areas are in good condition.
1 2 3 4 5 UTO
5. Counseling areas are enhanced with plants, artwork and other physical means.

1 2 3 4 5 UTO

6. Motivational signs, temporary or permanent, herald accomplishments, reflect student pride, give positive messages and otherwise encourage student excellence.

1 2 3 4 5 UTO

7. Student displays include a wide range of student interests and cultural backgrounds.

1 2 3 4 5 UTO

8. The administrative areas are in good condition.

1 2 3 4 5 UTO

D. Interior: Corridors

1. Interior corridors are well lit.

1 2 3 4 5 UTO

2. Interior corridors are easily monitored.

1 2 3 4 5 UTO

3. There are no hiding places.

1 2 3 4 5 UTO

4. Pedestrian flows are orderly.

1 2 3 4 5 UTO

5. Interior corridors are of sufficient width to allow orderly movement between classes.

1 2 3 4 5 UTO

6. Interior corridors are free of obstacles that impede orderly pedestrian flow.

1 2 3 4 5 UTO

7. Interior corridor light controls are secured to prevent unauthorized access.

1 2 3 4 5 UTO

8. There are authorized adults visible in interior corridors during arrivals.

1 2 3 4 5 UTO

9. There are authorized adults visible in interior corridors during class changes.

1 2 3 4 5 UTO

10. There are authorized adults visible in interior corridors during departures.

1 2 3 4 5 UTO

11. Motivational signs, temporary or permanent, herald accomplishments, reflect student pride, give positive messages and otherwise encourage student excellence.

1 2 3 4 5 UTO

12. Student displays include a wide range of student interests and cultural backgrounds.

1 2 3 4 5 UTO

13. Interior corridors are attractive and cheerful.

1 2 3 4 5 UTO DNE

14. Interior corridors are in good condition.

1 2 3 4 5 UTO

E. Interior: Stairs and Balconies DNE

1. Interior stairs and balconies are well lit.

1 2 3 4 5 UTO

2. Pedestrian flows are orderly.

1 2 3 4 5 UTO

3. Interior stairs do not create hiding or hard-to-see areas.

1 2 3 4 5 UTO

4. Interior stairs and balconies are in good condition.

1 2 3 4 5 UTO

F. Interior: Restrooms

1. Multiple stall restrooms have open zigzag entries, rather than door systems.
1 2 3 4 5 UTO DNE
2. Restrooms with solid doors have vents to increase the opportunity for auditory surveillance.
1 2 3 4 5 UTO
3. Restroom entries are easily viewed from other active areas.
1 2 3 4 5 UTO
4. Restrooms are well lit.
1 2 3 4 5 UTO
5. Restroom light controls are secured to prevent unauthorized access.
1 2 3 4 5 UTO
6. There are no unusually foul odors in the restrooms.
1 2 3 4 5 UTO
7. There are no signs of graffiti.
1 2 3 4 5 UTO
8. There are no other signs of vandalism.
1 2 3 4 5 UTO
9. Stall doors and locks are in good condition.
1 2 3 4 5 UTO
10. Toilets, urinals and lavatories are in good condition.
1 2 3 4 5 UTO
11. The restroom ceiling treatment does not provide access to a hiding place.
1 2 3 4 5 UTO DNE
12. Restrooms are in good condition.
1 2 3 4 5 UTO

G. Interior: Classrooms

1. Classrooms have windows that allow for natural surveillance of exterior spaces.
1 2 3 4 5 UTO
2. Classroom door windows allow for natural surveillance into the classrooms.
1 2 3 4 5 UTO
3. Furniture, lockers, or other objects do not compromise natural surveillance within the classroom.
1 2 3 4 5 UTO
4. Classrooms can be secured and locked down from the inside.
1 2 3 4 5 UTO
5. Secured classroom doors can be exited in an emergency.
1 2 3 4 5 UTO
6. Classroom door(s) are secured when the classroom is not in use.
1 2 3 4 5 UTO
7. Classrooms are well lit.
1 2 3 4 5 UTO
8. Motivational signs, temporary or permanent, herald accomplishments, reflect student pride, give positive messages and otherwise encourage student excellence.
1 2 3 4 5 UTO
9. Classrooms are cheerful.
1 2 3 4 5 UTO
10. Classrooms are in good condition.

