MATRIX

PremiSys® Lockdown and Lockout Feature

Lockout and lockdown are special security states in a PremiSys system for emergency preparedness. **Buildings** are used to organize areas for lockout and lockdown. The software user creates groups of PremiSys doors such as all exterior perimeter doors leading into a particular building. Special card access groups can be configured for lockdown override access, for example to allow door access only for emergency response team cardholders during a Lockdown.

Lockout is a state used to change a Building's visitor doors from unlocked to card mode by suspending time zones designated for visitor doors. Other time zones may also be selected to suspend (inactivate) during a lockout, such as those assigned to doors without readers or to monitor points or to certain card access groups.

Lockdown suspends all time zones at a Building, except for time zones specifically designated as Lockdown Override time zones. The lockdown state locks out all visitor doors and locks out all cardholders at all doors except cardholders with a lockout override time zone.

Clear is the system command that cancels the lockout or lockdown, setting building operation back to normal. Clear sets PremiSys doors, cards and time zones back to normal operation.

The commands for Lockout, Lockdown and Clear can be executed manually by a user logged into a PremiSys client. Or these commands can be configured in Triggers and Procedures for event-linking, for example to trigger a lockout or a lockdown when a panic button is pressed.

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I. Software Requirements and Lock Compatibility

Lockout and Lockdown is a feature available in PremiSys version 3.0 and higher. No additional add-on license activation is required.

Locks supported

Lockout and Lockdown is supported for door locks wired to Mercury Security controllers, including Schlage AD-series locks. Also supported are: Engage locks communicating via Gateway RSI; and, NDE and LE locks communicating via Gateway IP.
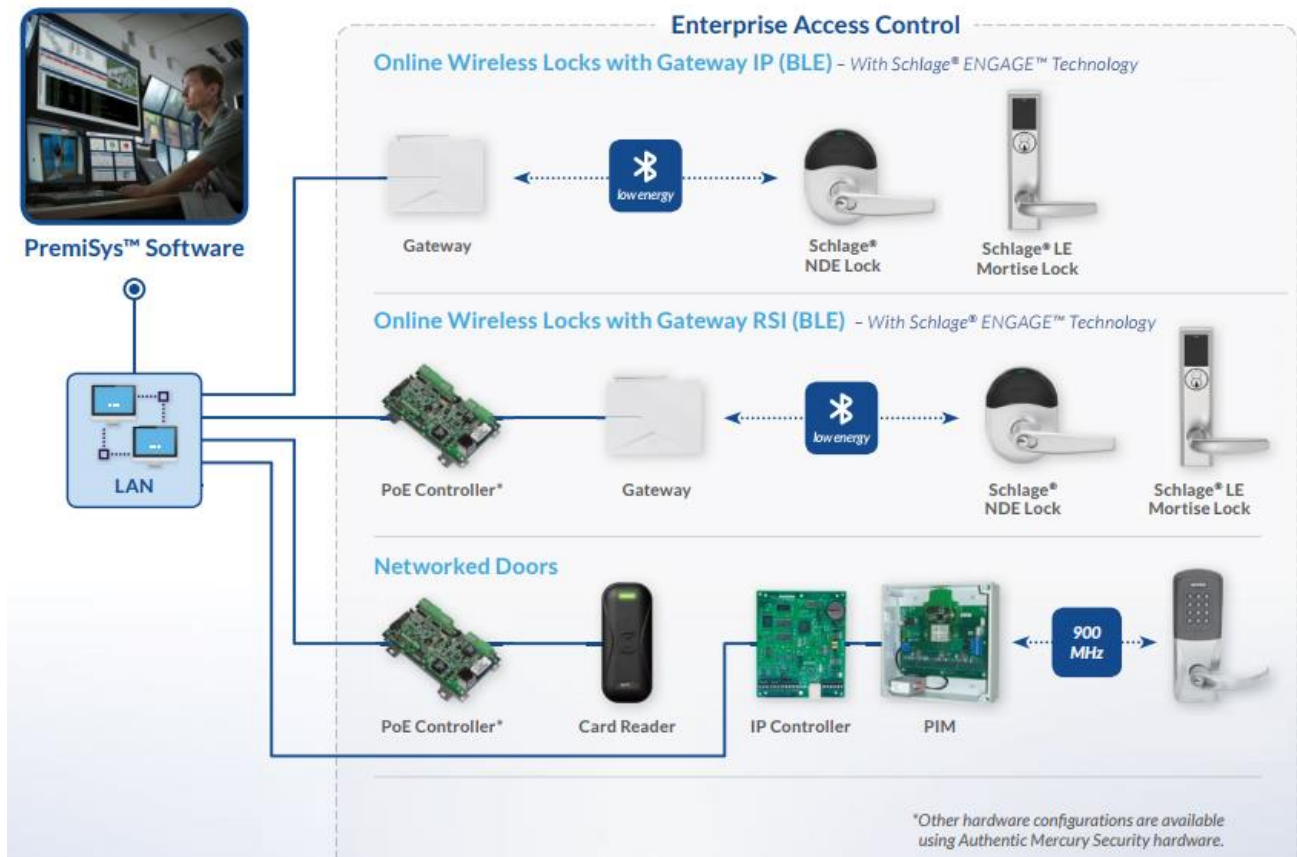

Locks not supported

Lockout and Lockdown is not supported for Schlage Control locks and any Engage lock communicating via WIFI-only.
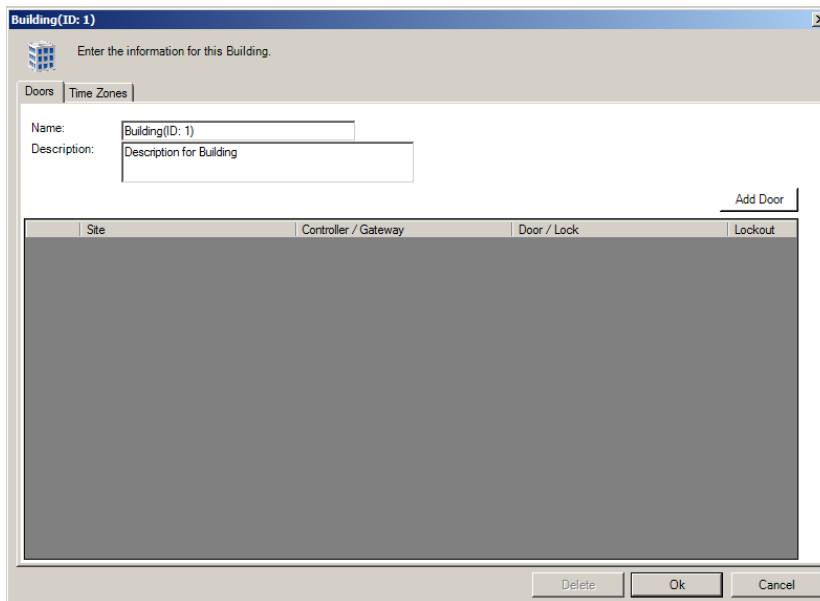
II.   Set up Buildings

