



## Bulletin

To: Security Management System Partners

Date: December 5, 2008

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From: Schlage Technical Support

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Re: Lockdown Procedures

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### Lock Down Procedures

Depending on your specific security plan, certain high risk situations may require all doors to be put into a lock down state. A lock down is used to secure all persons currently inside a facility, while restricting access to anyone from the outside. This document outlines steps for programming and initiating a lock down with your Schlage security management system for offline and online devices.

**Important:**

When using a battery operated device, such as a Wireless Reader, the door will only secure at the next heartbeat of the reader or if an action takes place at the door such as REX, DOD contact, or a card read. All other devices will lock down as soon as the command is executed.

If the door is in a “lock down” mode, you cannot use a card to gain access. However, you can use a key to gain entry. Normal access rules apply for exit doors that require a REX at the door to exit. The only exception is when the door has a reader on both sides of the door. If you want the Exit Reader that is controlling the door to function as normal, do not add this reader to the “lock down set”.

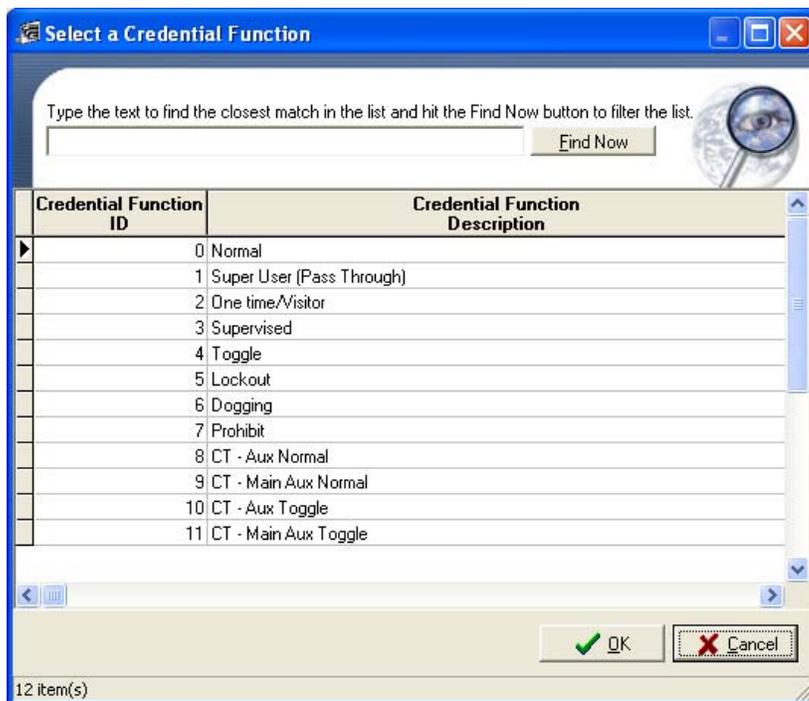
*In version 5.3 and greater you are able to create a lockdown that will lockdown doors that are open due to an automatic override schedule. You will still be able to use cards to gain access.*

## Lock Down Procedures for Offline (Stand-alone) Locks

Follow the steps below for any offline locks associated with your Security Management System. Offline functions such as Toggle, Lockout and Super User (Pass Through) should be selected for each user credential where applicable. *Note: This does not program an automatic lock down. Manual processes are required.*

### Step 1. Setup Lock Down Credentials

- Program a toggle card and a lockout card for authorized individual(s) in Cardholder Definition. This should be done prior to a lock down. Refer to the user manual for further assistance if necessary.



### Execute Lock Down On Offline Locks

- Present the lockout card to any offline locks you wish to put into lock down mode. If a lock is in an override schedule or toggle condition, you will have to present the toggle card first to secure the door and then the lockout card to lock down the door.
- Note: When the lock is in the lockout mode the only type of card that will gain access is the Super User (Pass Through) status card. This function should be reserved for upper management type users who will be allowed entry to the facility in a lock down state.
  - To return lock(s) to normal status, present the lockout card to those locks once again.

## Lock Down Procedures for Online (Networked) Locks: *No card access*

Follow the steps below for any online locks associated with your Security Management System.