1 2 3 4 5 UTO

H. Interior: In-School Suspension Areas DNE

1. In-school suspension areas are easily monitored.
1 2 3 4 5 UTO
2. In-school suspension areas are enhanced with plants, artwork or other physical means.
1 2 3 4 5 UTO DNE
3. In-school suspension areas are in good condition.
1 2 3 4 5 UTO

I. Interior: Cafeteria(s) and Food Courts

1. Cafeteria(s) and food courts have a well-defined entry(s).
1 2 3 4 5 UTO
2. The cafeteria entry(s) is easily monitored.
1 2 3 4 5 UTO
3. There are authorized adults visible and available for assistance.
1 2 3 4 5 UTO
4. Kitchen and serving areas have limited access.
1 2 3 4 5 UTO
5. The student serving line is orderly.
1 2 3 4 5 UTO
6. The pedestrian flow within the cafeteria(s) is orderly.
1 2 3 4 5 UTO
7. The pedestrian flow around the outside of the cafeteria(s) is orderly.
1 2 3 4 5 UTO
8. There is sufficient capacity for all students to sit within authorized locations.
1 2 3 4 5 UTO
9. There is sufficient space between tables to allow orderly circulation.
1 2 3 4 5 UTO
10. The behavior in the cafeteria(s) is orderly.
1 2 3 4 5 UTO
11. The cafeteria(s) is enhanced with plants, artwork, posters and/or other physical means.
1 2 3 4 5 UTO
12. Student displays and other artwork include a wide range of student interest and cultural backgrounds.
1 2 3 4 5 UTO DNE
13. There are no foul odors.
1 2 3 4 5 UTO
14. Entrance is secured when room is not in use.
1 2 3 4 5 UTO
15. The cafeteria(s) is in good condition.
1 2 3 4 5 UTO

J. Interior: Auditorium(s) DNE

1. The auditorium(s) has a well-defined entry(s).
1 2 3 4 5 UTO
2. The auditorium(s) is easily monitored.
1 2 3 4 5 UTO

3. All entrances are secured when room is not in use.
1 2 3 4 5 UTO DNE
4. The auditorium(s) is in good condition.
1 2 3 4 5 UTO DNE

K. Interior: Gymnasium(s) DNE

1. The gymnasium(s) is easily monitored.
1 2 3 4 5 UTO
2. Access to the underside of bleachers, whether open or closed, is limited.
1 2 3 4 5 UTO
3. The gymnasium(s) is well lit.
1 2 3 4 5 UTO
4. Light controls are secured to prevent unauthorized access.
1 2 3 4 5 UTO
5. Entrance is secured when room is not in use.
1 2 3 4 5 UTO
6. The gymnasium(s) is in good condition.
1 2 3 4 5 UTO

L. Interior: Locker Rooms (Mens/Boys) DNE

1. Locker areas are easily monitored.
1 2 3 4 5 UTO
2. Lockers in the center do not obstruct visibility.
1 2 3 4 5 UTO DNE
3. Lockers are adequately spaced to avoid crowding.
1 2 3 4 5 UTO
4. Lockers and/or locker doors are see-through.
1 2 3 4 5 UTO
5. Shower areas are easily monitored.
1 2 3 4 5 UTO
6. All areas of the locker room are well lit.
1 2 3 4 5 UTO
7. Light controls are secured to prevent unauthorized access.
1 2 3 4 5 UTO
8. There are no unusually foul odors.
1 2 3 4 5 UTO
9. The ceiling treatment does not provide a hiding place.
1 2 3 4 5 UTO
10. Entrance is secured when room is not in use.
1 2 3 4 5 UTO
11. All areas of the locker room are in good condition.
1 2 3 4 5 UTO