Go to Tasks pull-down menu, select Hardware Configuration. Click on the Globals tab and scroll down to the Facility Security folder. Expand the Facility Security folder.
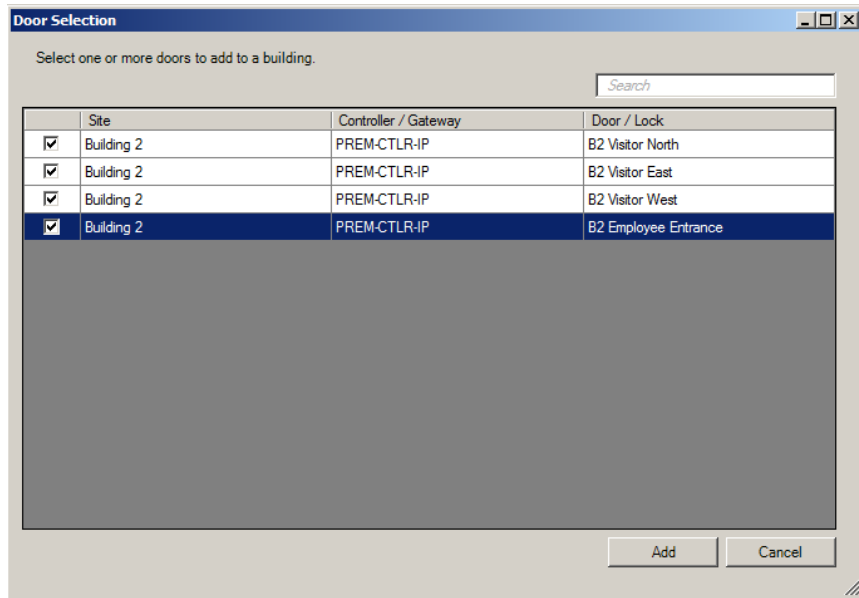
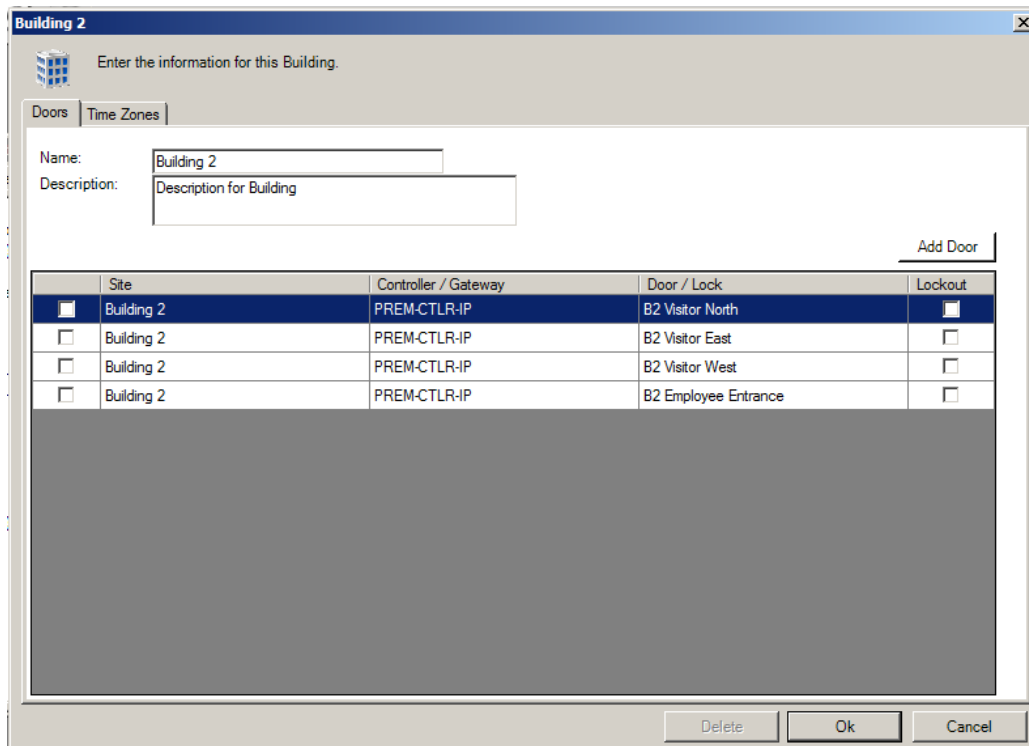1) Right-click on Buildings and select Add Building
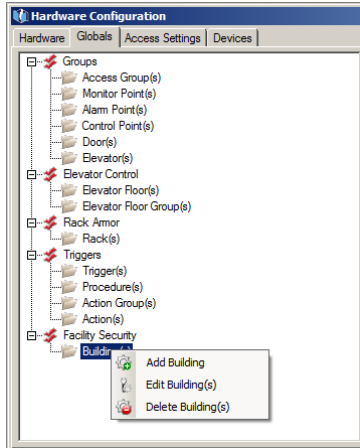
2) Click on the Add Door button

3) Check the boxes next to the doors to be added to the Building and click Add. For a lockdown, the perimeter doors leading into a building are typically selected.


4) Click OK to return to the building setup window to view the list of doors selected for the **Lockdown** state.

5) Optional: The facility may have perimeter doors without readers, or general purpose devices set on a time zone, or cardholder Time Zones that should be suspended during a **lockout**. (Note: <u>all</u> Time Zones will be suspended during a lock**down** state *except* OVR time zones intended for lockdown-override card access groups.)

To select additional Time Zones to suspended during this building's **Lockout** state:

