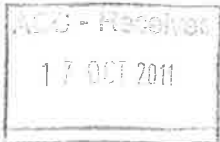20th September 2011

Mr. Shane Burns
Armidale Dumaresq Council
135 Rusden Street
Armidale NSW 2350

NSW Police Force
www.police.nsw.gov.au

Dear Shane,

Application Number: DA-170-2011
Proposal: 3 Level Clinical Education Centre (Health Teaching Facility)
Location: 226A Rusden Street, Armidale 2350 and 133 Butler Street, Armidale NSW 2350

On the 20th September, 2011 the DA for the new Clinical Education Centre (Health Teaching Facility) was assessed by Senior Constable Mandy Vaughan, Crime Prevention Officer, New England LAC. This assessment is designed to assist owners, managers or staff assess their needs. The principles of Crime Prevention Through Environmental Design (CPTED) need to be taken into consideration when reviewing this development to reduce opportunities for crime.

Crime Prevention Through Environmental Design (CPTED) is a crime prevention strategy that focuses on the planning, design, and structure of cities and neighbourhoods. It reduces opportunities for crime by using design and place management principles that reduce the likelihood of essential crime ingredients from intersecting in time and space.

Predatory offenders often make cost benefit assessments of potential victims and locations before committing crime. CPTED aims to create the reality (or perception) that the costs of committing crime are greater than the likely benefits. This is achieved by creating social and environmental conditions that:

1. Maximise risk to offenders (increasing the likelihood of detection, challenge and apprehension);

2. Maximise the effort required to commit crime (increasing the time, energy and resources required to commit crime);

3. Minimise the actual and perceived benefits of crime (removing, minimising or concealing crime attractors and rewards);

4. Minimise excuse-making opportunities (removing conditions that encourage or facilitate rationalisation of inappropriate behaviour).

Observations of the Development Application:

Police do not have any objection with the development application; however, there does not appear to be sufficient information provided regarding crime preventative measures. I have included a School Security Assessment to be forwarded to the applicants for information and completion.

Below are some recommendations from a CPTED perspective that may assist the applicants with ensuring a safe environment.

Treatments:

Listed below are a number of treatment options that may assist the applicants. The School Security Assessment contains a more comprehensive list of suggested treatments that the applicant can address. The following recommendations may help reduce the risk to you, your business and your staff. If you need any further advice or assistance, please do not hesitate to contact Senior Constable Mandy Vaughan, Crime Prevention Officer, at the Armidale Police Station on 67710699.

CPTED employs four key strategies. These are Access Control, Surveillance, Territorial Reinforcement and Space and Activity Management.

Access Control

Access control measures restrict, channel and encourage people, bicycles and motor vehicles into, out of and around targeted sites. Way finding, desired lines and formal/informal routes are important crime prevention considerations.

Access control is used to increase the time and effort required to commit crime and to increase the risk to criminals. **Natural Access Control (NAC)** measures include the tactical use of landform and waterways, design materials including building configurations formal and informal pathways, landscaping, fencing and gardens. **Mechanical/Electronic Access Control (MEAC)** measures include security hardware and **Formal or Organised Access Control (FAC)** measures include on site guardians such as employed security personnel.

Surveillance

Natural Surveillance (NS) is achieved when normal space users can see and be seen by others. NS highlights the importance of building layout, orientation and location; the strategic use of street design; landscaping and lighting. NS is a by product of well planned, well designed and well used space.

Formal or Organised Surveillance (FS) is achieved through the tactical positioning of on-site guardians. An example would be the placement of an estate supervisor's office next to a communal area.

Technical Surveillance (TS) is achieved through mechanical/electronic measures such as CCTV, help phones and mirrored building panels. TS are commonly used as a 'patch' to supervise isolated, higher risk locations.

Territorial Reinforcement (TR)

Criminals are more likely to be deterred by the presence of people who are connected with, and protective of, a place than by people who are just passing through it. TR employs actual and symbolic boundary markers, spatial legibility and environmental cues to 'connect' people with space, to encourage communal responsibility for public areas and facilities, and to communicate to people where they should and should not be, and what activities are appropriate.

Space and Activity Management

Space management involves the formal supervision, control and care of the public domain. All space, even well planned and well designed areas need to be effectively used and maintained to maximise community safety. Places that are infrequently used are commonly abused. Space and activity management strategies are an important means of developing and maintaining natural community control.

Warning Signs

- Effective Signage and/or directional signs should be considered to provide additional guidance to visitors in locating reception areas. It can also assist in controlling activities and movements throughout the premises and grounds.
- Post warning signs around the perimeter of the business to warn intruders of what security treatments have been implemented to reduce opportunities for crime.

Lighting

- Install security lighting in and around your business, particularly over entry/exit points to create an even distribution of light with no glare eg sensor lighting or floodlighting.
- Leave a limited number of internal lighting on at night to enable patrolling police, security guards or passing people to monitor activities within the location.

Building Design

- The floors, walls and ceilings should be of solid construction.
- The roof should be reinforced with mesh below the roofing to restrict unauthorised entry.

- Maintain clear sightlines between street, neighbouring property and the buildings.
- Bollards or barriers can be installed to reduce the opportunity for ram raid attacks.
- Limit the number of entry/exit points to restrict unauthorised access.
- Counters should be designed to reduce the opportunity for assault of staff and unauthorised access.
- Consideration should be given to the width, height and location of the counter.
- Shelving within the business should be limited in height, or transparent, to increase natural visibility of the premises.
- Shelves should be positioned to maximise supervision from the counter area.

Windows

- Windows and frames should be of solid construction.
- Windows should be fitted with key operated locks to restrict unauthorised access.
- Glass may also be reinforced to restrict unauthorised access with a shatter resistant film, or replace the existing glass with laminated glass or have quality metal security grilles or shutters installed.

Telephones

- Telephones should be pre-programmed with the emergency '000' number and your local police number for quick reference by occupants.
- Telephone lines or boxes should be secured to avoid unlawful tampering.