M. Interior: Locker Rooms (Women/Girls) DNE

1. Locker areas are easily monitored.
1 2 3 4 5 UTO
2. Lockers in the center do not obstruct visibility.

- 1 2 3 4 5 UTO DNE
3. Lockers are adequately spaced to avoid crowding.
1 2 3 4 5 UTO
 4. Lockers and/or locker doors are see-through.
1 2 3 4 5 UTO
 5. Shower areas are easily monitored.
1 2 3 4 5 UTO DNE
 6. All areas of the locker room are well lit.
1 2 3 4 5 UTO
 7. Light controls are secured to prevent unauthorized access.
1 2 3 4 5 UTO
 8. There are no unusually foul odors.
1 2 3 4 5 UTO
 9. The ceiling treatment does not provide a hiding place.
1 2 3 4 5 UTO
 10. Entrance is secured when room is not in use.
1 2 3 4 5 UTO
 13. All areas of the locker room are in good condition.
1 2 3 4 5 UTO

N. Interior: Libraries and Media Centers

1. The library or media center has a well-defined entry.
1 2 3 4 5 UTO
2. The entry is easily monitored by staff and volunteers.
1 2 3 4 5 UTO
3. Activity within the library area is easily monitored.
1 2 3 4 5 UTO
4. Motivational signs, temporary or permanent, herald accomplishments, reflect student pride, give positive messages and otherwise encourage student excellence.
1 2 3 4 5 UTO
5. Student displays include a wide range of student interests and cultural backgrounds.
1 2 3 4 5 UTO
6. The library is secured when not in use.
1 2 3 4 5 UTO
7. Rooms within the library are secured when not in use.
1 2 3 4 5 UTO
8. All areas of the library are in good condition.
1 2 3 4 5 UTO

O. Interior: Elevators DNE

1. Access to elevators is limited to authorized individuals.
1 2 3 4 5 UTO
2. Elevators are located in easy to view areas.
1 2 3 4 5 UTO
3. Elevator lobbies are well lit.
1 2 3 4 5 UTO
4. Mirrors are strategically located within the elevator cabs to eliminate hiding places.
1 2 3 4 5 UTO DNE

5. Elevator lobbies are in good condition.
1 2 3 4 5 UTO

P. Interior: General

1. There is an abundance of natural light within interior spaces.
1 2 3 4 5 UTO
2. Interior spaces are well lit.
1 2 3 4 5 UTO
3. Interior spaces are attractive and cheerful.
1 2 3 4 5 UTO
4. The organization of interior spaces is easily comprehended.
1 2 3 4 5 UTO
5. Visitors have distinctive and highly visible nametags.
1 2 3 4 5 UTO
6. Staff and teachers have highly visible nametags.
1 2 3 4 5 UTO
7. Security personnel wear distinctive clothing and have distinct, visible identification badges.
1 2 3 4 5 UTO
8. Interior security equipment is unimposing.
1 2 3 4 5 UTO DNE
9. Interior walls are in good condition.
1 2 3 4 5 UTO
10. Electrical panels are secured.
1 2 3 4 5 UTO
11. Interior doors and windows are in good condition.
1 2 3 4 5 UTO
12. Interior ceilings are in good condition.
1 2 3 4 5 UTO
13. Interior light fixtures are in good condition.
1 2 3 4 5 UTO
14. Interior features, such as clocks, displays, signs and furnishings are in good condition.
1 2 3 4 5 UTO
15. There is sufficient capacity for the orderly storing of backpacks and jackets throughout the school.
1 2 3 4 5 UTO
16. There are no visible signs of vandalism in interior spaces.
1 2 3 4 5 UTO
17. Interior spaces are enhanced with plants, artwork, and/or other physical means.
1 2 3 4 5 UTO
18. The temperature in interior spaces is neither too hot nor too cold.
1 2 3 4 5 UTO
19. The interior air quality is fresh.
1 2 3 4 5 UTO
20. Obsolete or underutilized spaces are secured to prevent access by unauthorized persons.
1 2 3 4 5 UTO DNE
21. There are no continuously occurring loud noises in the interior spaces.
1 2 3 4 5 UTO

