LOCKDOWN PROGRAMMING

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

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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

	tractor	
	Command Authority: No	Download To Intelligent Readers
	Reader	Timezone/Elevator Level
	SIC COB 2M-04 South Entry	ACC - 24// Access
COB - Cus	todial	
	Command Authority: No	Download To Intelligent Readers
	Reader	Timezone/Elevator Level
	slc COB 2M-01 East Entry	ACC - M - F 06:00 - 18:00
	slc COB 2M-04 South Entry	ACC - M - F 06:00 - 18:00
COB - Emr	blovee	
	Command Authority: No	Download To Intelligent Readers
	Reader	Timezone/Elevator Level
	slc COB 2M-01 East Entry	ACC - M - F 06:00 - 18:00
	slc COB 2M-02 Interior Hall Door	ACC - M - F 06:00 - 18:00
	slc COB 2M-03 Recording Studio	ACC - M - F 06:00 - 18:00
	slc COB 2M-04 South Entry	ACC - M - F 06:00 - 18:00
COB - Mair	ntenance	
COD - Mai	Command Authority: No	Download To Intelligent Readers
	Reader	Timezone/Elevator Level
	slc COB 2M-01 East Entry	ACC - 24/7 Access
	slc COB 2M-02 Interior Hall Door	ACC - 24/7 Access
	slc COB 2M-04 South Entry	ACC - 24/7 Access
COB - Sec	urity	
COB - Sec	urity Command Authority: No	Download To Intelligent Readers
COB - Sec	u rity Command Authority: No Reader	Download To Intelligent Readers
COB - Sec	urity Command Authority: No <u>Reader</u> slc COB 2M-01 Fast Entry	Download To Intelligent Readers <u>Timezone/Elevator Level</u> ACC - 24/7 Access
COB - <mark>S</mark> ec	urity Command Authority: No <u>Reader</u> slc COB 2M-01 East Entry slc COB 2M-02 Interior Hall Door	Download To Intelligent Readers <u>Timezone/Elevator Level</u> ACC - 24/7 Access ACC - 24/7 Access
COB - Sec	urity Command Authority: No <u>Reader</u> slc COB 2M-01 East Entry slc COB 2M-02 Interior Hall Door slc COB 2M-03 Recording Studio	Download To Intelligent Readers <u>Timezone/Elevator Level</u> ACC - 24/7 Access ACC - 24/7 Access ACC - 24/7 Access
COB - Sec	urity Command Authority: No <u>Reader</u> 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 <u>Timezone/Elevator Level</u> ACC - 24/7 Access ACC - 24/7 Access ACC - 24/7 Access ACC - 24/7 Access
COB - Sec	urity Command Authority: No <u>Reader</u> 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 <u>Timezone/Elevator Level</u> ACC - 24/7 Access ACC - 24/7 Access ACC - 24/7 Access ACC - 24/7 Access
COB - Sec	urity Command Authority: No <u>Reader</u> 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 <u>Timezone/Elevator Level</u> ACC - 24/7 Access ACC - 24/7 Access ACC - 24/7 Access ACC - 24/7 Access

Create a Reader/Timezone List

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

A	В
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

Access Panel
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

	А	В	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

Holidays	Timezones	Timezone/Reader Modes	Timezone/Area Modes			
Timezo	ne	^		Segment		
	C - M - F 06:(00 - 18:00		SLC-CHQ		
	ACC - M - F 06:00 - 18:00 **COB LOCKDOWN** SLC-CHQ					
	2 - M - F 060 2 - M - F 060 2 - M - F 060	00 - 18:50 00 - 20:00/ Sa 10:00 -15:00 00 - 21:00		SLC-PDC SLC-CHQ SLC-WSQ		
10. A						

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 modify access levels</u> that need to keep working

COB - C	ontractor	A
	Command Authority: No	Download To Intelligent Readers:
	Reader	ACC - 24/7 Access
	SIC COB 210-04 South Entry	A00-24/1 Access
COB - C	ustodial	4
	Command Authority. No	Download To Intelligent Readers
	Reader	Timezone/Elevator Level
	slc COB 2M-01 East Entry	ACC - M - F 06:00 - 18:00
	SICCOB 2M-04 South Entry	ACC - MI - P 00.00 - 18.00
COB - E	mployee	
	Command Authority. No	Download To Intelligent Readers: 🔰 No
	Reader	Timezone/Elevator Level
	sic COB 2M-01 East Entry	ACC - M - F 06:00 - 18:00
	sic COB 2M-02 Interior Hair Door	ACC - M - F 06:00 - 18:00
	slc COB 2M-04 South Entry	ACC - M - F 06:00 - 18:00
COB - N	laintenance	
	Command Authority. No Reader	Download To Intelligent Readers: No
	sic COB 2M-01 East Entry	ACC - 24/7 Access
	slc COB 2M-01 East Entry slc COB 2M-02 Interior Hall Door	ACC - 24/7 Access
	sic COB 2M-04 South Entry	ACC - 24/7 Access
	a a unit c	
COB - 3	Command Authority No.	Download To Intelligent Deaders No.
	Command Authonity. No Reader	Timezone/Elevator Level
	slc COB 2M-01 East Entry	ACC - 24/7 Access
	slc COB 2M-02 Interior Hall Door	ACC - 24/7 Access
	slc COB 2M-03 Recording Studio	ACC - 24/7 Access
	sic COB 2M-04 South Entry	AUU - 24// ACCESS