Intruder Alarm System

- Install a monitored intruder alarm system which has been designed and installed to the Australian Standard – Domestic & Commercial Alarm Systems to enhance the physical security.
- As a number of premises have had telephone lines cut to prevent alarms being reported to the security monitoring company, a supplementary system such as Global Satellite Mobile (GSM) or Radio Frequency (RF) systems should be used to transmit alarm signal by either mobile or radio frequency.
- Consideration should also be given to incorporating duress facility into the system to enable staff to activate the system manually in the event of an emergency, such as robbery.
- NB Duress devices should only be used when it is safe to do so.
- LED's (red lights) within the detectors should be deactivated, to avoid offenders being able to test the range of the system.
- The system should be tested on a regular basis to ensure that it is operating effectively.
- If you have a system installed, use it.

Surveillance Equipment

- Surveillance equipment can enhance the physical security and assist in the identification of people involved in anti-social or criminal behaviour.
- Cameras should be installed in and around the buildings to maximise surveillance opportunities.
- Digital and video technology should be used to record images from the cameras.
- Recording equipment should be installed away from the counter area to avoid tampering.
- Videotapes/CD's need to be replaced quarterly to maintain quality images.
- Installed surveillance equipment should be maintained in working order and regularly tested.
- If the surveillance system is installed use it.
- Any surveillance system should be manufactured and installed by a qualified and reputable company and regularly function tested.
- Ensure that the requirements of the Surveillance and Privacy Act are adhered to.

Car Park

- The car park should be well lit.
- Security should patrol the venue car park.
- Park Smarter signage can help educate patrons to not leave valuable items visible in the car and to secure the car appropriately.
- Car parks should be locked and secured when not in use.

General

- Some businesses may require on site security to enhance physical security.
- Security services may be used to randomly patrol, particularly in an isolated area.

NSW Police have a vital interest in ensuring the safety of members of the community and their property. By using recommendations contained with this document, any person who does acknowledges that:

- It is not possible to make areas evaluated by NSW Police absolutely safe for the community and their property.
- Recommendations are based upon information provided to, and observations made by, NSW Police at the time the document was prepared.

- The evaluation is a confidential document and is for use by the person/organisation referred to on page one of this document.
- The contents of this evaluation are not to be copied or circulated otherwise than for the purposes of the person/organisation referred to at the start of the assessment.

NSW Police hopes that by using the recommendations contained within this report, criminal activity will be reduced and the safety of members of the community and their property will be increased. However, it does not guarantee that all risks have been identified, or that the area evaluated will be free from criminal activity if its recommendations are followed.

NSW Police would like to thank you for your interest in improving security and preventing crime in our community. Should you require any further information on the subjects covered by this assessment; we encourage you to contact Senior Constable Mandy Vaughan, Crime Prevention Officer, New England LAC.

Sincerely Yours

Mandy Vaughan
Senior Constable
Crime Prevention Officer
New England LAC
21st September 2011

Commander
New England LAC

School Security Assessment

FOR POLICE AND TEACHERS

Title
NSW Police Force School Security Assessment

Subject
Assessment of School Premises

Command Responsible
Commissioner's Inspectorate

Available to
Unrestricted

Publication date
July 2007

Version
One

Publication Number
0000175

ISBN
I 876320 29 X

Welcome to the NSW Police Force School Security Assessment

Disclaimer

I his security assessment is designed to help schools to assess the security of their buildings. It covers potential areas of vulnerability, and provides suggestions for adapting your security to reduce the risk of crime against your school.

NSW Police Force has a vital interest in ensuring the safety of members of the community and their property. By using recommendations contained within this document, any person who does so acknowledges that:

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NSW Police Force hopes that by using the recommendations contained within the document, criminal activity will be reduced and the safety of your staff, students and the community will be increased. However it does not guarantee that all risks have been identified, or that the area evaluated will be free from criminal activity if its recommendations are followed.

NSW Police Force School Security Assessment

	COPS Event No.
Date	Time
Name	
School Name	
Address	
Suburb/Town	Postcode
Telephone	Facsimile
School Principal	
School Deputy Principal	
School OHS coordinator	

Complete each question in the School Security Assessment. If the answer to any question is 'No', we suggest you review the suggested treatments in this booklet. You can also contact your Crime Prevention Officer for more information or assistance.

No.	Question	Yes	No

1. SCHOOL IDENTIFICATION & VISITOR ACCESS

1.1	Is the School name clearly displayed?		
1.2	Is the street number clearly visible to the street?		
1.3	Is the school identifiable from the rear?		
1.4	Are all visitors asked to sign in when they enter the school at the main office/reception?		
1.5	Are they provided with visitor's passes?		
1.6	Can visitors be seen before access is allowed into main office/reception?		
1.7	Are visitors prevented from accessing the area behind the counter?		
1.8	Are visitors prevented from accessing restricted areas?		

2. RECEPTION

2.1	Is the height of the counter appropriate for the main office/reception?		

No.	Question	Yes	No
2.2	Can the counter be seen from outside the school?		
2.3	Is the main office adjacent to the main entrance?		
2.4	Are student records separated from the reception area?		
2.5	Are floor plans, evacuation maps and computer passwords locked in a secure cabinet?		
2.6	Are first aid/clinic room supplies and surgical equipment locked in a storage closet locked and secured?		
2.7	Are computer passwords changed regularly?		

3. SIGNAGE

No.	Question	Yes	No
3.1	Are there appropriate internal signs to guide visitors to the main office/reception and other classrooms?		
3.2	Are there appropriate warning signs posted around the perimeter of the school property?		
3.3	Are the signs clearly visible?		

4. BUILDING DESIGN

No.	Question	Yes	No
4.1	Is the building of solid enough construction to restrict unauthorised access?		
4.2	Is there adequate protection against entry via the roof?		
4.3	Are skylights secured?		
4.4	Can access be gained underneath classrooms, buildings and structures?		
4.5	Can Ancillary buildings be secured when not in use? Eg. Demountables.		
4.6	Are corridors broad, well lit and free of projections/obstructions?		
4.7	Are dumpsters secured and enclosed?		
4.8	Are bicycle rakes located in a highly visible area?		
4.9	Have external walls been treated with graffiti resistant materials?		
4.10	Do you have a 'Rapid Removal' Graffiti policy?		
4.11	Does the school have covered external corridors?		
4.12	Does the orientation of the buildings allow casual surveillance throughout school grounds?		