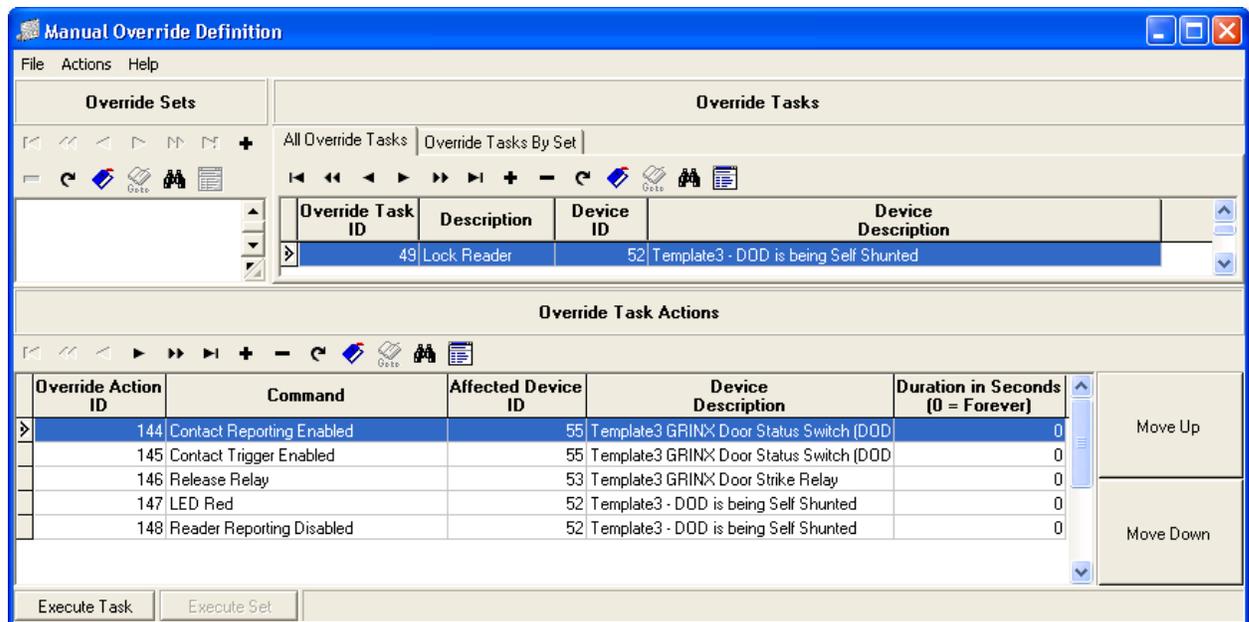
First, you will need to setup two manual override tasks per door. One of the tasks will lock down the door and the other will reset the door to its normal state following lock down.

The Manual Override Sets you create for your lock down can be executed in two ways; (1) By initiating the Execute Set command in Manual Override Execution or (2) By using Universal Triggers. Universal Triggers can be executed by a cardholder credential or by contact point activation such as a latching button or key switch.

### Step 1. Setup A Lock Down

- In Manual Override Definition, set up the following override task for each door with the following actions:

Lock Reader Task		
Command	Device Description	Duration in Seconds
Contact Reporting Enabled	DOD (Door Open Detect)	0 = Forever
Contact Triggers Enabled	DOD (Door Open Detect)	0 = Forever
Release Relay	Go Relay on Reader	0 = Forever
LED Red	LED on Reader	0 = Forever
Reader Reporting Disabled	On Reader	0 = Forever



## Step 2. Setup A Lock Down Reset

- In Manual Override Definition, set up the following override task for each door with the following actions:

Reset Reader Task		
Command	Device Description	Duration in Seconds
Contact Reset (all)	DOD (Door Open Detect)	0 = Forever
Relay Reset	Go Relay on Reader	0 = Forever
LED Reset	LED or Reader	0 = Forever
Reader Reporting Reset	On Reader	0 = Forever

### Step 3. Setup Two Manual Override Task Sets

Two manual override task sets need to be set up; one to lock down all doors and the other to reset all doors. This enables you to lock down or reset all doors with one action.

