LOCKDOWN PROGRAMMING

The Church of Jesus Christ of Latter-day Saints,
Salt Lake City, Utah

**Church Security Department &
Headquarters Facilities Department**

PROCESS

Identify Need & Affected Readers

- **CSD requests a lockdown**
- **Where do we have readers that will be affected by this lockdown?**
  - Perimeter
  - Entrance and Exits
  - Access within an area

Sample Readers

- **slc COB 2M-01 East Entry**
- **slc COB 2M-02 Interior Hall Door**
- **slc COB 2M-03 Recording Studio**
- **slc COB 2M-04 South Entry**

Run an Access Level Report

- **Find out what access levels contain the affected readers**

Create a Reader/Timezone List

- **From the Access Level report, create a list of the readers and all the associated timezones they use**

	A	B
1	slc COB 2M-01 East Entry	ACC - 24/7 Access
2	slc COB 2M-01 East Entry	ACC - 24/7 Access
3	slc COB 2M-01 East Entry	ACC - 24/7 Access
4	slc COB 2M-01 East Entry	ACC - M - F 06:00 - 18:00
5	slc COB 2M-02 Interior Hall Door	ACC - M - F 06:00 - 18:00
6	slc COB 2M-02 Interior Hall Door	ACC - 24/7 Access
7	slc COB 2M-02 Interior Hall Door	ACC - 24/7 Access
8	slc COB 2M-03 Recording Studio	ACC - 24/7 Access
9	slc COB 2M-03 Recording Studio	ACC - M - F 06:00 - 18:00
10	slc COB 2M-04 South Entry	ACC - 24/7 Access
11	slc COB 2M-04 South Entry	ACC - 24/7 Access
12	slc COB 2M-04 South Entry	ACC - 24/7 Access
13	slc COB 2M-04 South Entry	ACC - M - F 06:00 - 18:00
14	slc COB 2M-04 South Entry	ACC - M - F 06:00 - 18:00
15		

Identify Associated Access Panels

- **For each reader affected, identify which access panel controls that reader**

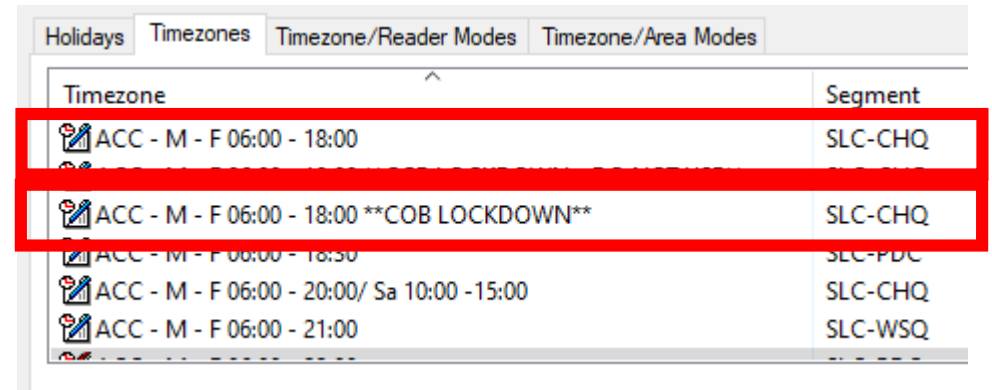| Reader	Access Panel
slc COB 2M-01 East Entry	naslc COB 2L TEST PANEL #2
slc COB 2M-02 Interior Hall Door	naslc COB 2L TEST PANEL #2
slc COB 2M-03 Recording Studio	naslc COB 2L TEST PANEL #2
slc COB 2M-04 South Entry	naslc COB 2L TEST PANEL #2

Add Access Panel info to Your List

- **Add the access panel information to the list you created with the readers and timezones**