a) Click on the Time Zone tab and click the Add Time Zone button.
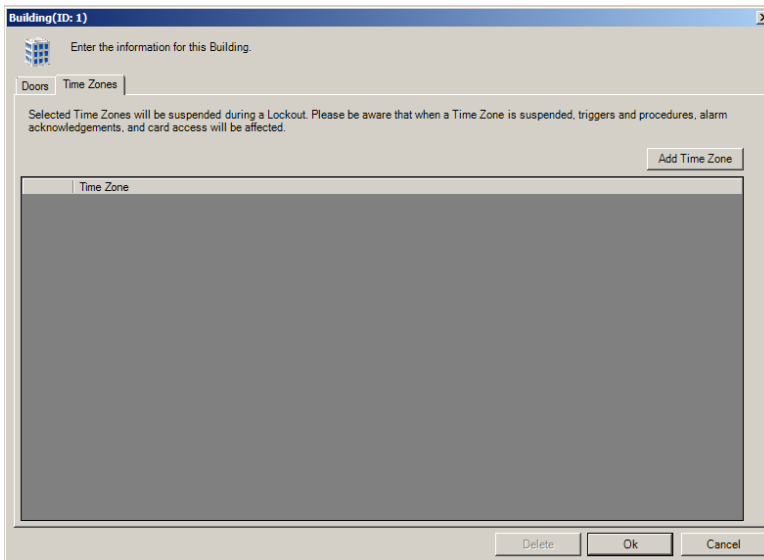
b) Check the box next to each Time Zone to suspend during a **lockout** and click the Add button.
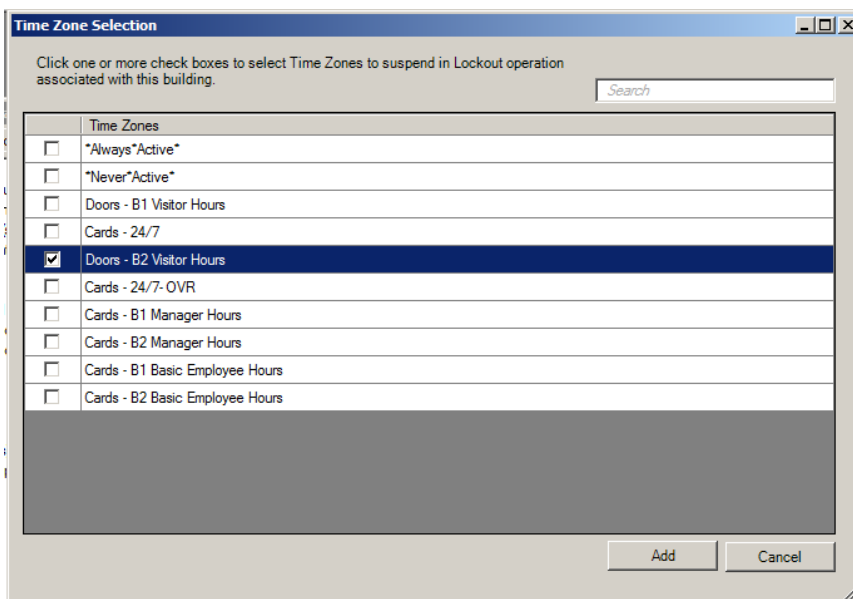
6) Optional: For a door to respond to the **Lockout** state, check the box on the far right in the Lockout column. The checkboxes on the left are used to select a door to remove from this list.
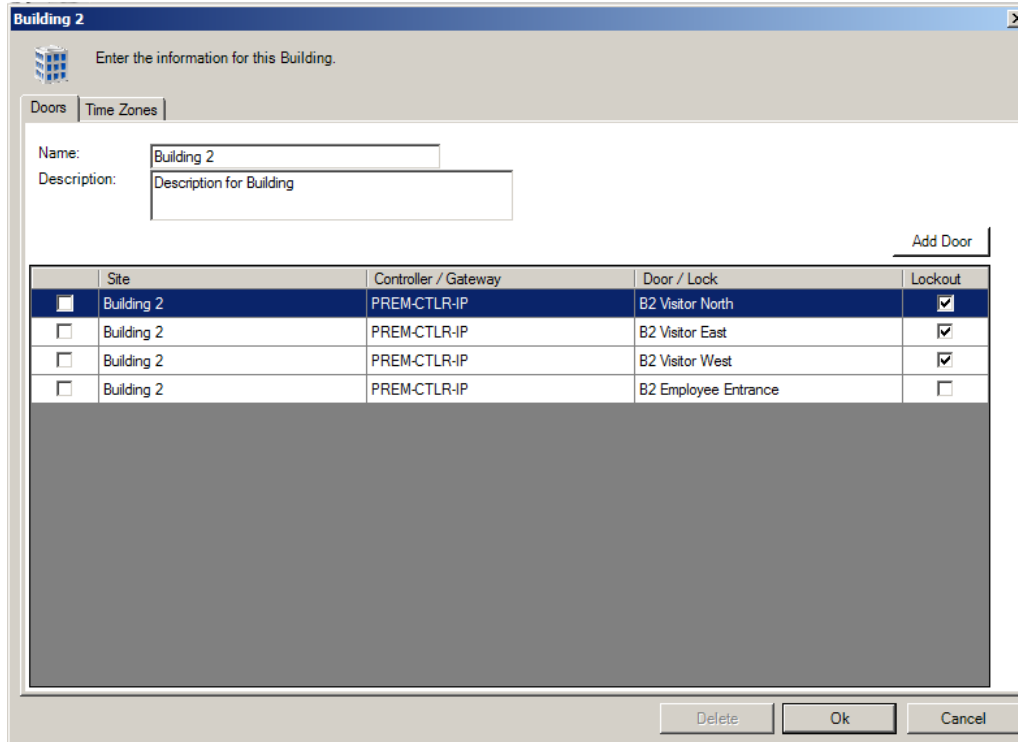
System behavior for the example above:

- During a **Lockout**, the visitor doors will set to card mode, locking out anyone without a valid card
- During a **Lockout**, the employee entrance will operate normally
- During a **Lockdown**, the visitor doors and employee entrance will be locked to all visitors and all cardholders will be locked out except cards assigned a Lockdown Override Access Group.

Note: If a door listed does not show a checkbox in the Lockout column, then the lock does not support the lockout function. Supported doors include hardwired Mercury locks, AD Series locks connected to a PIM or Engage locks wired Gateway RSI 485.

7) Click OK button to save the Building.

III. Set up Lockout Override Cards

Designate a card as a **Lockdown Override** Card by assigning an "**– OVR"** access group to the card in the Access Rights tab of the card property window.
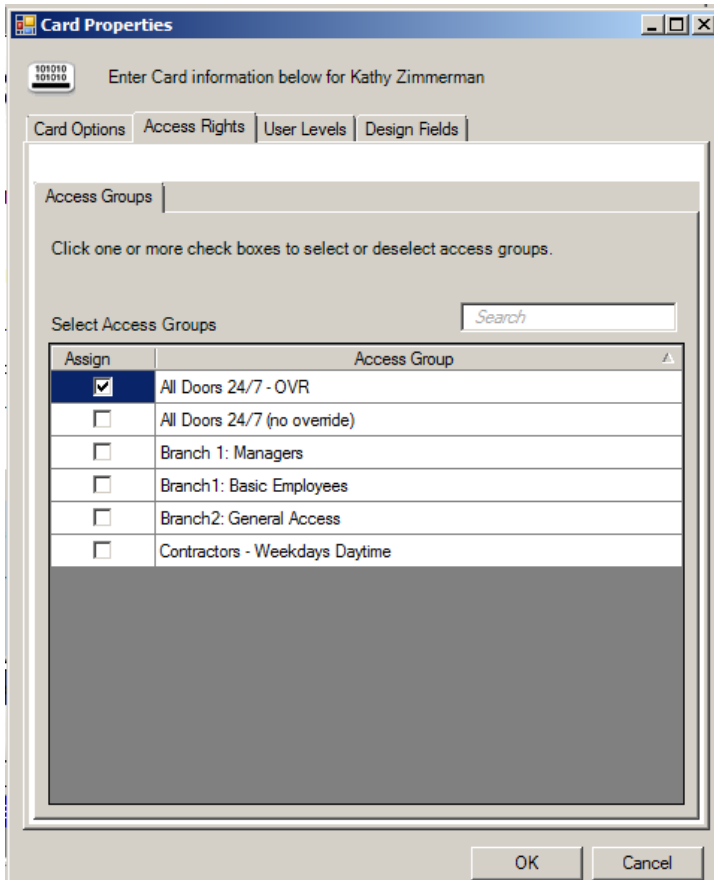

If there are no access groups labeled with the suffix "**– OVR**" then create an override card access groups.