5. AUDITORIUMS

5.1	Does the auditorium have clear site lines?
5.2	Is the stage curtain kept open when not in use?
5.3	Are electrical, lighting controls, stage equipment, props and tools locked up and secured?

6. LIBRARY

6.1	Is there a reception area within the library to monitor students entering and exiting the library?
6.2	Are there clear sight lines?
6.3	Are book shelves low, well spaced and placed parallel to the reception desk to assist with visual aid by librarian and reduce hiding spaces?
6.4	Are expensive materials locked up when not in use? Eg. Laptops, camera's

7. COMPUTER ROOM AND ASSETS

7.1	Are valuable assets including VCR's, TV's and computers moved away from windows and doors?
7.2	Are computers secured to the desk/table by one way screws or bolts?
7.3	Is there is asset register of all valuable items including computers?

8. FENCES & GATES

8.1	Are there boundary fences erected around the school?
8.2	Are gates fitted?
8.3	Are boundary fences and gates around the school able to restrict access?
8.4	Are the boundary fences in good condition?
8.5	Are the gates in good condition?
8.6	Are the fences and gates of appropriate material?
8.7	Do you ensure that gates are secured when areas are not in use at night?

9. LANDSCAPING

9.1	Is landscaping around the school free from potential hiding places?		
9.2	Is landscaping regularly maintained?		
9.3	Is the school free from landscaping that would provide offenders access to areas of the school?		
9.4	Is landscaping regularly maintained to provide good sightlines from the front of the school into any surrounding/adjoining areas such as car parks, playground, and play equipment?		

10. LIGHTING

10.1	Is there security lighting installed around the school?		
10.2	Is the security lighting operating?		
10.3	Do you leave limited lighting inside the school on at night?		
10.4	Is lighting positioned in a way to reduce opportunities for vandalism?		
10.5	Is the lighting sufficient to support images obtained from CCTV footage?		
10.6	Are light switches for all lights located in a secure area within the premises?		

11. POWER BOARD & LETTERBOX

11.1	Is the power board enclosed in a cabinet or room?		
11.2	Is the cabinet or room fitted with a lock set approved by the local authority?		
11.3	Is this cabinet or room kept locked?		
11.4	Is the letter box fitted with an appropriate lock set and kept locked?		

12. DOORS

12.1	Are the schools' external doors of solid construction?		
12.2	Are these doors fitted with quality lock sets to restrict access when not in use?		
12.3	Are entry/exit points clearly identified?		

No.	Question	Yes	No
12.4	Are all fire exit doors self-closing?		
12.5	Are exit doors used appropriately by staff?		
12.6	Are all exit doors free from obstructions and/or rubbish?		
12.7	Are at-risk doors locked at all times?		
12.8	Are external door hinges mounted so they cannot be removed?		

13. WINDOWS

13.1	Are external windows to the school of good construction?		
13.2	Are these windows fitted with quality lock sets?		
13.3	Are windows free of promotional materials/ posters that hinder sightlines to and from the school?		

14. CARPARK

14.1	Are there car parking facilities available at the school?		
14.2	Is 'Park Smarter' signage displayed within this area to warn motorists to secure their vehicle and property?		
14.3	Does a CCTV system monitor the car park facility?		
14.4	Is the car park locked and secured when not in use?		
14.5	Is the car park located close to classrooms or administrative areas?		

15. SURVEILLANCE SYSTEM

15.1	Do you have CCTV equipment installed?		
15.2	Is footage recorded appropriately?		
15.3	Is footage kept for a minimum of 14 days?		
15.4	Are cameras monitored?		
15.5	Is the school free of dummy cameras?		
15.6	Are the cameras placed in suitable locations to positively identify an individual from recorded images?		
15.7	Are cameras positioned on all entries and exits, including fire exits?		

No.	Question	Yes	No
15.8	Do you store the CCTV images in accordance with the evidential needs of the police?		
15.9	Does the camera system need upgrading?		
15.10	Is staff trained in the appropriate use of the system?		
15.11	Are there procedures in place to ensure that the recording system is checked regularly to confirm camera operation and quality of recording?		

16. INTRUDER ALARM SYSTEMS

No.	Question	Yes	No
16.1	Is an intruder alarm system installed?		
16.2	Is the intruder alarm monitored?		
16.3	Does the alarm have a duress facility?		
16.4	Does the system work?		
16.5	Do you check the system on a regular basis?		
16.6	Does the alarm system need upgrading?		
16.7	Have LEDs (Light Emitting Diodes) been deactivated?		
16.8	Are any of the alarm sensors covered or obstructed by student artwork/displays?		

17. PROPERTY IDENTITFICATION

No.	Question	Yes	No
17.1	Have you recorded make, model and serial numbers of your school items (such as mobile phones, computers etc)?		
17.2	Is all valuable property permanently marked with a corporate identifier (such as ABN)?		
17.3	Do you have insurance?		
17.4	Are your property list kept somewhere safe?		

18. TELEPHONES AND SAFES

No.	Question	Yes	No
18.1	Are your telephones pre-programmed with emergency contact numbers?		
18.2	Can the telephone line be unlawfully tampered with?		

No.	Question	Yes	No
18.3	Do you have a safe installed?		
18.4	Is the safe securely anchored?		
18.5	Is the safe in an appropriate position?		
18.6	Does the safe have a drop-chute facility?		
18.7	Is the safe kept locked?		

19. KEY & VALUABLE CONTROL

No.	Question	Yes	No
19.1	Do you maintain a key register?		
19.2	Are all spare keys secured?		
19.3	Are keys to the safe adequately secured?		
19.4	Have you supplied police with a current emergency contact list?		
19.5	Does staff have a location to secure their personal items?		
19.6	Does this location have restricted access?		

20. STAFF TRAINING

No.	Question	Yes	No
20.1	Have staff received training about how to respond to an emergency such as a bomb threat, fire, or emergency evacuation?		
20.2	How often is this training conducted?		
20.3	Are new staff automatically sent for training?		
20.4	Are police and other emergency contact numbers clearly displayed and accessible for staff? (i.e. programmed into the speed dial)		

21. FIRE SAFETY

No.	Question	Yes	No
21.1	Do you have smoke detectors installed on all levels of your school to comply with the Building Code of Australia?		
21.2	Do you have fire extinguishers installed and checked in your school?		
21.3	Is each extinguisher appropriately labelled?		
21.4	Do you have fire blankets available?		