#### Create Lock Down Manual Override Set

- In Manual Override Definition, create the lock down set and add all the Lock down override tasks that you created in Step 1.
- Note: When you lock down a door using Manual Override Set commands, online readers will no longer allow access to any credentials. The only way to reset the door to its normal state is with the reset reader command.

**Manual Override Definition**

File Actions Help

**Override Sets**

Building Lock Down

**Override Tasks**

All Override Tasks | Override Tasks By Set

Override Task ID	Description	Device ID	Device Description
49	Lock Reader	52	Template3 - DOD is being Self Shunted
57	Lock Reader	56	Template9 - Turnstile Reader - DOD & REX not available
64	Lock Reader	58	Template5 - DOD is being shunted by Reader & REX (DOD Trigger)
73	Lock Reader	63	Template4 - DOD is being Self Shunted (No DOD Trigger) (No REX)
80	Lock Reader	66	Template7 - DOD Shunted/Reader REX & Recep Button/No DOD Trigger
89	Lock Reader	71	Template8 - DOD Shunted/Reader, REX & Recep. Button /DOD Trigger

**Override Task Actions**

Override Action ID	Command	Affected Device ID	Device Description	Duration in Seconds (0 = Forever)	
144	Contact Reporting Enabled	55	Template3 GRINX Door Status Switch (D	0	Move Up
145	Contact Trigger Enabled	55	Template3 GRINX Door Status Switch (D	0	
146	Release Relay	53	Template3 GRINX Door Strike Relay	0	Move Down
147	LED Red	52	Template3 - DOD is being Self Shunted	0	
148	Reader Reporting Disabled	52	Template3 - DOD is being Self Shunted	0	

Execute Task Execute Set

## Create Lock Down Reset Manual Override Set

- In Manual Override Definition, create a lock down reset set and all the override tasks that you created in Step 2.

Note: After the doors have been reset, they will return to their original state. For example, if the door was originally in an “automatic override schedule”, it will return to an “unlocked state”.

The screenshot shows the 'Manual Override Definition' software interface. It is divided into several sections:

- Override Sets:** Contains two checkboxes: 'Building Lock Down' and 'Building Lock Down Reset'.
- Override Tasks:** A table listing tasks with columns for 'Override Task ID', 'Description', 'Device ID', and 'Device Description'.
 

Override Task ID	Description	Device ID	Device Description
50	Reset Reader	52	Template3 - DOD is being Self Shunted
58	Reset Reader	56	Template9 - Turnstile Reader - DOD & REX not available
65	Reset Reader	58	Template5 - DOD is being shunted by Reader & REX (DOD Trigger)
74	Reset Reader	63	Template4 - DOD is being Self Shunted (No DOD Trigger) (No REX)
81	Reset Reader	66	Template7 - DOD Shunted/Reader REX & Recep Button/No DOD Trigger
90	Reset Reader	71	Template8 - DOD Shunted/Reader, REX & Recep. Button /DOD Trigger
- Override Task Actions:** A table listing actions with columns for 'Override Action ID', 'Command', 'Affected Device ID', 'Device Description', and 'Duration in Seconds (0 = Forever)'.
 

Override Action ID	Command	Affected Device ID	Device Description	Duration in Seconds (0 = Forever)
149	Contact Reset (all)	55	Template3 GRINX Door Status Switch (D	0
150	Relay Reset	53	Template3 GRINX Door Strike Relay	0
151	LED Reset	52	Template3 - DOD is being Self Shunted	0
152	Reader Reporting Reset	52	Template3 - DOD is being Self Shunted	0

At the bottom of the interface, there are buttons for 'Execute Task' and 'Execute Set'.

## Set Up a Cardholder Credential for Lock Down

Note: If you are using a cardholder credential you must also have a designated reader that is only used to perform the lock down. This reader should be installed in a secure place.

- Using the System Manager, define a *Lock Down Area*. This area will only be assigned to the *Lock down Reader*.

**Add Area Wizard**

**Enter the Primary Data for this Area**  
A Description must be entered and an Area State must be chosen before you can continue.