1) to the Tasks pull-down menu and select Hardware Configuration.

2) Expand the Time Zone folder to view the list of existing system time zones. To add a new time zone, right-click on the Time Zones folder and select Add Time Zone.
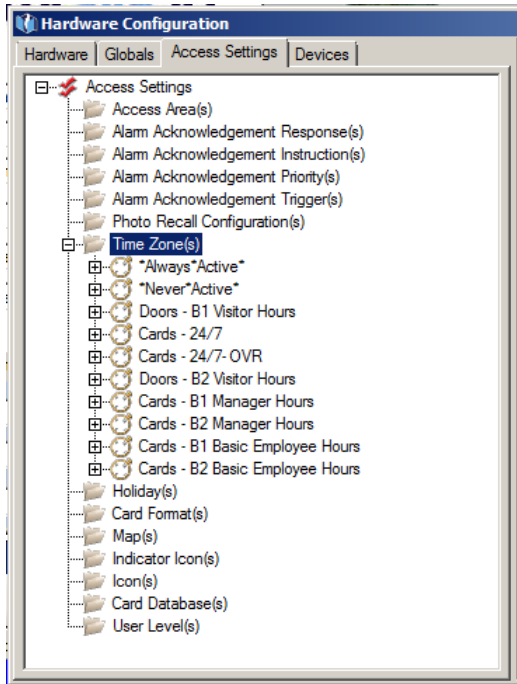
3) To create a 24/7 lockdown-override Time Zone, choose **Mode: Always Active** and check the **Lockdown Override** check box. The new Time Zone name will automatically be appended with a "**- OVR**" suffix.
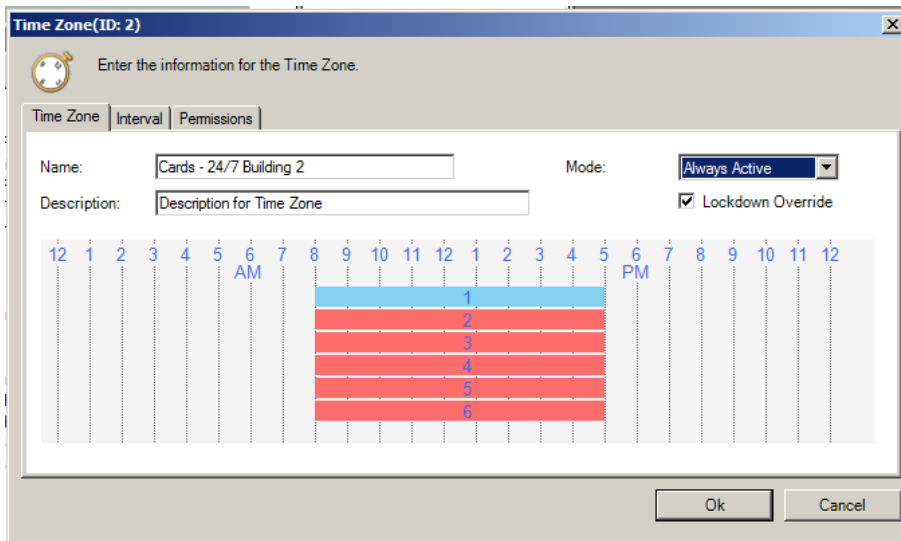

Best practice is to name a Time Zone according to its intended use and purpose, e.g. Cards versus Doors and for which areas, devices or cardholders it will be used.

4) Create a Lockdown Override Access Group
   a) Go to the Tasks pull-down menu and select Hardware Configuration.
   b) Click on the Globals tab and right-click on Access Groups folder.
   c) Select Add Group.
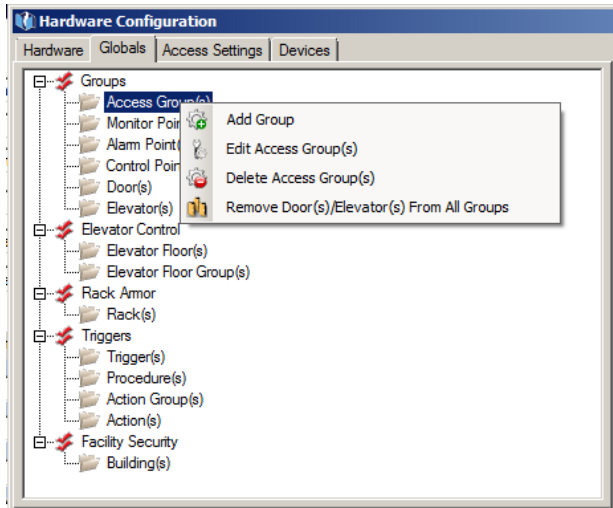
   d) Use the drop-down menus on the right to pair the "**– OVR**" time zone with each door to include in the access group.
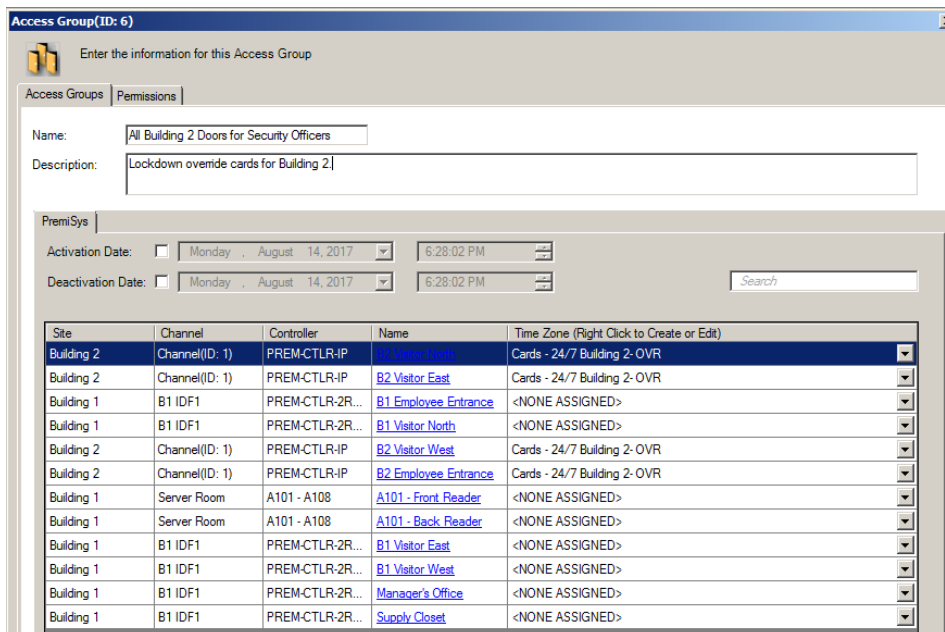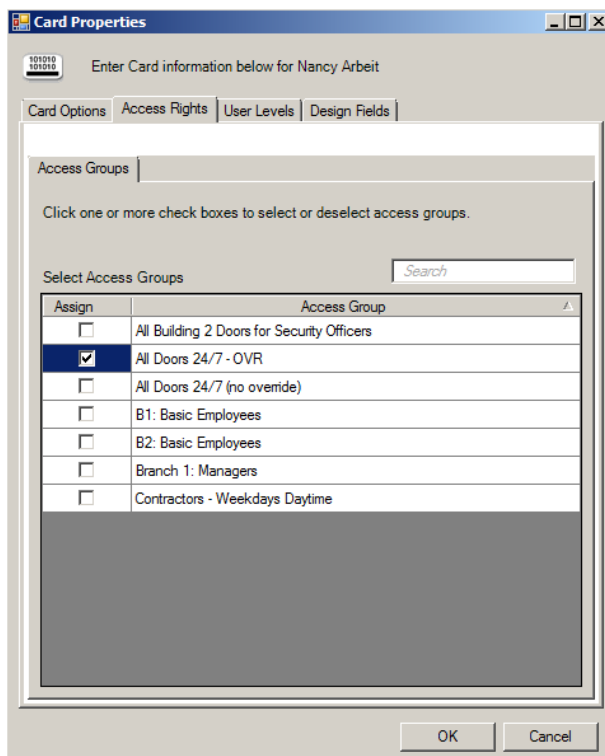