No.	Question	Yes	No
21.6	Are gutters kept clean?		
21.7	If your school has security fencing, does the fire station have keys?		
21.8	Is there a site plan displayed in a prominent position?		
21.9	Are waste bins stored in a secure place after hours? Eg. Are they locked away from the buildings?		

22. VICTIM SUPPORT

No.	Question	Yes	No
22.1	Do you have a victim support policy established for your staff?		
22.2	Have employees who have been victims of crime been referred to support services?		
22.3	Is information on the victim support policy included in staff induction training?		

23. LOCKDOWN /LOCKOUT

No.	Question	Yes	No
23.1	Can all windows and doors be locked including external doors to blocks?		
23.2	Are Emergency control, evacuation plans and Lockdown /Lockout procedures implemented and maintained by your school to assist staff and emergency services in the event of an emergency?		
23.3	Do you have a system of bell rings to identify specific drills? Eg. Fire or Lockdown/lockout.		

24. GENERAL SAFETY & SECURITY

No.	Question	Yes	No
24.2	Are garbage bins suitably located?		
24.3	Is an incident register maintained at the school, and if so who is responsible for its upkeep?		
24.4	Are the bathrooms well lit in school hours?		
24.5	Are the bathrooms locked and secured after hours?		
24.6	Does the school have an active School Watch Program?		

Suggested Treatments

If you answered 'No' to any of the questions in the School Security Assessment, we suggest you consider making some changes. These changes will help reduce the risk to you, your school and your staff. If you need advice or assistance, please contact your local NSW Police Crime Prevention Officer.

1. School Identification and Visitor Access

The street number must be prominently displayed at the front of the school to comply with the Local Government Act, 1993 Section 124 (8).

Failure to comply with any such order is an offence under Section 628 of the Act. Offences committed under Section 628 of the Act attract a maximum penalty of 50 penalty units (currently $5500) for an individual and 100 penalty units (currently $11000) for a corporation.

The number should be in contrasting colours to building materials and be a minimum height of 120 mm.

The school name should also be prominently displayed at the front of the school to assist in the identification of the school.

It is important that signs do not provide places for persons to hide behind. Signs need to be well lit in front with care taken to eliminate unnecessary side shadows. The ground behind the sign can be bermed up to prevent people from standing behind it. An alternative is to raise the sign high enough off the ground that a person's feet would be visible if they were hiding behind it. Another solution for pre-existing signs is to plant thick hedges around the sign's base.

Signs can be instrumental in cutting down on lost and wandering visitors. Signs should have large lettering, bold graphics, simple directions, and be well lit.

Consideration should also be given to having either the street number or school name displayed at the rear of the business again to assist in the identification of the school, particularly in emergency situations

Visitor access should be monitored and controlled at all entries into the school.

Visitors should also be asked to sign in/off while attending the school. Visitors could also be issues with security passes. These passes would be worn by visitors whilst attending the school. As the school staff are made aware of these initiatives, unidentified persons will be directed to the administration, this will further reduce movements of unknown persons through the grounds.

Maintenance and repair people will carry identification. Ask to see their ID before admitting them to your business. If you are in doubt, ring their company to check their authenticity.
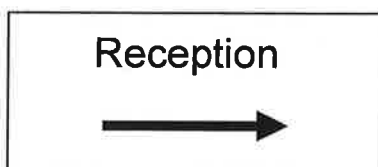
Effective signage and direction will provide guidance to visitors in locating reception area and keep visitors away from restricted areas.

Reception

→

2. Reception

Consideration should be given to the width, height and location of the counter areas within the main office/ reception. The counter should be designed to reduce the opportunity for assaults upon staff and unauthorized public access behind counters.

The visitor's information counter, faculty offices, student records, and first aid stations need to have a high degree of security while maintaining a "sense of accessibility" to students. Administration areas should be adjacent to main entry areas and be visibly accessible through windows to provide a connection between administrators and students or visitors.

Faculty offices and student records should be separated from reception area, accessible through locked hall doors. Student records shall be stored in a fire resistant vault within a locked room.

Key boxes shall be located in a locked cabinet that contains school floor plans, evacuation maps, and computer passwords. This cabinet should be made accessible to police and fire department personnel. Distribution of master keys should be strictly regulated by school principals.

Clinic/Sick or first aid rooms should keep supplies and surgical equipment locked in a storage closet located in the nurse's office.

Computer passwords should be changed regularly to restrict access and avoid misuse by past and present staff.

3. Signage

Warning signs should be strategically posted around the school to warn intruders of what security treatments have been implemented to reduce opportunities for crime. 'Warning, trespasser will be prosecuted'. 'Warning, No large amounts of money kept on premises'. 'Warning, these premises are under electronic surveillance'.

Effective signage and/or directional signs should be considered to provide directional guidance to visitors to reception & classroom areas. Signs can also assist in controlling activities and movements throughout the school and grounds.

Directional signage should be posted at decision making points (eg. Entry/egress points, reception/ main office) to provide guidance to visitors, including to area for medical assistance. This can also assist in access control and reduce excuse making opportunities by intruders

A current Fire Safety Statement must be prominently displayed within the business to comply with the Environmental Planning & Assessment Regulations (1994) Clause 80GB. The annual fire safety statement is a statement issued by the owner of a building to the effect that: each essential fire safety measure specified in the statement has been assessed by a properly qualified person and was found when it was assessed, to be capable of

performing.

Signage needs to be provided at (fire) exits to assist occupants to identify exits in emergency situations.

Signage needs to be provided to assist occupants to identify fire suppression equipment, e.g. extinguishers, fire hoses, etc.

Signs indicating that the school is patrolled by the Department of Education and Trainings response contractor should also be erected. This will further enhance the school as an undesirable place for trespassers to gather.

4. Building Design

Building sight lines should be kept as simple as possible. Maintain clear sightlines between the street, neighbouring property & the buildings.