Q. Interior (Other, including Accessory Buildings): _____

1. The entrance(s) is easily viewed.
1 2 3 4 5 UTO
2. There are authorized adults who have unobstructed views of workspaces.
1 2 3 4 5 UTO
3. Access to chemicals, tools, and similar items is controlled.
1 2 3 4 5 UTO DNE
4. The area is well lit.
1 2 3 4 5 UTO
5. The entrance(s) is secured when room is not in use.
1 2 3 4 5 UTO
6. The area is in good condition.
1 2 3 4 5 UTO

R. Interior (Other, including Accessory Buildings): _____

1. The entrance(s) is easily viewed.
1 2 3 4 5 UTO
2. There are authorized adults who have unobstructed views of workspaces.
1 2 3 4 5 UTO
3. Access to chemicals, tools, and similar items is controlled.
1 2 3 4 5 UTO DNE
4. The area is well lit.
1 2 3 4 5 UTO
5. The entrance(s) is secured when room is not in use.
1 2 3 4 5 UTO
6. The area is in good condition.
1 2 3 4 5 UTO

S. Interior (Other, including Accessory Buildings): _____

1. The entrance(s) is easily viewed.
1 2 3 4 5 UTO
2. There are authorized adults who have unobstructed views of workspaces.
1 2 3 4 5 UTO
3. Access to chemicals, tools and similar items is controlled.
1 2 3 4 5 UTO DNE
4. The area is well lit.
1 2 3 4 5 UTO
5. The entrance(s) is secured when room is not in use.
1 2 3 4 5 UTO
6. The area is in good condition.
1 2 3 4 5 UTO

Global Impressions

Rating Scale: 1= Lowest agreement 5 = Highest agreement

A. Global Impressions

1. The school is inviting.
1 2 3 4 5 UTO DNE
2. The school is attractive.
1 2 3 4 5 UTO DNE
3. The school is cheerful.
1 2 3 4 5 UTO DNE
4. The atmosphere is uplifting.
1 2 3 4 5 UTO DNE

Additional Observations

Any additional observations regarding the school environment:

Surrounding Land Use

Check the land uses which are adjacent to the school property, i.e. properties observable from the school grounds. Circle the most predominant ones.

- Single family
- Multifamily
- Public housing communities
- Commercial (including hotel/motels)
- Industrial
- Recreational (parks, etc.)
- Government (libraries, offices, etc.)
- Other schools
- Vacant lots
- Vacant buildings
- Minor roads (2-3 lanes)
- Major roads (4 or more lanes)
- Other

Surrounding Land Use Condition

Rate the overall physical conditions of surrounding Properties on a scale of 1-5: with 1 for unsightly, poorly maintained, signs of vandalism (including graffiti), and no enhancements to a rating of 5 for attractive, well maintained, lack of vandalism and with enhancements such as flower beds, decorative lighting, pavement treatments and other decorative features.

1. Single family residential DNE
1 2 3 4 5
2. Multifamily residential DNE

- 1 2 3 4 5
- 3. Public housing communities DNE
1 2 3 4 5
- 4. Commercial (including hotel/motels) DNE
1 2 3 4 5
- 5. Industrial DNE
1 2 3 4 5
- 6. Recreational (parks, etc.) DNE
1 2 3 4 5
- 7. Government (libraries, offices, etc.) DNE
1 2 3 4 5
- 8. Other Schools DNE
1 2 3 4 5
- 9. Vacant buildings DNE
1 2 3 4 5
- 10. Vacant lots DNE
1 2 3 4 5
- 11. Minor roads (2-3 lanes)
1 2 3 4 5 DNE
- 12. Major roads (4 or more lanes) DNE
1 2 3 4 5
- 13. Other DNE
1 2 3 4 5

Assessment Day Information

Assessment Date(s): _____ Time(s): _____

Weather: _____

Unique factors regarding the day(s) of the assessment:

Attachment 2B: Key Word Definitions and Matrix

Definitions

The following list provides a definition and example of key words used in the assessment tool. It also includes, in parenthesis, which CPTED principles are related to each of these definitions found in the CSA. The principles are listed in order of being the primary, secondary or tertiary construct. A matrix summarizing the key words and their associated CTPED principle is provided in Attachment 2A.