	A	B	C	
1	naslc COB 2L TEST PANEL #2	slc COB 2M-01 East Entry	ACC - 24/7 Access	
2	naslc COB 2L TEST PANEL #2	slc COB 2M-01 East Entry	ACC - 24/7 Access	
3	naslc COB 2L TEST PANEL #2	slc COB 2M-01 East Entry	ACC - 24/7 Access	
4	naslc COB 2L TEST PANEL #2	slc COB 2M-01 East Entry	ACC - M - F 06:00 - 18:00	
5	naslc COB 2L TEST PANEL #2	slc COB 2M-02 Interior Hall Door	ACC - M - F 06:00 - 18:00	
6	naslc COB 2L TEST PANEL #2	slc COB 2M-02 Interior Hall Door	ACC - 24/7 Access	
7	naslc COB 2L TEST PANEL #2	slc COB 2M-02 Interior Hall Door	ACC - 24/7 Access	
8	naslc COB 2L TEST PANEL #2	slc COB 2M-03 Recording Studio	ACC - 24/7 Access	
9	naslc COB 2L TEST PANEL #2	slc COB 2M-03 Recording Studio	ACC - M - F 06:00 - 18:00	
10	naslc COB 2L TEST PANEL #2	slc COB 2M-04 South Entry	ACC - 24/7 Access	
11	naslc COB 2L TEST PANEL #2	slc COB 2M-04 South Entry	ACC - 24/7 Access	
12	naslc COB 2L TEST PANEL #2	slc COB 2M-04 South Entry	ACC - 24/7 Access	
13	naslc COB 2L TEST PANEL #2	slc COB 2M-04 South Entry	ACC - M - F 06:00 - 18:00	
14	naslc COB 2L TEST PANEL #2	slc COB 2M-04 South Entry	ACC - M - F 06:00 - 18:00	
15				

Create New Timezones

- **For all the affected readers, you will need at least two timezones**
  - One will stay active during lockdown
  - One will shut off during lockdown
- **Mark the new timezones so they are not used inadvertently in other access levels**

Identify & Modify Access Levels

- **Refer to the report that identifies all the access levels containing your card readers**

- **Identify which ones will shut down during a lockdown event, and which ones need to maintain their access**

- <u>**Do not**</u> **modify access levels that need to keep working**

Segment: SLC-CHQ

COB - Contractor
Command Authority: No
Reader
slc COB 2M-04 South Entry

Download To Intelligent Readers:
Timezone/Elevator Level
ACC - 24/7 Access

COB - Custodial
Command Authority: No
Reader
slc COB 2M-01 East Entry
slc COB 2M-04 South Entry

Download To Intelligent Readers:
Timezone/Elevator Level
ACC - M - F 06:00 - 18:00
ACC - M - F 06:00 - 18:00

COB - Employee
Command Authority: No
Reader
slc COB 2M-01 East Entry
slc COB 2M-02 Interior Hall Door
slc COB 2M-03 Recording Studio
slc COB 2M-04 South Entry

Download To Intelligent Readers: No
Timezone/Elevator Level
ACC - M - F 06:00 - 18:00
ACC - M - F 06:00 - 18:00
ACC - M - F 06:00 - 18:00
ACC - M - F 06:00 - 18:00

COB - Maintenance
Command Authority: No
Reader
slc COB 2M-01 East Entry
slc COB 2M-02 Interior Hall Door
slc COB 2M-04 South Entry

Download To Intelligent Readers: No
Timezone/Elevator Level
ACC - 24/7 Access
ACC - 24/7 Access
ACC - 24/7 Access

COB - Security
Command Authority: No
Reader
slc COB 2M-01 East Entry
slc COB 2M-02 Interior Hall Door
slc COB 2M-03 Recording Studio
slc COB 2M-04 South Entry

Download To Intelligent Readers: No
Timezone/Elevator Level
ACC - 24/7 Access
ACC - 24/7 Access
ACC - 24/7 Access
ACC - 24/7 Access

Double Check Access Levels

- **Run a report to make sure that all of the access levels containing these readers have been appropriately changed**

Create Local I/O Functions

- **For each access panel, create a Local I/O to shut off the identified timezones**
  - Select either "Timezone Activate/Deactivate" or "Timezone Override"
  - Each line will be one of the timezones that will shut down during the lockdown
    - (These are the new timezones you just created, unique to the lockdown area)