The floors, walls & ceilings of the school should be of solid construction to clearly define the boundaries and restrict access.

Natural Ladders - Ensure building design, trees or nearby structures do not help criminals to climb onto balconies, rooftops, ledges and windows.

Where exterior structures are present, they should be detached from main building, and situated where they do not act as a climbing aid.

Complex building shapes create hiding places, which reduce both natural surveillance and the effectiveness of surveillance systems.

Recesses create congregation points, which are a focal point for crime and anti-social behaviour, potentially leading to littering, graffiti, vandalism, arson and drug dealing.

Where possible, buildings should be orientated to maximise natural and formal surveillance opportunities.
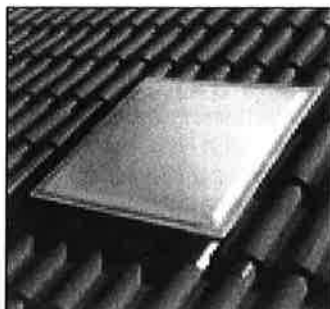
Skylights are often used to gain entry to the interior of school buildings. 'While it is difficult to prevent them from being vandalized, access can be minimized by the use of multiple mullions. Solid or fixed diffusers within the light well can prevent further ingress into the building.

Ancillary buildings and structures including re-locatable classrooms, dumpster en-closures, and bike lock up areas, need to reduce hiding places, maximize visibility, and be capable of being secured. The space underneath should be enclosed with chain link fencing and similar materials that will simultaneously prohibit access and maintain visibility.
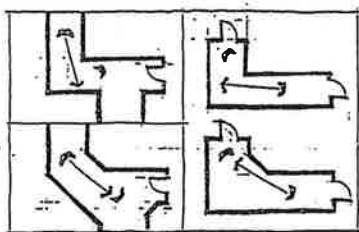
Much of the design of school corridors is dictated by the safety requirements which ensure that hallways are wide enough to allow students to evacuate the building quickly. Regardless, as a general rule, hallways should be broad, well lit, and void of projections. Designs which lead to sudden 90 degree turns and narrow hallways should be avoided. The corners allow people to hide and cause others to run into each other. Chamfered corners allow better visibility as well as smoother pedestrian traffic flow.

To reduce hiding places and possible injury, water coolers, vending machines, trash containers, and lockers should be either low profile or flush with the wall. Avoid creating al coves, nooks and other small spaces along corridors that-cremate criminal activity. Any freestanding objects such as stand alone lockers or vending machines should be mounted to the wall to avoid injury if they should fall over.

Dumpsters should be secured and enclosed to prevent children from climbing into them. They should be surrounded on three sides by an eight foot screen wall. The base of the wall should be surrounded by a hedge to discourage climbing. The gate should be capable of being locked and should be transparent so one can see into the enclosure.

Bicycle racks should be located in a highly visible area near the main entry or parking: maintaining a separation between bicycle and vehicular traffic with land-scaping and bike paths. A low hedge or wall around the racks would visibly screen bicycles, but not persons attempting to steal or vandalise them.

Wheelie' bins or other items should be locked away so they cannot be used as a climbing aid. This can also prevent bins being used to ignite or fuel a fire.

External areas should be kept clean and tidy, to discourage vandalism and promote a culture of respect and care. An unkempt playground suggests a casual attitude and can promote vandalism and anti social behaviour.

The act and outcome of graffiti can reward offenders. The display of one's handy work to others can be a strong motivation to repeat the behaviour. The longer 'tags' are left on display, the greater the reward. Rapid Removal has proven to be a successful long-term graffiti management strategy. Many authorities and private organisations successfully employ rapid removal policies.

Easily damaged building materials may be less expensive to purchase initially, but their susceptibility to vandalism can make them a costly proposition in the long term, particularly in at-risk areas.
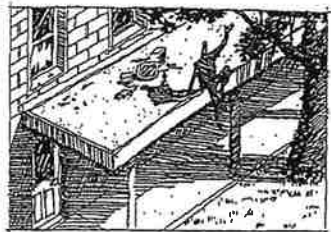
Covered corridors provide protection from the rain and sun for primary exterior circulation paths. These structures should be designed to eliminate opportunities for persons to gain access to windows, roofs, or other upper level areas. Their design should also promote adequate visual surveillance and illumination as deterrence against criminal activity during normal use.
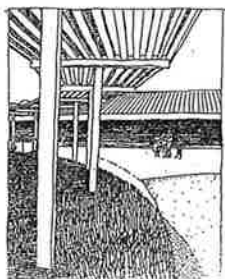
Plant trees away from walkways and buildings to prevent persons from climbing to gain access to upper levels.

Columns supporting covered corridors should be of a smooth finish, difficult-to-climb, building material.
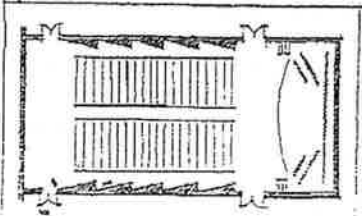
5. Auditoriums
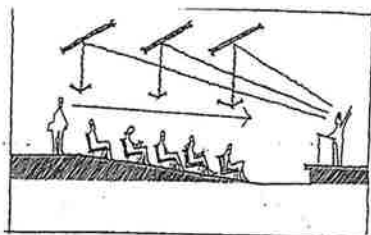
Should provide clear sight lines and easy traffic flow. Niches along walls should be eliminated, and if the auditorium is subdivided for dual use as classrooms, the partitions should fully recess into the wall. Partitions that do not recess can form a barrier for people to hide behind when the auditorium is empty, as well as giving cover to those intent on disrupting a general assembly.
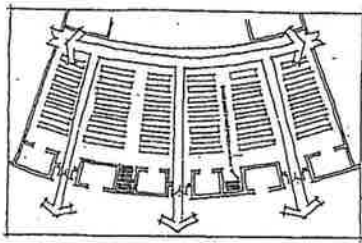
The stage curtain can be left open to allow visual surveillance of back stage area. Electrical and lighting controls, stage equipment, props, and tools should be placed in locked storage rooms to reduce theft.

