® **DSX Access Systems, Inc.**

Emergency Lockdown

Emergency Lockdown Overview
DSX can accommodate the quick lockdown of a system in response to incident or emergency. The Lockdown occurs without the need of programming or lengthy downloads. A Lockdown response to an incident or emergency will typically secure all perimeter doors and possibly all or specific interior doors. This can be in one building or in all buildings of a campus, facility, or even a district. Locking down doors is the first action taken but is not necessarily the only action required. This document will discuss the different triggers (activations) and different actions (responses) but is geared towards the use of the DSX Mobile Application for the trigger. This information will help you engineer the best possible response for an emergency lockdown situation.

Here are questions that will help determine what the customer wants and needs. After most of the questions you may find additional information that may help qualify and answer that question. Once we determine what the requirements are, we will discuss how to implement them. On the next page Steps 1-10 will address how to accomplish the answers to questions 1-10 below.

Lockdown Options

1. Do we want to lock down doors? Which ones?

2. Do any of these doors have remote release buttons? Which ones?

3. Do we want to disable any card readers and/or keypads? Which ones? (If you shut a reader off it will not read any cards or accept keypad codes - at all.) Do we want to elevate any Card Readers to Card + PIN? (Reader/Keypad devices can be forced into Card+ PIN mode during a lockdown.)

4. Do we want to disable cards? Which Cards or Groups of Card Holders do we want to disable? (It is possible to disable all or any groups of cards.)

5. Do we want to enable cards? Which Card or Groups of Card Holders do we want to enable? What doors do these enabled cards need to unlock? (It is possible, when the lock down occurs, to shut down all cards on campus or in the building and at the same time enable the cards held by the **first responders**. First Responders (Security or Police) could have cards, with no or limited access, that upon Lockdown, become valid and unlock all or specific doors.)

6. Are there any alarm points (inputs) that need to be Armed? If so which ones? (This could be doors that might normally be disarmed that we would want to generate an alarm if opened during the Lockdown.)

7. Are there any other Outputs (relays) we need to activate to turn anything on or off? (This could be security or roll down gates, overhead doors, parking lot gates, lights and strobes etc..)

8. Will this be triggered by the DSX Mobile Application or Override Group Icon in the Workstation Software for a Global Lockdown?

9. Will this trigger be a Local Action such as Card Read or Panic Button for a Location specific Lockdown?

10. Once in Lockdown mode what will reset the Lockdown? (Global Lockdowns can be reset from the DSX Mobile App and from the DSX Software. Resetting a Location Specific Lockdown could be executed from the DSX Software or by resetting the panic button or by a special reset card or code used at a reader or keypad.)

Lockdown Option Implementation

Each Location of the system will have its own response plan and each can respond the same way or differently. Once the individual response plans are created for each location they can be grouped together for a Global Activation. Lockdown Option 1 corresponds to Implementation 1, Option 10 to Implementation 10.

1) Edit Each Output in the Location that we want to Lock Down. On the Options Tab make sure that "State when Linked to" is set to SECURE.
    a) Create a Linking Group named "Lockdown" and add all outputs to be locked down with a 24 hour (unlinked) conditional time zone and a Response of Latch.

2) If any of these Outputs (doors) have remote release buttons make note of which ones. Look to see what Time Zone is assigned to each output that has a remote release button.
    a) Create a new Time Zone for each output that has a remote release button. Make sure that these new Time Zones have the same schedule as the original Time Zones and make sure that there is one for each output.
    b) On the General Tab of these new Time Zones set the "Time Zone is **OFF** when Linked to".
    c) Assign each of the new Time Zones to its respective Outputs and remove the old Time Zones from the outputs.
    d) Create a Linking Group that consists of one of these new Time Zones. Give it a conditional Time Zone that determines when the remote release button can work. Give it a response of Pulse and set the pulse time to 5 seconds or what is needed to properly get the door unlocked. Create a Linking Group for each of these new Time Zones.
    e) Edit the Inputs the remote release buttons are connected to and assign the new linking groups. Each Remote Release Button has a dedicated input and each input will get its own new Linking Group.

3) If we need to disable any card readers or keypads make a note of which ones. Under those Devices look at the Time Zones assigned to them. If they all have the same time zone make a new Time Zone that has the same schedule. On the General Tab of this new Time Zone set the "Time Zone is **OFF** when Linked to".
    a) Assign this new Time Zone to each of the Devices (card readers) that we want to disable during the lockdown.
    b) Edit the "Lockdown" Linking Group from Step 1 and find this new Time Zone and assign it a 24 hour (unlinked) conditional time zone and a Response of Latch.
    c) If you are trying to elevate a card reader/keypad into Card+PIN mode continue with steps c, d, and e. Create a Keypad Time Zone that has a schedule of 0-0 for start and stop times. On the general tab of that Time Zone set the "Time Zone is **ON** when Linked to".
    d) Assign this new Keypad Time Zone to the Keypad Time Zone field on each Device that we want to elevate. Assign this new Time Zone in addition to the Time Zone the keypad already had. This way the reader/keypad will continue to follow the normal schedule until the lockdown at which time the device will be in Card+PIN mode.
    e) Edit the "Lockdown" Linking Group from Step 1 and find this new Time Zone and assign it a 24 hour (unlinked) conditional Time Zone and a Response of Latch.