	A	B	C
1	naslc COB 2L TEST PANEL #2	slc COB 2M-01 East Entry	ACC - 24/7 Access
2	naslc COB 2L TEST PANEL #2	slc COB 2M-01 East Entry	ACC - 24/7 Access
3	naslc COB 2L TEST PANEL #2	slc COB 2M-01 East Entry	ACC - 24/7 Access
4	naslc COB 2L TEST PANEL #2	slc COB 2M-01 East Entry	ACC - M - F 06:00 - 18:00
5	naslc COB 2L TEST PANEL #2	slc COB 2M-02 Interior Hall Door	ACC - M - F 06:00 - 18:00
6	naslc COB 2L TEST PANEL #2	slc COB 2M-02 Interior Hall Door	ACC - 24/7 Access
7	naslc COB 2L TEST PANEL #2	slc COB 2M-02 Interior Hall Door	ACC - 24/7 Access
8	naslc COB 2L TEST PANEL #2	slc COB 2M-03 Recording Studio	ACC - 24/7 Access
9	naslc COB 2L TEST PANEL #2	slc COB 2M-03 Recording Studio	ACC - M - F 06:00 - 18:00
10	naslc COB 2L TEST PANEL #2	slc COB 2M-04 South Entry	ACC - 24/7 Access
11	naslc COB 2L TEST PANEL #2	slc COB 2M-04 South Entry	ACC - 24/7 Access
12	naslc COB 2L TEST PANEL #2	slc COB 2M-04 South Entry	ACC - 24/7 Access
13	naslc COB 2L TEST PANEL #2	slc COB 2M-04 South Entry	ACC - M - F 06:00 - 18:00
14	naslc COB 2L TEST PANEL #2	slc COB 2M-04 South Entry	ACC - M - F 06:00 - 18:00
15			

Local I/O Function Lists | Device-->Function Links

Name: COB LOCKDOWN #1

Access Panel: naslc COB 2L TEST PANEL #4

|	Function	Argument 1	Argument 2
1.	Timezone Activate/Deactivate	ACC - 7 days 05:00 - 23:00**CCB I	
2.	Timezone Activate/Deactivate	ACC - M - Sat 06:00 - 23:00 **CCB	
3.	Timezone Override	ACC - M - F 06:00 - 18:00 **CCB L	

LOCKING IT DOWN

Activate Lockdown

- **From Alarm Monitoring, set the I/O you created to False**

  - False = Timezone no longer works
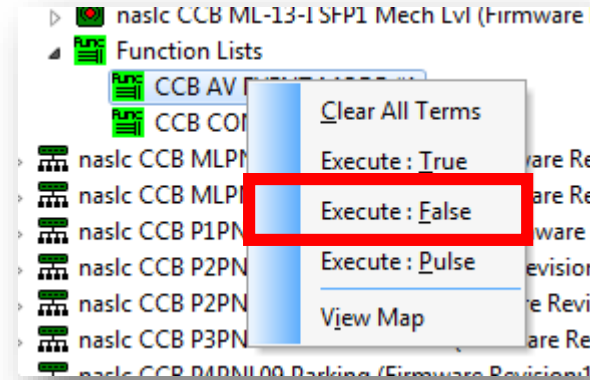
Clear Lockdown

- **From Alarm Monitoring, set the I/O you created to True**
  - True = Timezones will work
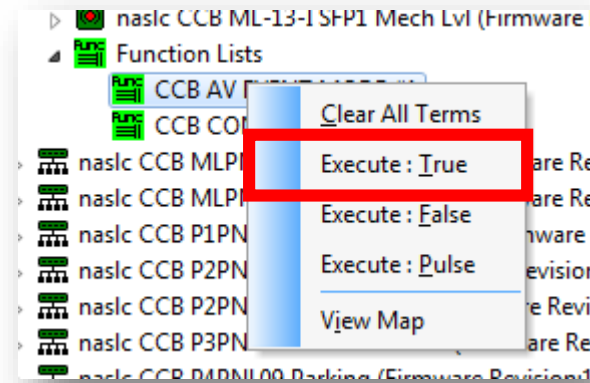
ADDITIONAL OPTIONS

Create a Single Trigger & Global I/O

Name:

CCB LOCKDOWN TRIGGER

Global Linkage | Input Event | Output Action

| Action Type	Description
→ Execute Function List	Execute (FALSE) : CCB LOCKDOWN #06
→ Execute Function List	Execute (FALSE) : CCB LOCKDOWN #07
→ Execute Function List	Execute (FALSE) : CCB LOCKDOWN #08
→ Execute Function List	Execute (FALSE) : CCB LOCKDOWN #09
→ Execute Function List	Execute (FALSE) : CCB LOCKDOWN #10
→ Execute Function List	Execute (FALSE) : CCB LOCKDOWN #11
→ Execute Function List	Execute (FALSE) : CCB LOCKDOWN #12
→ Execute Function List	Execute (FALSE) : CCB LOCKDOWN #13
→ Execute Function List	Execute (FALSE) : CCB LOCKDOWN #14
→ Execute Function List	Execute (FALSE) : CCB LOCKDOWN #15