Auditoriums often require scaffolding, platforms, and catwalks for the installation and maintenance of lighting and sound equipment. Care must be taken not to locate roof openings close to these structures as it is possible to gain entry into an auditorium by prying open a roof hatch or smoke vent and travelling via a scaffold down to floor level.

6. Library
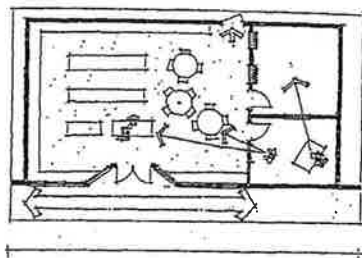
Library design should minimise opportunities for theft of materials and equipment as well as minimise possible hiding places. Both goals can be met through the use of control points and the maintenance of clear sight lines.

The reception area or circulation librarian should be placed in a central location near the main entry to police student traffic.
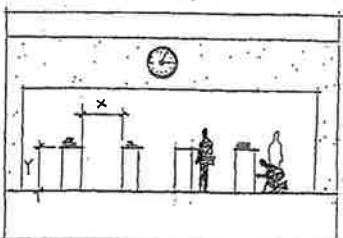
Low stacks, well spaced, and placed parallel to the circulation librarian's line of sight will aid in visual control as well as reduce hiding places for storing stolen goods. Serious consideration should be given to installing a magnetic book alarm system. Detection devices that use a turn-style or gate element shall not impede or be placed in designated means of egress.

Access to audio-visual (A.V.) equipment can be controlled by creating a lockable delivery/pick-up area separate from general equipment storage.

7. Computer Rooms and Assets.

All valuable assets such as VCR's, TV's, Computers and GA's equipment should be moved away from windows and doors. This will give the alarm system sufficient time to detect intruders entering any rooms.

Maintain an asset register of all valuable; it is also advisable to photograph equipment. This will assist police in the recovery of items stolen and easier identification.

Equipment in workspaces should be secured to tables or counters that are concealed through-bolts or one-way screws.

8. Fences & Gates

Install quality security fences around the perimeter of your school to clearly define the property boundaries and restrict access, preferably open-style fencing and gates of similar construction to prevent an offender from using the fence for concealment.

Optically permeable (open design) should be considered to increase surveillance and reduce concealment opportunities.

Gates of similar construction to the fence should be installed to control access to and from the school.
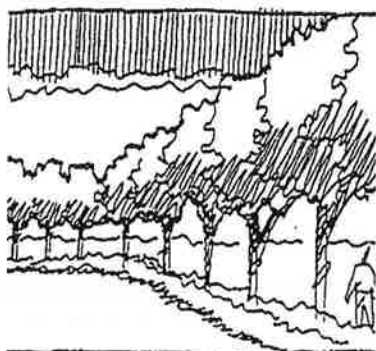
Gates should be secured with quality locks which comply with the Australian Standards, Lock Sets, AS: 4145 to restrict access.

All gates should be kept closed and locked when not in use.

Fences and gates should be maintained in good condition and should be checked regularly to assist with the protection of your school.

7. Landscaping

Landscaping can also be used as a method of access control. Like walls and fencing, a tightly spaced row of trees incorporated with low level plants, can define as edge that leads to an opening or entrance. Larger trees, such as oaks and sable palms, lining side walks and driveways will deter potential motorists from driving onto property and damaging lawns and recreation fields

Trees & shrubs should be trimmed to reduce concealment opportunities and increase visibility to and from the school.

Remove obstacles & rubbish from school boundaries, footpaths, driveways, car parks & buildings to restrict concealment & prevent offenders scaling your school.

Maintain clear sightlines between the street, neighbouring properties & the buildings.

8. Lighting
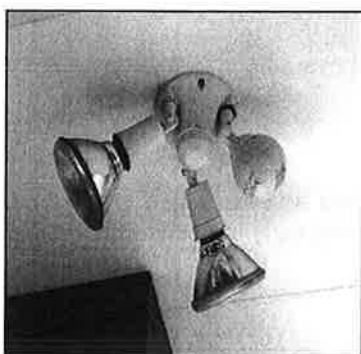
The objective of security lighting is to deny criminals the advantage of being able to operate unobserved. Note: however, that if an area cannot be overlooked or viewed AT NIGHT, then lighting will only help a criminal see what they are doing, not deter them.

It is the experience of the Dept. of Education and Trainings School Security Unit that external lighting is only effective if the illuminated area has good surveillance from local residents. Therefore all external lights should be turned off in areas that are not visible to local residents. In areas that are illuminated with little or no casual surveillance intruders are given the impression that criminal activity will go unnoticed. Timers and override switches could be utilised to overcome any OH&S concerns with the cleaners or staff members working after hours.
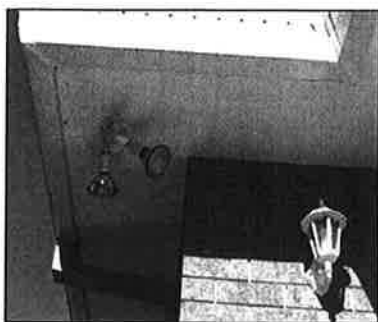
Key issues are the accessibility of the fixtures, the level of nation, the reduction of shadows, and the lighting of horizontal surfaces. Areas for careful consideration of lighting include lobbies, stairwells and corridors.

Light fixtures are a frequent target of vandalism. The damage and theft of a fixture can leave an area vulnerable to thieves and dangerous to walk through. Therefore, the proper selection and installation of fixtures is critical. They should be mounted as high as possible and still provide the illumination required. Fixtures should not be hanging or projecting to provide footholds for scaling a wall. They should be flush mounted or recessed whenever possible and covered with an impact resistant material.

It is important to be aware of the line of sight between the light fixtures location and objects that may cast a shadow. Careful placement will avoid dark corners behind doors, trash cans, etc.

Ensure that light levels are appropriate for the users, activities and tasks of an area.

Higher lighting levels may be required for vulnerable areas.

Adequate, uniform lighting should cover the entire school. The emphasis should be on installing low glare/high uniformity lighting levels in line with Australian Standard AS: 1158.

Preferred external lighting should be of a 'white light' source. Note that low or high pressure sodium 'orange' lighting is not compatible with quality surveillance systems.