\* Description  
Lock Down Area

Notes

\* Area Type  
Normal

Maximum occupancy count  
8

\* Area State  
Normal Access

Buttons: Cancel, < Back, Next >, Finish

- Using System Manager, define a lock down reader. Make sure that it is designated as a *Standard Reader* and provides access to the lock down area.

**Reader Definition**

File Edit Search Help

\* Description  
Lock Down Reader

Notes

\* Attached To  
Controller

\* Provides Access To Area  
Lock Down Area

\* Reader Model  
SRINX - 1 RELAY

\* Reader Type  
Standard Reader

\* Door Type  
Pedestrian

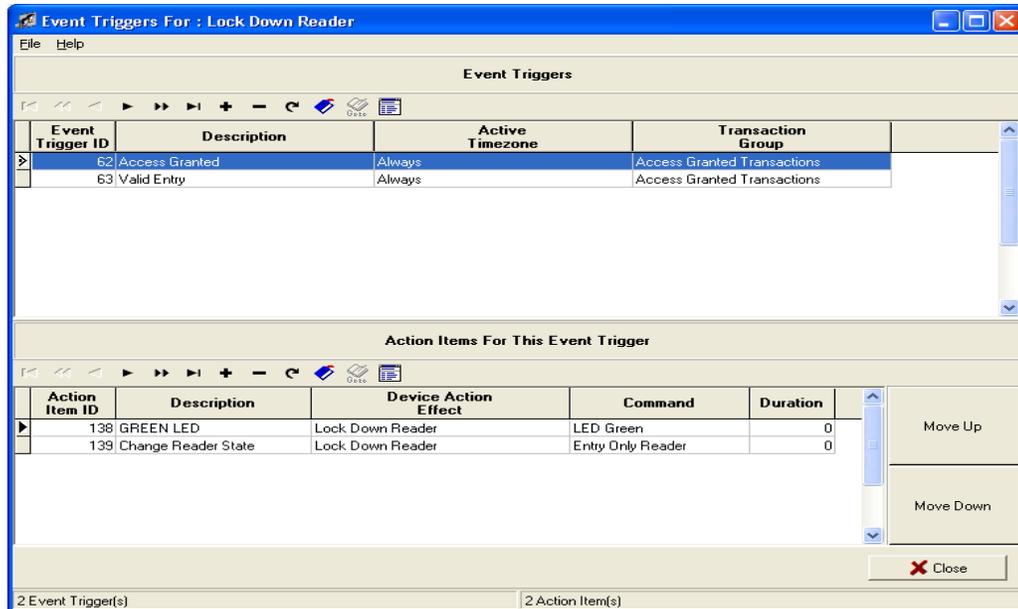
Antipassback Time (Minutes) Channel Number Reader Address  
0 1 1

Reader Template  
No Template

Keypad Reader  Degraded Mode  Auto Relock  
 Guest Sign In Reader  Guest Sign Out Reader  
 Installed  
 Reinstall All Devices