Double Check Access Levels

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

Segment: SLC-CHQ COB - Contractor Command Authority: No Download To Intelligent Readers No Reader Timezone/Elevator Level ACC - 24/7 Access **COB LOCKDOWN** slc COB 2M-04 South Entry COB - Custodial Command Authority: No Download To Intelligent Readers: No Reader Timezone/Elevator Level slc COB 2M-01 East Entry ACC - M - F 06:00 - 18:00 **COB LOCKDOWN** ACC - M - F 06:00 - 18:00 **COB LOCKDOWN** slc COB 2M-04 South Entry COB - Employee Command Authority. No Download To Intelligent Readers: No Timezone/Elevator Level Reader ACC - M - F 06:00 - 18:00 **COB LOCKDOWN** slc COB 2M-01 East Entry slc COB 2M-02 Interior Hall Door ACC - M - F 06:00 - 18:00 **COB LOCKDOWN** ACC - M - F 06:00 - 18:00 **COB LOCKDOWN** slc COB 2M-03 Recording Studio ACC - M - F 06:00 - 18:00 **COB LOCKDOWN** slc COB 2M-04 South Entry COB - Maintenance Download To Intelligent Readers Command Authority. No No Timezone/Elevator Level Reader ACC - 24/7 Access **COB LOCKDOWN** slc COB 2M-01 East Entry slc COB 2M-02 Interior Hall Door ACC - 24/7 Access **COB LOCKDOWN** slc COB 2M-04 South Entry ACC - 24/7 Access **COB LOCKDOWN** COB - Security Command Authority: No Download To Intelligent Readers: No Timezone/Elevator Level Reader ACC - 24/7 Access slc COB 2M-01 East Entry slc COB 2M-02 Interior Hall Door ACC - 24/7 Access ACC - 24/7 Access slc COB 2M-03 Recording Studio slc COB 2M-04 South Entry ACC - 24/7 Access

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)

	А	В	С
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 KDOWN #1]
	Access	Panel: naslc CO	B 2L TEST PANEL #4 ~]
	Function		Argument 1	Argument 2
1.	Timezone Activate/	/Deactivate 🗸 🗸	ACC - 7 days 05:00 - 23:00**CCB I \smallsetminus	~
2.	Timezone Activate/	/Deactivate 🗸 🗸	ACC - M - Sat 06:00 - 23:00 **CCB \smallsetminus	~
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 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?

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

Use Reader Group for Tracking

Track different lockdowns
 with a Reader Group

			~							-
Reader					Access Panel					
🚮 slc COB 2M-01 East Entry						naslc COB 2L TEST PANEL #2				
slc C	OB 2M-02	nterior H	all Door				naslc (COB 2L TE	ST PANEL #2	
SIC C	OB 2M-03 I	Recording	g Studio				naslc (COB 2L TE	ST PANEL #2	_
slc C	OB 2M-04 9	South Ent	iry				naslc (COB 2L TE	ST PANEL #2	_
<	OD 20 01 D	- J: - F	- D						11 10 2045 FIL-	-
General	Grouping	Settings	Controls	Aux Inputs	Aux Outputs	Anti-Pa	ssback	Comman	d Programming	No
Read	ler Group 1							~		- 1
Read	ler Group 2							~		- 1
Read	ler Group 3							~		- 1
Read	ler Group 4							~		- 1
Read	ler Group 5			CCB - Security	Lockdown			~		- 1
Read	ler Group 6		Ĩ					~		- 1

Use a Checklist

	Complete	Date	Notes				
IDENTIFY AFFECTED READERS							
Create a list documenting which re	aders are goir	ig to be impact	ted by this lockdown				
IDENTIFY ACCESS LEVELS WITH AFFECTED READERS							
Run a report to identify all access le just access levels specific to the fac	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, creat used for each reader that will be pa	e a new repor art of the lockd	t that shows all Iown.	of the timezones that are				
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