All lighting sources should be compatible with requirements of any surveillance system installed.

Lighting to all external doors and common entrances should be operated by photoelectric cell.

Ensure lighting controls are clearly labelled.

The luminaires (light covers) should be designed to reduce opportunities for malicious damage (vandalism).

9. Powerboard & Letterbox

The power board should be housed within a cupboard or metal cabinet and secured with an approved electricity authority lock to restrict un-authorised tampering with the power supply.

10. Doors
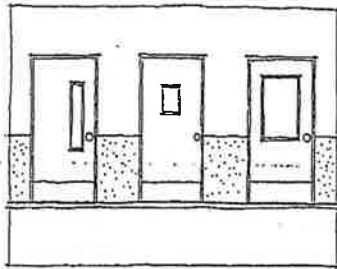
Doors and hardware must conform to use and location requirements. The use of hinges with non-removable pins and strike plate covers reduce the potential for forced break-ins. Wire glass openings should be used for visibility in fire rated doors along main egress routes. Kick-plates should be provided for classroom, assembly, and circulation doors.

The external doors and frames to the business should be of solid construction.

These doors should be fitted with locks which comply with the Australian Standards: Lock Sets AS4145.

The fire exit doors need to comply with the Building Code of Australia (fire regulations).

There are some doors within the schools, which are designated as (fire) exits and must comply with the Building Code of Australia 2006.

Exit means, any or any combination of the following if they provide egress to a road or open space, an internal or external stairway, a ramp, a fire isolated passageway, a doorway opening to a road or open space. In a required exit or path of travel to an exit, the unobstructed height throughout must not be less than 2m, except the unobstructed height of any doorway may be reduced to not less than 1980mm and the unobstructed width of each exit or path of travel to an exit, except for doorways must not be less than, 1m. (The width of the fire exit door dictates the width of egress path leading to it).

A door in a required exit, forming part of a required exit or in the path of travel to a required exit must be readily opened without a key from the side that faces the person seeking egress, by a single hand downward action or pushing action on a single device which is located between 900mm and 1.2mm from the floor.

11. Windows

Windows not only let in light and air but can also let in thieves if their design and placement is not carefully considered.

Windows and frames within the business should be of solid construction.

Windows which can be opened should be fitted with key-operated locks which comply with the Australian Standards, Lock Sets, AS: 4145 to restrict un-authorised access.

Glass within windows can be reinforced by either having a shatter-resistant film adhered internally to the existing glass, or by replacing the existing glass with laminated glass, or by having quality metal security grilles or shutters installed to restrict access.

Display windows should be covered by no more than 15% of promotional materials to increase surveillance opportunities to and from the business.

Skylights should be re-enforced to restrict access via these areas.

12. Car Park

The venue car park should be well lit as per the Australian New Zealand Lighting Standards.

Security should actively patrol the venue car parking facilities.

Park Smarter signage can help to educate patrons to not leave valuable items visible in their cars and to ensure they secure their vehicles appropriately.

Car parks should be locked and secured when not in use.

Parking lots should be located close to classrooms and administration areas. Classrooms should be provided with sufficient windows to allow views of the parking lot, since each classroom represents 20 or 30 sets of eyes. Anyone intent on stealing or vandalising a car in the lot must worry that he or she may be being watched.

Issues of security and safety will affect the design and configuration of parking lots. Avoid the use of loose gravel or crushed rock for surfacing; spinning tires will toss projectiles, potentially injuring pedestrians.

13. Surveillance System

A surveillance system should be installed within the school to enhance the physical security and assist in the identification of people involved in anti-social or criminal behaviour.

The surveillance system should be manufactured and installed by a qualified and reputable company and regularly function tested.

Ensure that the requirements of the Surveillance and Privacy Act are adhered to.

Cameras should be installed in and around the school to maximise surveillance opportunities.

One or more cameras should be strategically mounted outside the school to monitor activity 50 metres along the front footpath (or entry area) from main entry/exit in both directions.

The CCTV camera views mentioned above are not to be obscured by temporary or permanent structures, signage or other impediments.
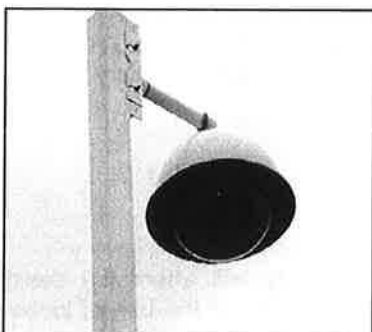
Digital or video technology should be used to record images from these cameras.

Recording equipment should be installed away from the counter area to avoid tampering.

Videotapes need to be replaced quarterly to maintain quality images.

Staff should be trained in the correct use of the system.

14. Intruder Alarm System

A monitored intruder alarm system designed to the Australian Standard, Domestic & Commercial Alarm Systems AS: should be installed to enhance the physical security of your business.

The light emitting diodes (LEDs red lights) within the detectors should be deactivated, to avoid offenders being able to test the range of the system.

Consideration should also be given to incorporating duress facility into the system to enable staff to activate the system manually in the event of an emergency, such as a robbery.
NB Duress devices should only be used when it is safe to do so.

The system should be tested on a regular basis to ensure that it is operating effectively.

Staff should be trained in the correct use of the system.

15. Property Identification

Ensure that you have adequate building and contents insurance to protect your property.

Record descriptions, model and serial numbers of business equipment for easy identification.

Engrave or etch your property with a traceable number, e.g. ABN (Australian Business Number) for identification.

Photograph and record the details of unique items to aid in their recovery if stolen.

For items that cannot be engraved, it is suggested that you mark them with an ultra-violet pen. This marking is only visible under an ultra-violet (black) light.

Your property list, photographs and other documentation should be adequately secured, e.g. safe, safety deposit box.
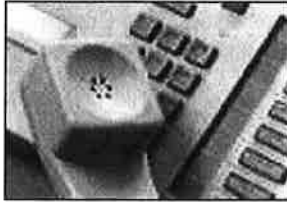
Back up property lists from computer in case the computer is lost or stolen.

When you sell your property, place a neat line through your engraving to show that it is no longer valid.

It is also a good idea to give the person a receipt to prove the sale of the item.