access (AM) *A means of approaching, entering, exiting, or making use of; a passage, such as design features do not provide easy access to rooftops, staff and seldom used areas, spaces under portables, light switches, chemicals, elevators, etc.*

adjacent (NS) *Close to, next to, such as visitor parking is located directly adjacent to the main entry of the administrative offices.*

amenities (T/OM) *Something that contributes to physical comfort; increases attractiveness or value, such as pedestrian seating, trash receptacles, shelters from foul weather, and other pedestrian amenities.*

attractive (T) *Pleasing; charming, such as attractive entryways.*

auditory surveillance (NS) *The ability to hear activity for monitoring purposes, such as auditory surveillance of restrooms with open zigzag entries versus double doors.*

authorized adults (NS/AM/OM) *Adults who are sanctioned by the school to operate in an official capacity such as administrators, teachers, security personnel, school resource officers, cafeteria staff, parent volunteers and others.*

authorized locations (AM/OM) *Designated areas for particular activity, such as parental drop-offs and pick-ups.*

available for assistance (OM) *To give aid or support such as being available to take care of minor occurrences so they don't become larger incidents and to respond appropriately to any incident, small or large. To be within a reasonable distance to see, hear and respond to a situation.*

barriers (AM/T) *Real or symbolic limitations to movement, such as fencing, bollards, chains, landscaping, and other physical features.*

capacity (OM/AM/OF) *The ability to receive, hold or absorb, such as there is sufficient capacity for all students to sit within authorized locations.*

cheerful (T) *Pleasant, bright, enjoyable, and comforting, such as classrooms or interior corridors are cheerful.*

clearly marked (T/AM/OM) *Readily observable, visible impressions, such as large lettering, bold stripes or other physical markings.*

comprehend (AM/T) *To take in the meaning*, such as the organization of the school campus is easily comprehended.

controlled (AM/OM) *To hold in restraint; check; to regulate*, such as access to the school staff area(s) is controlled.

crowding (AM/OM) *To press, cram or force tightly together*, such as lockers are adequately spaced to avoid crowding.

delineate (T/AM) *To draw or trace the outline of*, such as to delineate the school boundaries from adjacent properties or student parking from staff parking spaces.

designate (AM/T) *To indicate or specify*, such as designated parking areas.

direct (AM) *To show or indicate the way; to give instructions to*, such as directing visitors to the administrative offices for signing in.

distinctive (OM/AM) *Serving to identify; a distinguishing factor, attribute or characteristic*, such as distinctive nametags or clothing.

easy to maintain (PM) *easy to keep in good condition*, the use of durable materials, such as restroom materials are easy to maintain.

easily monitored (NS/AM/OM) *The ability to keep close watch over, to supervise*, such as bus loops, public phones and other features being easily monitored.

easily viewed (NS/AM/OM) *A convenient way of seeing something, as from a particular angle*, such as entrances being easily viewed from nearby offices.

enhanced (T) *To make greater, as in value or beauty*. To go beyond basic utility, such as enhancing the school grounds with landscaping, student artwork, monuments or other physical means.

emergency exits (AM) *A way of leaving but not of entering*, such as the design of emergency exits deters access from the outside.

fresh (PM/T) *Free from impurities or pollution*, such as the interior air quality is fresh.

good condition (PM/T) *To be in a positive or desirable state*, clean, litter free, in good repair, such as buildings, grounds or student projects are in good condition.

graffiti (PM/OM) *Writing on walls, inscriptions*, such as there are no signs of graffiti.

hard-to-see (NS) *Difficult to perceive with the eye*, such as blind corners.

hiding places (NS) *Spaces where one can be out of sight, in secret, or concealed*, such as there are no hiding places in or around bike rack or dumpster areas.

include/inclusiveness (T/OF) *to take in as a member/ comprehensive, taking everything (everybody) within it's scope*, such as including a wide range of student interests and all cultural backgrounds.

inviting (T) *Welcoming and appealing*, such as the lobby is attractive, cheerful and inviting.

limit (AM) *The line or point beyond which something (someone) may not proceed*, such as the access to the underside of stairs or bleachers is limited.