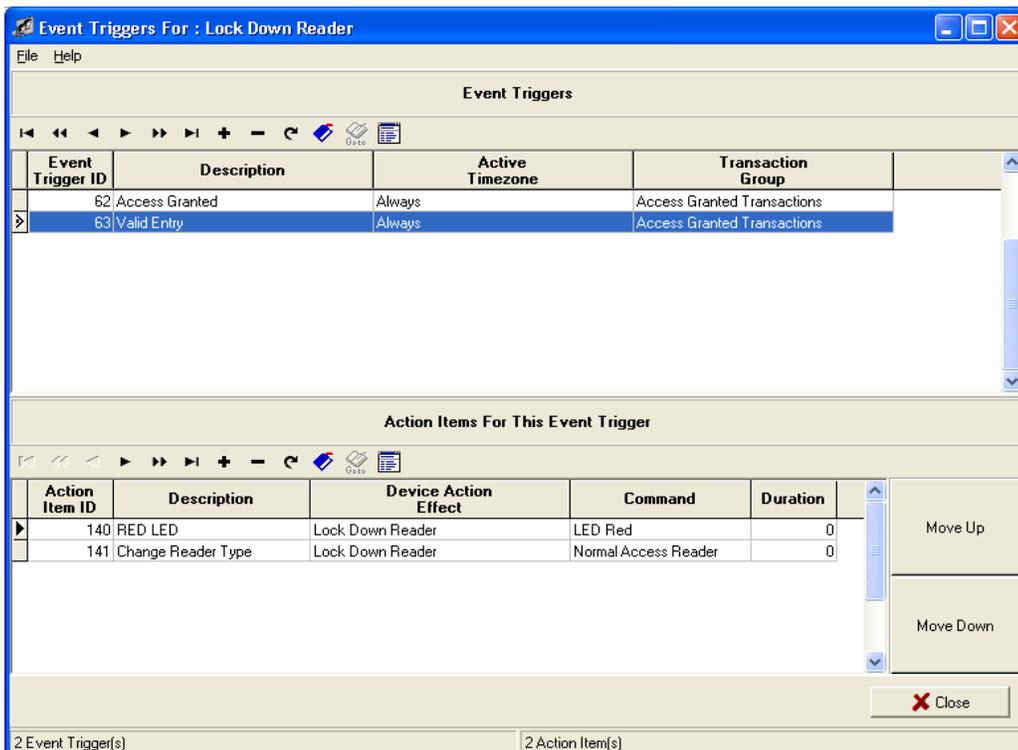
Save and Close Save and New Close

- From the Reader Definition window go to Edit>Edit Event Triggers. Using the Edit Event Triggers window, create the following triggers for the lock down reader:
  1. Valid Access Transaction
    - Turn LED Green forever (0).
    - Change Reader Type to Entry Only Reader



2. Valid Entry Transaction

- Turn RED LED forever (0)
- Change Reader Type to Normal Access Reader

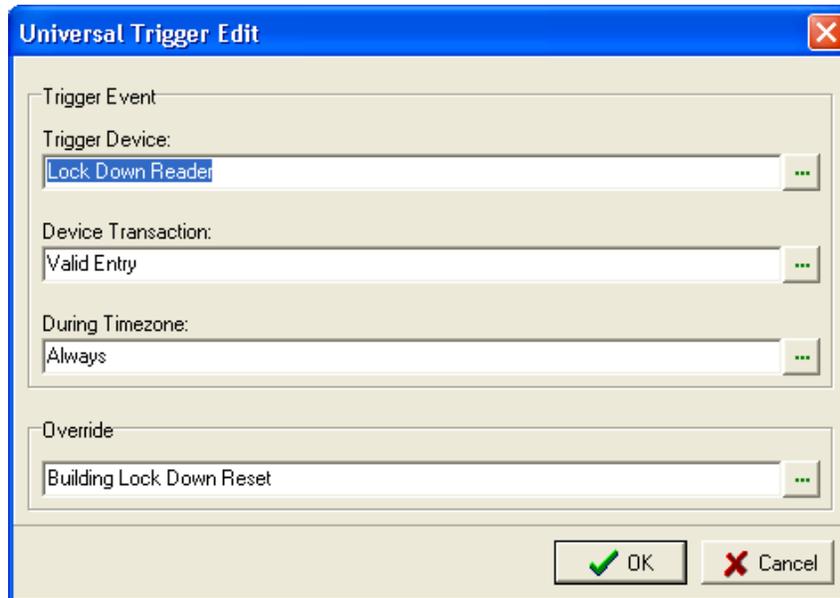


NOTE: Access to the Lock Down Area should only be granted to cardholders that are permitted to execute a Lock Down. It is very important that these cardholders have the Controlled Anti-passback option disabled. If this is not possible, a new cardholder must be created that will be used only to execute a lock down.