   e) Click OK to close this window. But remember to download to applicable controller(s). Note the "Controller" column. In the example above, a download is needed only for the "PREM-CTLR-IP" controller.

5) Open a cardholder record and Add or Edit a card.

6) Check the "- OVR"-marked Access Group under the Access Rights tab of the Card Properties window.
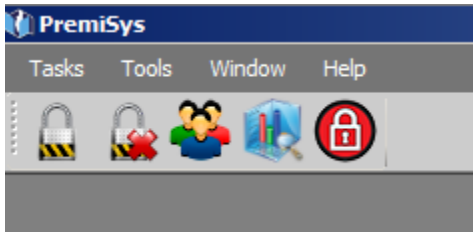

7) Click OK to save and close the Card Properties window.
8) Save the cardholder record.

IV.   Manually Activate a Lockout or Lockdown or Clear it

The red Lockdown/Lockout Control button is always docked at the top of the application for software users having permission to lockout or lockdown buildings.

To activate a lockout or lockdown manually:

1) Click on the Red Lock button at the top of PremiSys
2) Click Lockout or Lockdown button next to the building name
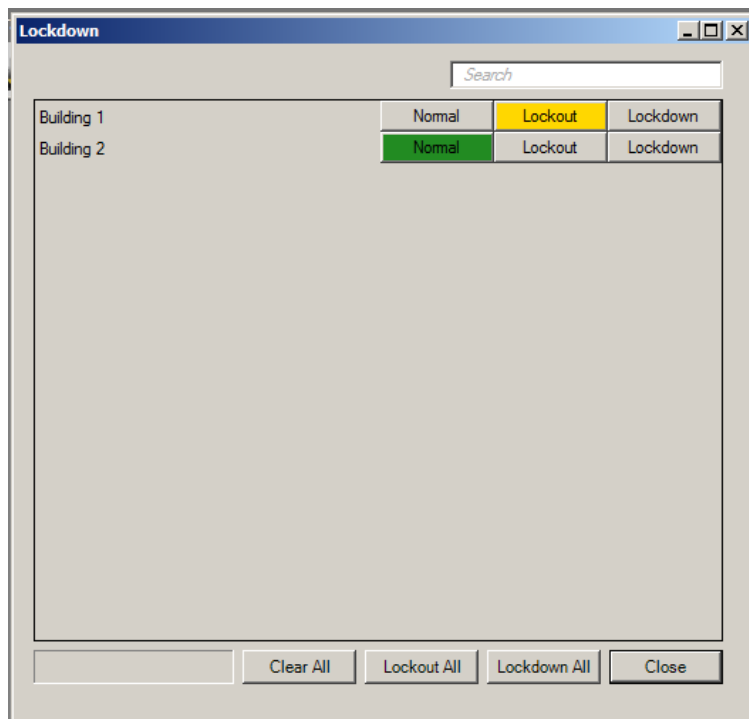
The Lockdown window also shows the status of each building. Buttons at the bottom of this window allow users to Lockout or Lockdown all buildings with one click.

V.   Event-Linking to Activate a Lockout or Lockdown or Clear it

Triggers and Procedures are used to automate system responses to transaction events, such as alarm conditions.

A facility that does not want to rely on having a user logged into PremiSys to manually activate a Lockout at the time of an emergency will likely want a trigger and procedure to automatically activate a lockout when, for example, a panic button is hit (Example 1) or configure a Key Switch to clear a Lockout in the field.

A Building transaction can also be set as the trigger condition for facility notifications. When a lockdown is activated manually by a user, then send an email or SMS notification (Example 2). Or when a Lockout is activated automatically by a Procedure, this could in turn run another procedure (Example 3).

Example 1 - Set up a panic button to lockdown a building:

1) Go to Tasks > Hardware Configuration
2) Click on the Globals tab
3) Right-click on Triggers and select Add Trigger
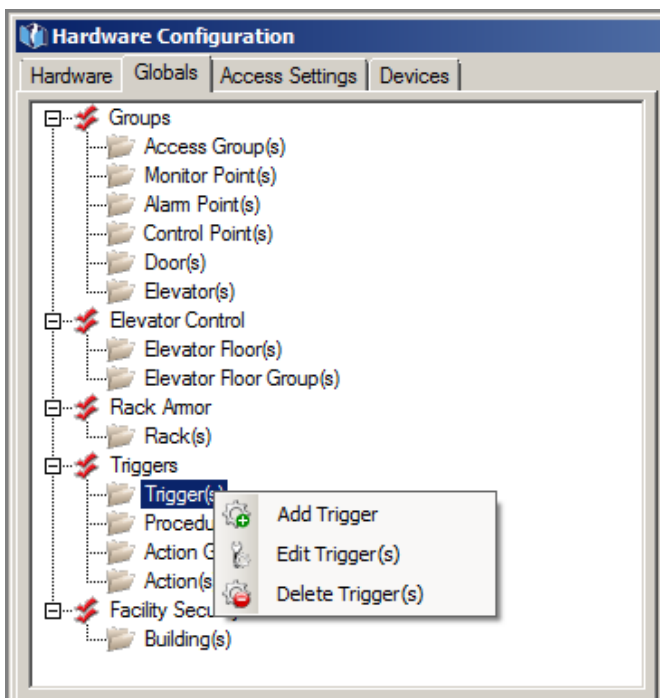
4) Name the Trigger intuitively and define the Trigger event using fields shown.

Trigger Wizard

Name: Building 2 Panic Button Hit - Lockdown Building 2

Description: Description for Trigger

| Configuration | Permissions |

Time Zone: *Always*Active*

Source Type: Monitor Point

Source Item: B2 Panic Button

Transaction Type: Change-Of-State

Transaction Codes: Available Codes

In Use	Code	Description	
☐	1	Monitor Point Disconnected	
☐	2	Monitor Point Offline	
☐	3	Monitor Point Secure	
☑	4	Monitor Point in Alarm	
☐	5	Monitor Point in Fault Condition	
☐	6	Exit Delay in Progress	
☐	7	Entry Delay in Progress	

Cancel   Next >

5) Click Next.