16. Telephone and Safes

Telephones should be pre-programmed with the emergency number '000' and your Local Area Command's number for quick reference by occupants.

Telephone lines or boxes should be secured to avoid unlawful tampering.

A safe designed and installed to the Australian Standards should be used to provide additional security to money and other valuables.

The safe should be anchored to the floor to prevent easy removal.

The safe should incorporate a drop-chute facility to enable staff to deposit money without having to open it.
The safer should incorporate time delay facility to restrict access to the safe.

The safe should be installed in an area away from public view where access is limited.

The safe should be locked at all times when not in use to restrict access.

The safe should be installed within an area out of public view where is likely to be accessed by staff more readily.

17. Key Control & Valuable Control

A key control system should be established within your school.

A key register should also be established to maintain records on the movements of keys within the school.

Keys should be tagged simply with a number so as not to identify the location of the lock for which the key operates.

A key cabinet should be installed or key maintained in a safe to restrict unauthorized access and tampering with keys.

A BizKeys Confidential Key Holder form should be provided to local police in order that they can access after hours emergency contacts.

A locker or cupboard capable of being locked should be used to provide security for staff personal property.

Access should be controlled to this area to reduce opportunities for theft and tampering with property.

18. Staff Training

Provide training and information so everyone is prepared and show employees how to deal with visitors to the school politely, how to deal with difficult visitors and to be aware of signs of anger and tension.

Inform staff that their own safety is paramount and that they should not put their own safety at risk in order to protect property.

Train staff in non-violent responses to threatening situations, in what they should do in the event of a bomb threat, hostage or high risk incident.

Personal protection devices such as personal duress alarms can be used as an additional safe guard to the measures above to enable staff to activate the alarm manually in the event of an emergency.

19. Fire Safety Equipment

Fire control equipment includes such items as fire extinguishers, standpipe cabinets, and sprinklers.

Fire extinguisher and standpipe cabinets located in main circulation paths should be flush mounted in walls adjacent to classrooms. Isolated equipment is more susceptible to damage.

Fire sprinklers should also be flush mounted in ceilings to avoid damage. A sprinkler that has recessed valves is available, but still allows distribution head to hang below the ceiling.

In order to comply with the Building Code of Australia you now must have smoke detectors installed on all levels of your premises.

Fire extinguishers must also be installed and regularly checked. Appropriate signage must be displayed above each extinguisher

Ensure that require fire exits are all identifiable by an appropriate fire exit sign.

School Security Assessment

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20. Victim Support

If you or your staff have:

- experienced a situation where violence or the threat of violence has occurred;

- received an injury as a result of violence;

- suffered a loss or adverse effects as a result of experiencing violence; or experienced domestic violence or sexual assault,

Contact the Victims of Crime Bureau by telephoning Sydney 02 9374 3000 or Toll Free 1800 633 063 Bureau staff can provide or put you in contact with, services you may require such as:

- counselling (telephone or face to face)

- information about other support services

- information about legal processes

- information about eligibility for and applying for victims compensation

- assistance in resolving complaints about government services,

You may ring at anytime, 24 hours a day, 7 days a week, including public holidays.
The telephone counselling and referral service is operated by the Bureau in conjunction with Sydney City Mission.

21. Lock Down

A lockdown means windows and doors are locked (including external doors to the blocks) and all students and staff remain in a safe place.

All students and staff who are outside should move directly to the hall. A designated teacher will unlock the door to the hall if necessary and remain there to supervise.

There are many very possible scenarios that could arise that would require a lockdown,

- A person enters the school carrying a weapon such as a rifle or machete,

- A prisoner escapes and is headed to the school,

- A group of unauthorised people enter the school,

- Gunshots are heard,

- A severe electrical storm or hail storm eventuates,

- An irate patient enters the school wanting to injure someone.

A signal code is given– usually a unique audible sound from PA speakers, loud haler etc. Should an intruder be identified, the staff member who identifies the intruder should contact the principal or designated serious incident co-ordinator.

The principal or designated co-ordinator rings the 000 line.

It is the responsibility of the principal or designated co-ordinator to ensure that all exterior doors and entrances are locked.

Follow prearranged and rehearsed procedures.

If it is safe to do so the principal of designated serious incident co-ordinator will wait outside the main entrance of the school to direct emergency services.

Only authorised persons should be allowed access to the school premises during lockdown eg. Police, Fire brigade, Ambulance.

All outside activities should cease immediately.

If appropriate the principal, designated serious incident co-ordinator or supervising staff should direct students who are in the playground or school ovals to immediately return to the nearest school building and classroom and evacuate to a predetermined off-site location.

Complete a roll check.

Emergency control and evacuation plans should be implemented and maintained by your school to assist staff and emergency services in the event of an emergency. This plan should be prominently displayed.

Staff should be suitably trained in evacuation procedures.

An annual fire safety assessment and inspection of an essential fire safety measure or building must have been carried out within the period of 3 months prior to the date of which the annual fire safety statement is issued.

The choice of person to carry out an assessment or inspection is up to the Principal.

The person who carries out an assessment must inspect and verify the performance of each fire safety measure being assessed.

The annual fire safety statement must be given to council and Fire Commissioner and prominently displayed in the building to comply with the Environmental Planning and Assessment Regulations 1994 Clause 80GB.

22. General Safety and Security

For the safety of all staff and patrons, toilets should be routinely monitored. Not just to detect anti-social behaviour but also to ensure that there are no issues with drug use. If the use of syringes is a problem within the licensed premises then the use of sharps containers should be considered.

Toilet doors should not go all the way to the floor or ceiling. The reason for this is firstly to allow monitoring staff to chance to observe any possible anti-social behaviour. The second reason is to allow for emergency access if required.

For the same reason disabled toilets should be routinely monitored as these toilets are usually large enough that groups of people can utilise them for anti-social behaviour.

The rear of toilet doors can be a useful place to utilise space for educational materials on topics such as Crime Prevention and/or harm minimisation.

Toilets should be locked and secured when not in use.

School Watch is a volunteer program that utilises school, staff, students and local residents to assist in prevention crime to school property. This initiative is similar to the neighbourhood watch program. Support must be sought from the P&C and senior school management.