motivational signs (T/OF) *Posted notices that provide incentives, move to action, or impel*, such as motivational signs herald accomplishments, reflect student pride, give positive messages and otherwise encourage student excellence.

natural light (OF/NS) *Light provided by the sun*, such as there is an abundance of natural light in interior spaces.

noise (OM) *Sound, or a sound that is loud, unpleasant, unexpected, or undesired*, such as there are no continuously occurring loud noises on school grounds.

odor (PM/T) *Strong, pervasive quality*, such as there are no unusually foul odors.

open zigzag (NS/AM/OM) *A door-less restroom entry with sharp turns designed to shield the interior.*

orderly (OM/NS) *A condition of logical or systematic behavior, free of disruption*, such as pedestrian flows are orderly.

outdoor learning area (OF) *A designated area used for environmental or agricultural educational activities, where students can interact with live plants and enjoy fresh air and sunshine.*

posted rules (OM/AM) *Signs which warn or give information on regulations*, such as posted rules designate parking lot usage.

secured (AM) *Firmly fastened*, such as site utilities are secured.

security devices (AM/OM) *Any number of physical means to secure or detect, including but not limited to window and door grates; barbed or razor wire; motion detectors, alarms, closed circuit TV cameras/ monitors; metal and bomb detectors*, such as security devices are unimposing.

see-through (NS) *Transparent, permeable to light*, perforated material, such as Lockers and/or locker doors are see-through.

separate (AM/OM) *To set or keep apart*, such as staff and student parking areas are separate.

temperature (OF) *The degree of hotness or coldness of a body or an environment*, such as the temperature in interior spaces is neither too hot nor too cold.

unimposing (T) *Unobtrusive, considerate*, such as security devices are unimposing.

uplifting (T) *Raising the spirits*, such as the atmosphere of the school is uplifting.

vandalism (PM/OM/T) *Willful or malicious destruction of property*, such as there are no signs of vandalism.

visible (NS) *Possible to see, obvious to the eye*, such as authorized adults are visible during classroom changes.

wayfinding (AM/OM) A collective means (landscaping, lighting, signage, pavement treatments, and landmarks) of informing or directing vehicular or pedestrian movements.

welcoming (T/AM) *Cordial, inviting, agreeable, hospitable*, such as entries to the site are attractive and welcoming.

well defined (T/AM) *Having definite and distinct lines*, such as gathering areas are well defined.

well lit (NS/AM/OM/T) Sufficient *illumination* to enable easy viewing of activities and people, such as corridors are well lit.

Source: Italicized definitions are from *The American Heritage College Dictionary, 3rd Edition*. Boston, New York: Houghton Mifflin Company: 1993.

NS*	AM*	T*	PM*	OM*	OF*
adjacent	access	amenities	easy to maintain	amenities	capacity
auditory surveillance	authorized adults	attractive	fresh	authorized adults	inclusiveness
authorized adults	authorized locations	barriers	odor	authorized locations	motivational signs
easily monitored	barriers	cheerful	good condition	available for assistance	natural light
easily viewed	capacity	clearly marked	graffiti	capacity	outdoor learning area
hard-to-see	clearly marked	comprehend	vandalism	clearly marked	temperature
hiding places	comprehend	delineate		controlled	
natural light	controlled	designate		crowding	
open zig zag	crowding	enhanced		distinctive	
Orderly	delineate	fresh		easily monitored	
see-through	designate	good condition		easily viewed	
visible	direct	inclusiveness		graffiti	
well lit	distinctive	inviting		noise	
	easily monitored	motivational signs		open zig zag	
	easily viewed	odor		orderly	
	emergency exits	student involvement		posted rules	
	limit	unimposing		security devices	
	open zig zag	uplifting		separate	

	posted rules	vandalism		vandalism	
	secured	welcoming		wayfinding	
	security devices	well defined		well lit	
	separate	well lit			
	unimposing				
	wayfinding				
	welcoming				
	well defined				
	well lit				

CPTED Key Word Matrix

* NS = Natural Surveillance
 AM = Access Management
 T = Territoriality

PM = Physical Maintenance
 OM = Order Maintenance
 OF = Other Factors