6) Your Procedure should look like this:
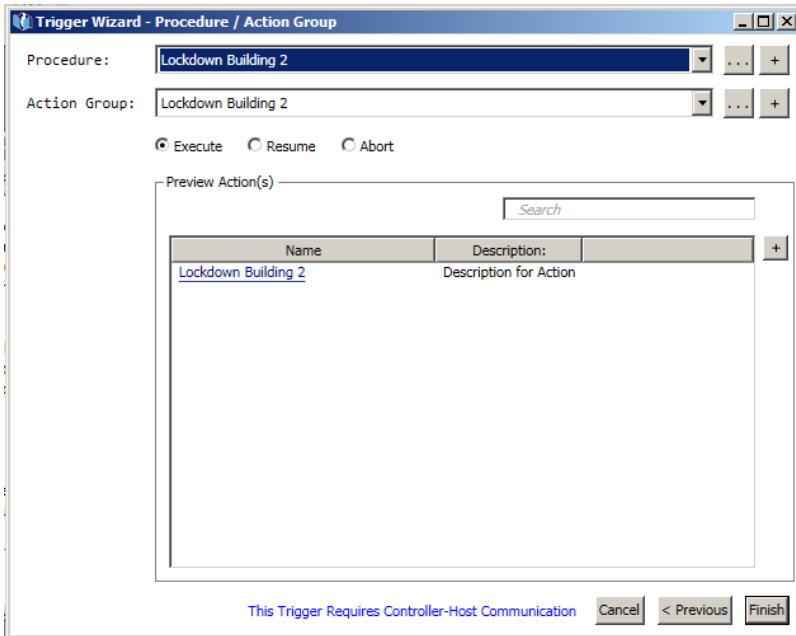
If you don't see a Procedure to select, use the "+" button next to the Procedure to create the new Procedure and Action Group.

Action options for a building are Lockout, Lockdown or Clear:
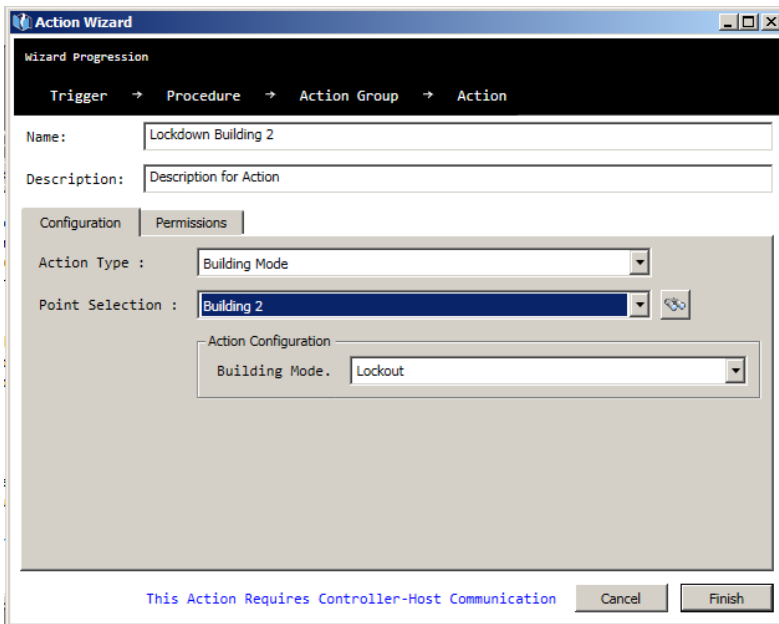
If devices are on more than one controller, the trigger procedure is Global.

7) Click Finish

8) Download to controller(s) containing the building doors and panic button monitor point.

To affect all buildings, the Point Selection (All) can be selected for the Action to Lockout, Lockdown or Cancel all buildings.
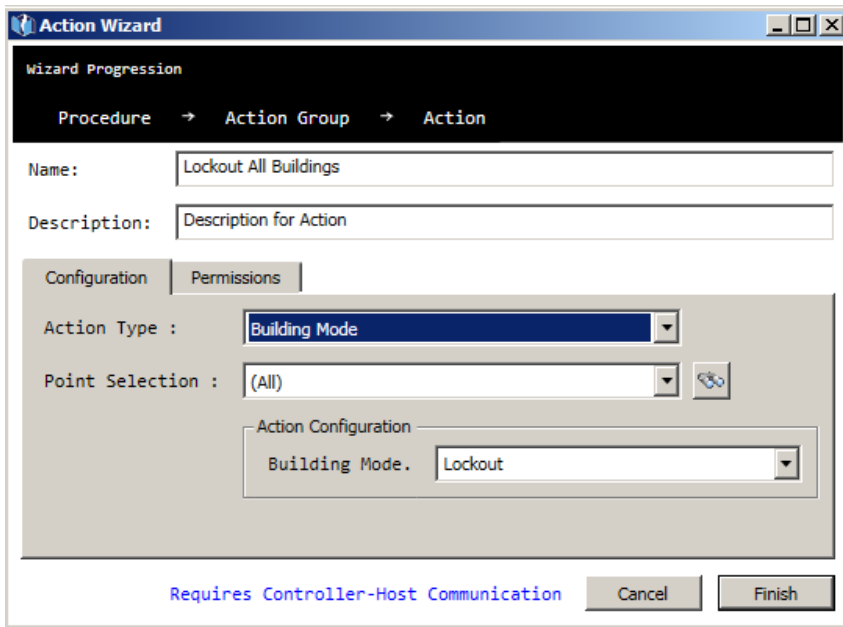
Example 2 – Manual Activation of Lockout event to trigger a procedure
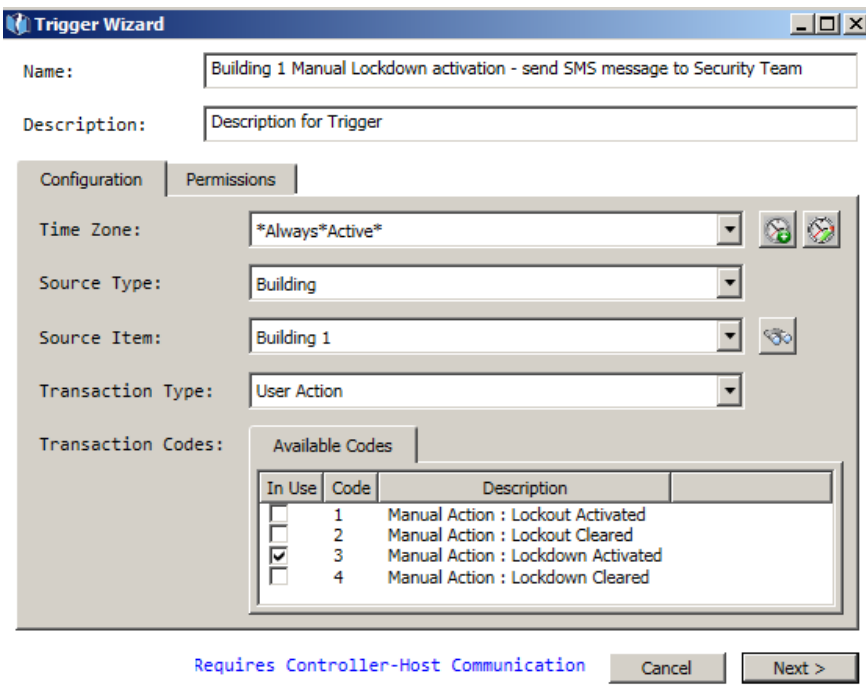
Example 3 – Procedure Activation of Lockout event triggers another procedure