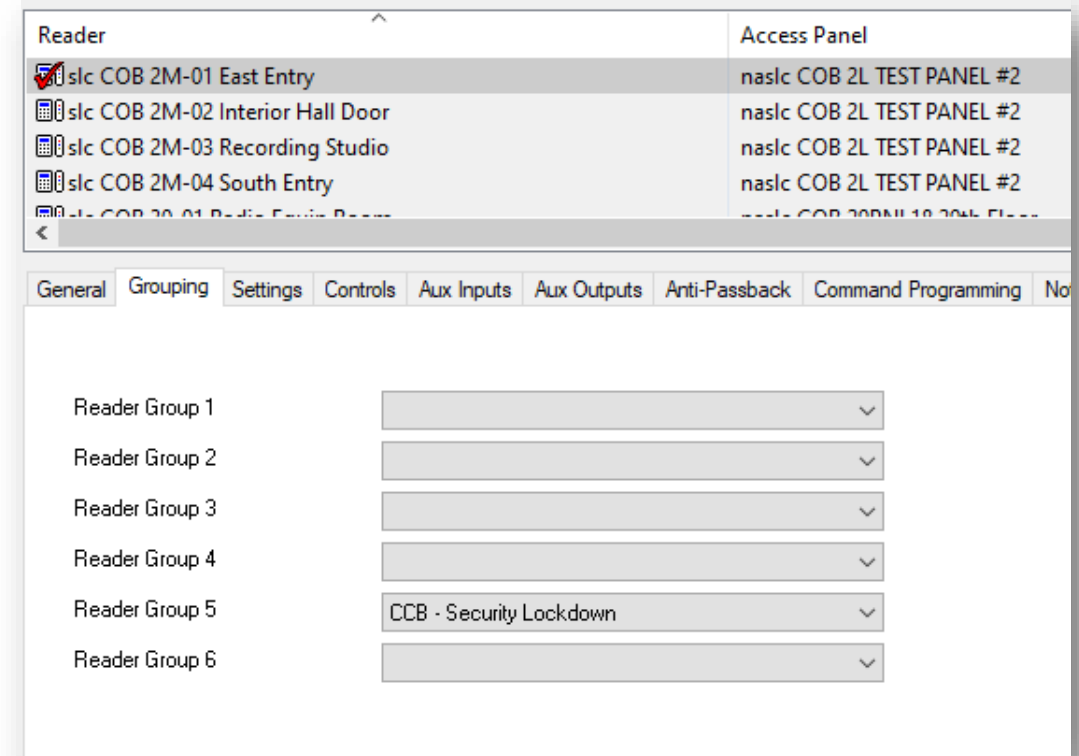Add | Modify | Delete

Create Emergency Badges

Tag Reader in Name

- **Change name of the reader to reflect that it is a lockdown read**

- **"Gotcha" parts of lockdowns**
  - Audits?
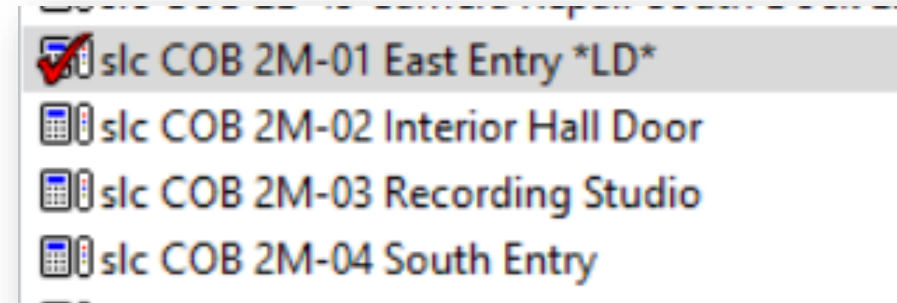
Use Reader Group for Tracking

- **Track different lockdowns with a Reader Group**

Use a Checklist

	Complete	Date	Notes
IDENTIFY AFFECTED READERS	☐		
Create a list documenting which readers are going to be impacted by this lockdown			
IDENTIFY ACCESS LEVELS WITH AFFECTED READERS	☐		
Run a report to identify all access levels that contain affected readers. These aren't always just access levels specific to the facility.			
READER/TIMEZONE LIST	☐		
Using the access level report, create a new report that shows all of the timezones that are used for each reader that will be part of the lockdown.			
IDENTIFY PANELS & ASSOCIATED TIMEZONES	☐		
Identify which access panel is impacted for each reader, and create a list of which timezones are impacted on each panel.			
IDENTIFY WHICH ACCESS LEVELS WILL BECOME EXCEPTIONS	☐		
Which access levels will remain unaffected when the lockdown is created?			
CREATE TIMEZONES THAT			