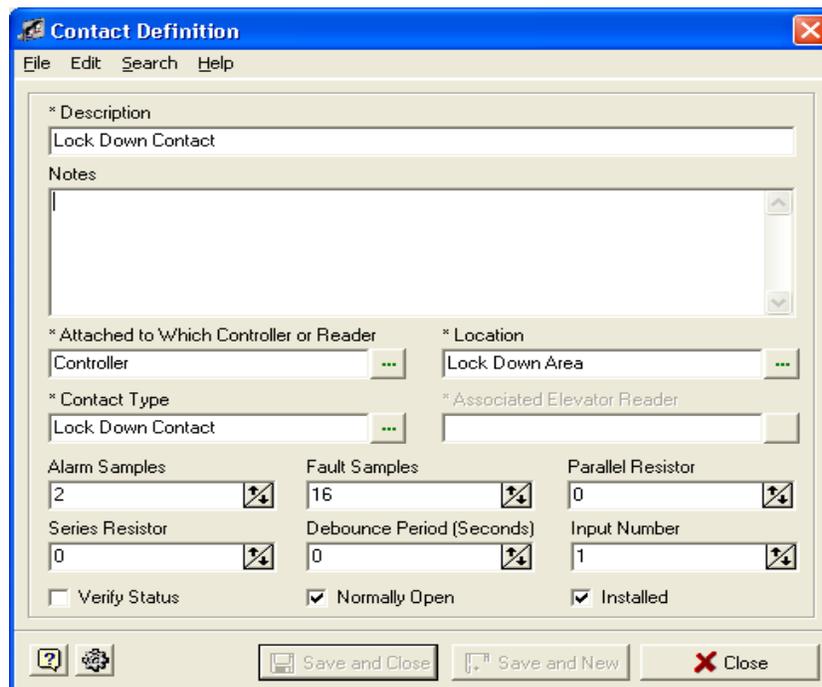
- Using the Universal Triggers module, define a universal trigger for the lock down using the following selections:
  - Trigger Device = Lock Down Reader
  - Device Transaction = Valid Access
  - During Timezone = Always
  - Override = Building Lock Down

The image shows a software dialog box titled "Universal Trigger Definition". It has a blue header bar with a close button (X) in the top right corner. The dialog is divided into several sections. The first section is "Trigger Event", which contains a sub-section "Trigger Device" with a dropdown menu showing "Lock Down Reader". Below this is "Device Transaction" with a dropdown menu showing "Valid Access". The next section is "During Timezone" with a dropdown menu showing "Always". The final section is "Override" with a dropdown menu showing "Building Lock Down". At the bottom right of the dialog are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

- Using the Universal Trigger module, define a Universal Trigger for the Lock Down Reset using the selections below:
  - Trigger Device = Lock Down Reader
  - Device Transaction = Valid Entry
  - During Timezone = Always
  - Override = Building Lock Down Reset



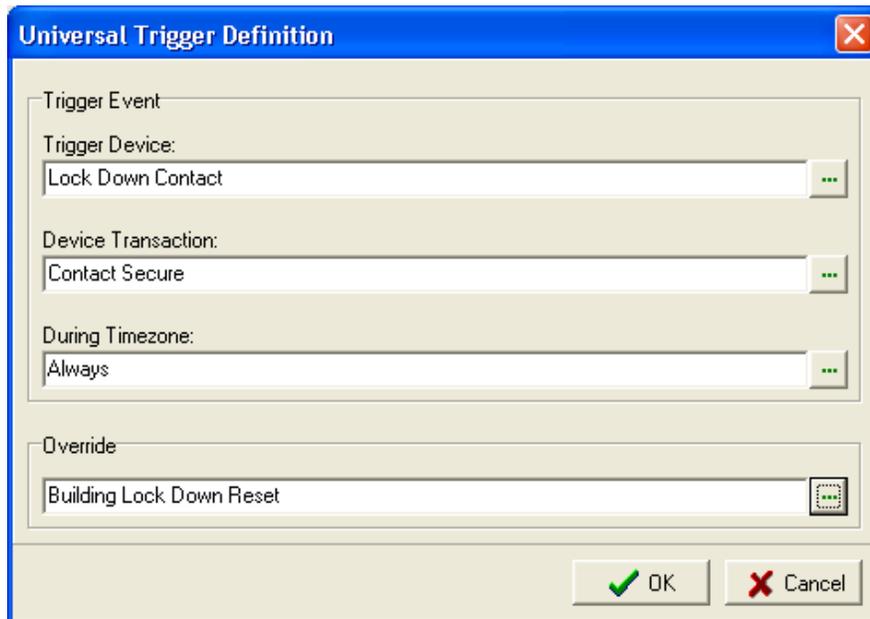
- Using System Manager, define a lock down contact.