Trigger Wizard

Name:	Building 2 Lockdown activated by Procedure - send SMS message to Security Team
Description:	Description for Trigger

Configuration | Permissions

Time Zone:	*Always*Active*
Source Type:	Procedure (Action List)
Source Item:	Lockdown Building 2
Transaction Type:	Procedure Progress Status

Transaction Codes:

Available Codes

In Use	Code	Description
☐	1	Abort Procedure During Delay
☑	2	Execute Procedure

This Trigger Requires Controller-Host Communication   Cancel   Next >

VI. Audit and Organize Time Zones

In deciding which time zones to suspend during a lockout, be sure to verify where existing time zones are used in the system. Time zones can be used for:

- Access Groups – to momentarily unlock and disarm a door for a cardholder during the time zone assigned to the card's access rights.
- Doors – to unlock and disarm a door during an entire time zone for non-cardholder access, such as to visitor doors.
- Triggers and Procedures –event-linking for devices other than doors with readers, for example to turn lights on from 9 to 5; or to limit when a trigger procedure works, for example to send email notifications only at night.

To audit time zones, use reports. For ease and accuracy in searching reports, consider copying the name of the time zone to your clipboard. Time zones are located in Tasks > Hardware Configuration > Access Settings tab. Expand the Time Zones folder to see existing time zones. Open a time zone window and copy the name. Or run a time zone report found in Tasks > Report Generation > Hardware reports and export it to .doc or .xls

:
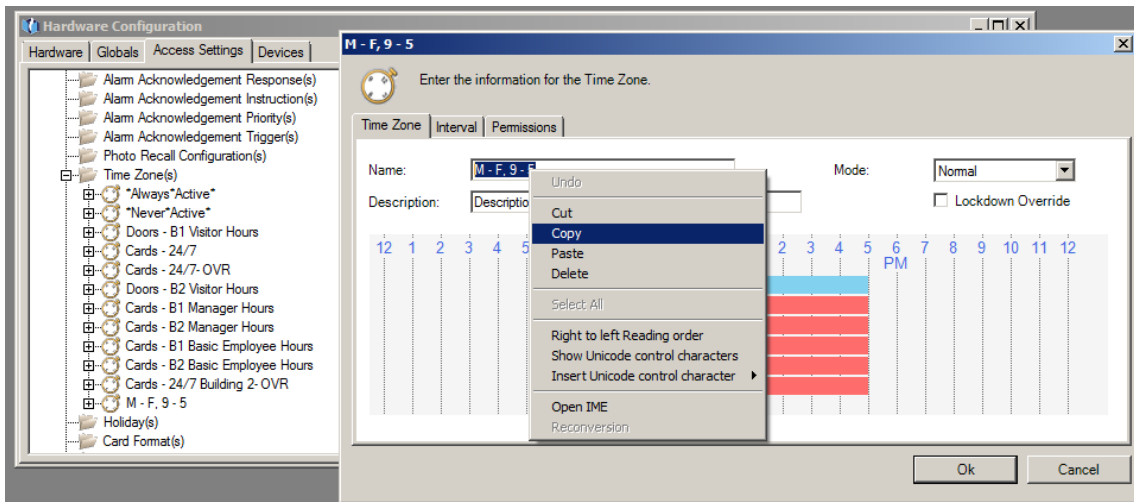
You may find a time zone is utilized at multiple buildings; for example, Visitor Hours is assigned to doors in Building 1 and Building 2, or Contractor Hours are assigned to access groups for Building 1 and Building 2. *A Lockout or Lockdown in Building 1 suspends the TZ only within the controllers containing Building 1 doors.*

But if a time zone used as a global trigger (e.g. to turn on lights at multiple buildings) then a lockout at one building *could affect other buildings*. Best practice is to configure time zone triggers as local (manual select) rather than global (system select or multiple controllers).

Local trigger example

Global trigger example

A. Card Access Rights Report

1) Go to Tasks > Report Generation
2) Expand the Cardholder report category
3) Single left-click on "Cardholder – Access Rights" report type
4) Select search by field "Time Zone Name"
5) Select Condition "Equals"
6) Paste Time Zone name from the clipboard into Value 1 field (hold CTLR key, and press V key)
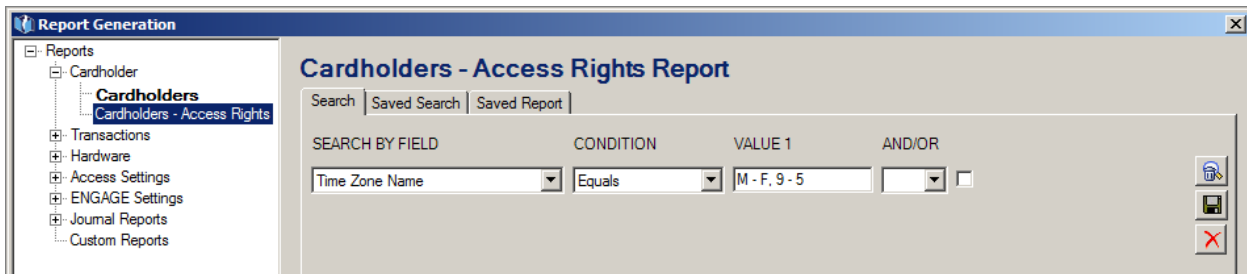
7) Click on the Report button
8) Report results will list all cards assigned this time zone. If message a appears "No Data to Show" then your time zone is not used for card access


9) To determine which access groups use this time zone, run a "Hardware - access groups" or "Hardware – access groups with cardholders" report