4) To Disable Card Holders we need to determine if we are going to disable all cards or just certain groups of cards. For the Card Holders we want to disable, identify all access levels assigned to those card holders. In each of these Access Levels identify all of the Time Zones used.
    a) We will need to create new Time Zones to replace the existing ones. These new Time Zones are to be exclusively used for those Access Levels and not assigned to anything else. On the general tab of the new Time Zones set the "Time Zone is **OFF** when Linked to".
    b) In each Access Level replace the old Time Zones with the new ones.
    c) Master Access Level cannot be shut down so if Master Access is held by any card holders that should be disabled, there will need to be a new Access Level created that is All Doors at All Times but where the Time Zone that is used is set "Time Zone is **OFF** when Linked to". Replace the Master Access Level where assigned to card holders with this new Access Level.
    d) Edit the "Lockdown" Linking Group from Step 1 and find these new Time Zones and assign them a 24 hour (unlinked) conditional Time Zone and a Response of Latch.

5) First Responders (Security or Police) could have cards, with no or limited access, that upon Lockdown, become valid and unlock all or specific doors.
   a) Create a new Time Zone named "First Responders" and set the schedule to 0-0 for start and stop times. On the general tab of that Time Zone set the "Time Zone is **ON** when Linked to". Create a new Access Level named "First Responders" and assign the "First Responders" Time Zone to all doors the First Responder Card Holder should unlock.
   b) Assign the First Responder Access Level to all First Responder Cards.
   c) Edit the "Lockdown" Linking Group from Step 1 and find this new "First Responder" Time Zone and assign it a 24 hour (unlinked) conditional Time Zone and a Response of Latch.

6) Determine which Inputs (alarm points) that could possibly be disarmed that we would want to be Armed during a Lockdown.
   a) Create a new Time Zone named "Lockdown Alarms" and set the schedule to 0-0 for start and stop times. On the general tab of that Time Zone set the "Time Zone is **ON** when Linked to".
   b) Assign this Time Zone to all Inputs we want to be armed during the lockdown. Add this Time Zone to the Inputs in addition to any Time Zone they may have already had.
   c) Edit the "Lockdown" Linking Group from Step 1 and find this new "Lockdown Alarms" Time Zone and assign it a 24 hour (unlinked) conditional Time Zone and a Response of Latch.

7) During the Lockdown output relays can be turned on that can activate or control anything that can be controlled with a switch. This could be security or roll down gates, overhead doors, parking lot gates, lights, dialers and just about anything electrical.
   a) Create a new Time Zone named "Lockdown Outputs ON" and set the schedule to 0-0 for start and stop times. On the general tab of that Time Zone set the "Time Zone is **ON** when Linked to".
   b) Assign this Time Zone to all Outputs we want to be On or Secure during the lockdown. Add this Time Zone to the Output in addition to any Time Zone they may have already had.
   c) Edit the "Lockdown" Linking Group from Step 1 and find this new "Lockdown Outputs ON" Time Zone and assign it a 24 hour (unlinked) conditional Time Zone and a Response of Latch.

8) To Implement the Lockdown using an Override Group or Mobile Command as the Trigger follow these instructions. It is possible to do either one or both.
   a) Add a virtual output to Device 0. (A Virtual Output is an Output that does not physically exist on a Controller but logically does. 1042 Controllers have an output 1 and 2 for side A and side B. Outputs 3-8 for both sides are virtual outputs.) Add Virtual Output 0:3 and name it "Lockdown". Assign a 24hr Time Zone to the Output and on the Options Tab set the "State when linked to" to "Open". At the bottom of the options tab under "Activates Linking Group " assign the "Lockdown" linking group and set the "Perform Link When" to "Open".
   b) In Workstation you can now find the "Lockdown" output and set it to Open to test the Lockdown procedure. Make sure that all of the Lockdown Options are working properly.
   c) Create and Override Group and assign the "Lockdown" virtual output. The Override Group Icon will show up in Workstation under Override Groups to make it easy to find.
   d) For the Mobile App create a Mobile Command that consists of the virtual output number 3 and assign it the "Action" of "Grant Access".

9) To implement the Lockdown using an input trip or card read follow these instructions.
   a) For an Input Activation, define the input that will activate the Lockdown and name it "Lockdown Location #". Assign the input a 24hr Time Zone. On the options tab set the "Activates Linking Group" to the "Lockdown" linking group and set "Perform Link On" to - "Alarm". To make this a non-alarm event remove the Time Zone from the input and set the "Perform Link On" to - "Status Change".
   b) For a Card Read Activation determine which Card(s) should perform the Lockdown when read at which Reader(s). Turn "Code to Linking Logic" On under the Location Yes/No Options Tab and the under Device(s) to initiate the Lockdown. Create a Linking Level named Lockdown and use the Lockdown Linking Group. Assign the Lockdown Linking Level to the Card that should initiate the Lockdown.

10) Once in Lockdown mode what will reset the Lockdown? Follow these steps to implement the desired Lockdown Reset.
   a) In the DataBase program find the Lockdown Linking Group and make a copy of it. Change the name to "Lockdown Reset". Edit the Linking Group and on the Components Tab change the response on every Output and Time Zone assigned, to "Time Zone" instead of "Latch" and save.
   b) Create another Virtual Output on Device 0 such as Output 0:4 and name it "Lockdown Reset". Assign a 24hr Time Zone to the Output and on the Options Tab set the "State when linked to" to "Open". At the bottom of that options tab under "Activates Linking Group" assign the "Lockdown Reset" linking group and set the "Perform Link When" to "Open".
   c) For an Override Group Reset Create a new Override Group and name it "Lockdown Reset" and assign the Lockdown Reset Virtual Output 0:4.
   d) For a Mobile Command Reset create and new Command and select Output 0:4 "Lockdown Reset" and set the "Action" to "Grant Access".

Egress Devices
Egress devices that unlock a door directly would have to be contended with by possibly activating a relay that electrically overrides the contacts in the device. Egress devices that signal the controller to unlock the door can be configured so that the input 8 does not unlock the door but rather links to the door Output. This link could then be controlled through a Time Zone assigned in the Lockdown Linking Group.