B. Door Report

1) Go to Tasks > Report Generation
2) Expand Hardware report category
3) Single left-click on Doors report
4) Click "Report" button
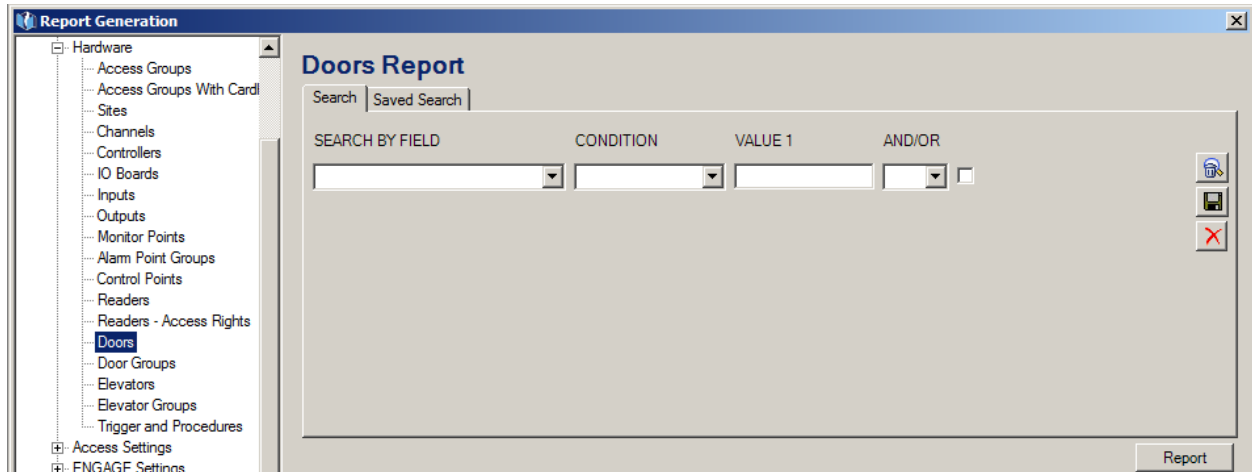
5) In the report results windows, click on the binoculars and paste the time zone name into the "Find what:" field (hold CTLR key, and press V key).
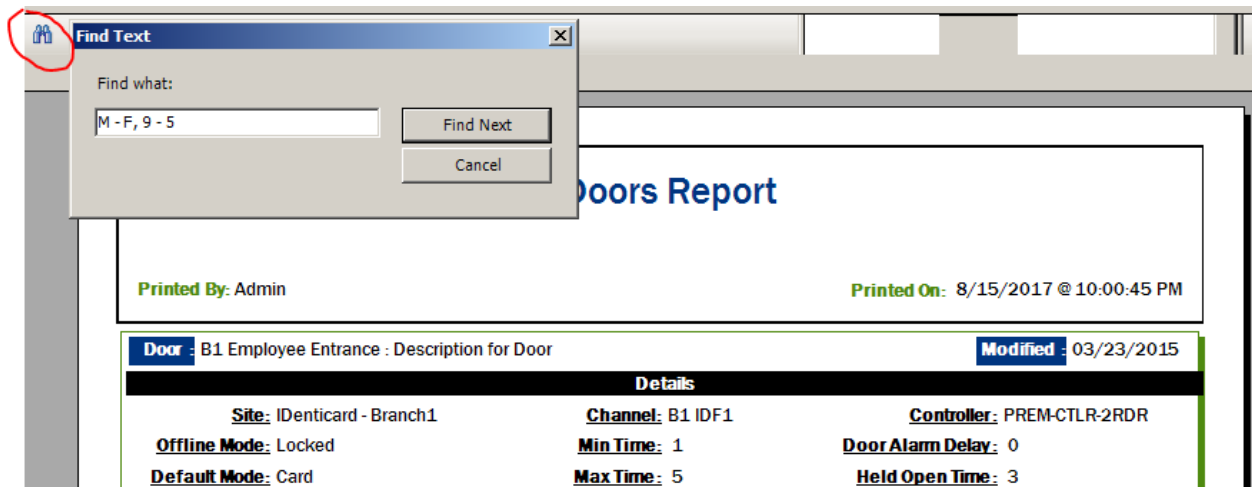
6) Click on the Find Next button.
7) If no matches are found, then this time zone isn't used for any doors with readers. If a match is found, click Find Next again to see if additional doors are assigned this time zone.

C. Trigger Procedure Report

Run two Trigger Procedure reports because time zones can be use two ways in trigger setup. The most common is as the **trigger event**. Time zone activates and disarms exits. For reporting, search for time zone name where SEARCH BY FIELD is set to "Source Type."


Time Zone can also be a **time-based condition** to limit some other trigger by time of day. To find these, search for the time zone name where SEARCH BY FIELD is set to "Time Zone."

To find out whether a time zone is used for any system trigger procedures:

1) Go to Tasks > Report Generation
2) Expand Hardware report category
3) Click on Trigger and Procedures report category
4) In the Search tab, select SEARCH BY FIELD as "Source Type"
5) Set Condition to "Equals"
6) Paste Time Zone name from the clipboard into the Value 1 field (hold CTLR key, and press V key)
7) Click Report button to run the report. If a message appears "No Data to Show" then your time zone is not used as a trigger anywhere in the system.
8) Next run a second report, this time set SEARCH BY FIELD to "Time Zone" equals [your time zone name]. If "No Data to Show" appears, then your time zone is not used as a time-based limiter for any other triggers in the system.
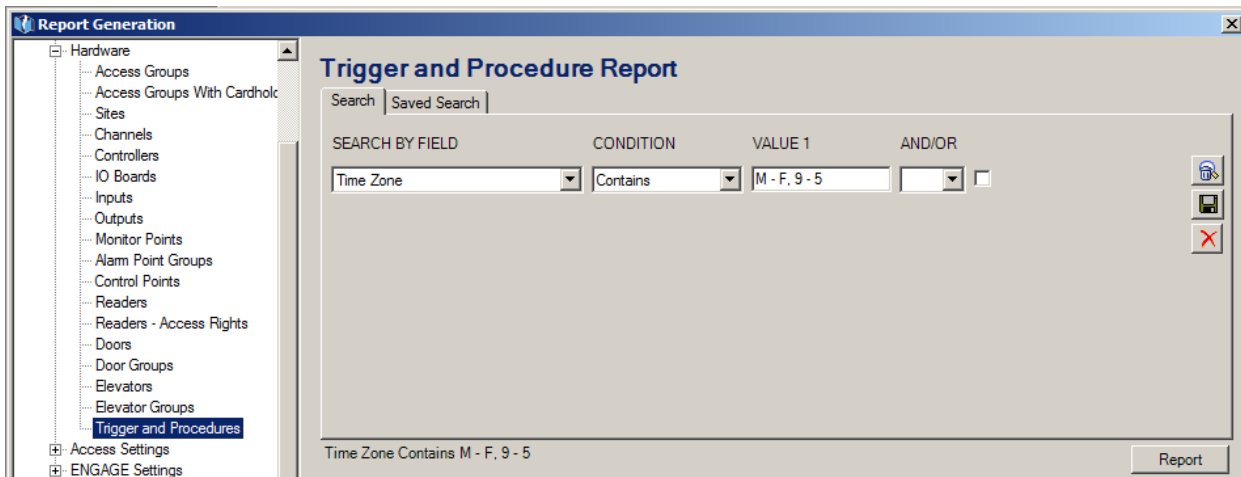
VII. Transactions related to Lockout and Lockdown

Lockdown suspends card time zones. Therefore a non-OVR card failure is reported as "Invalid Time" when used at a Building door in Lockdown mode.

Source Type	Transaction Type	Transaction Code
Building	User Action	Manual Action : Lockout Activated
Building	User Action	Manual Action : Lockout Cleared
Building	User Action	Manual Action : Lockdown Activated
Building	User Action	Manual Action : Lockdown Cleared
Door/Elevator/Rack	Card Using Card No. Only	Access Denied: Invalid Time

When lockdown or lockout is activated by a software user, transaction detail includes username and PC name: "Admin @PC-Name." When activated by a procedure, event detail is recorded as "Procedure Action @PC-Name."