- Using the Universal Trigger module, define a Universal Trigger for the Lock Down using the following selections:
  - Trigger Device = Lock Down Contact
  - Device Transaction = Contact Active
  - During Timezone = Always
  - Override = Building Lock Down

The screenshot shows a dialog box titled "Universal Trigger Definition". It has a blue title bar with a close button (X) on the right. The dialog is divided into two main sections. The first section, "Trigger Event", contains three fields: "Trigger Device:" with the value "Lock Down Contact", "Device Transaction:" with the value "Contact Active", and "During Timezone:" with the value "Always". Each field has a small "..." button to its right. The second section, "Override", contains one field with the value "Building Lock Down" and a small icon to its right. At the bottom of the dialog are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

- Using the Universal Trigger module, define a Universal Trigger for the Lock Down Reset using the following selection:
  - Trigger Device = Lock Down Contact
  - Device Transaction = Contact Secure
  - During Timezone = Always
  - Override = Building Lock Down Reset



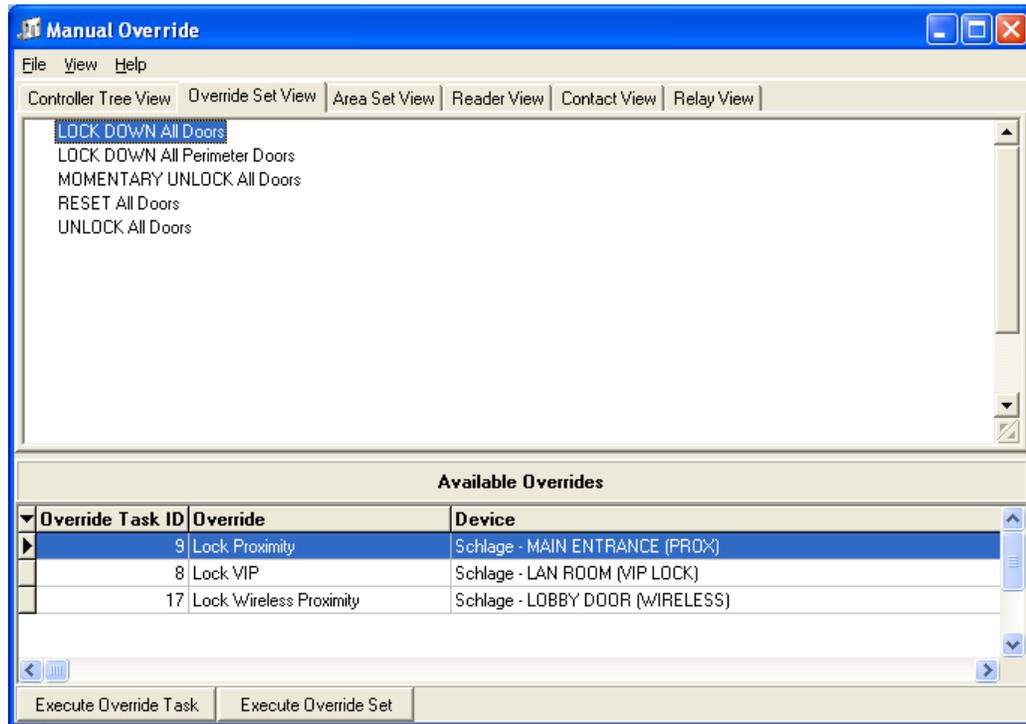
- In Cardholder Definition, grant access to this reader for those individuals authorized to initiate a lock down.

#### **Step 4. Executing A Lock Down**

Depending on how your system has been set up, a lock down can be initiated in one of the following ways.

##### **Execute Lock Down Using Manual Override Function**

- Open Manual Override Execution
- Select the Override Set View tab
- Highlight the action you wish to execute (i.e. Lock Down All Doors). Doors included in the lock down set are listed on the bottom half of the screen.
- Click Execute Override Set to initiate Lock Down
  - To return system to normal status, highlight Reset All Doors and click Execute Override Set



### Execute Lock Down Using Universal Triggers with Designated Card Reader

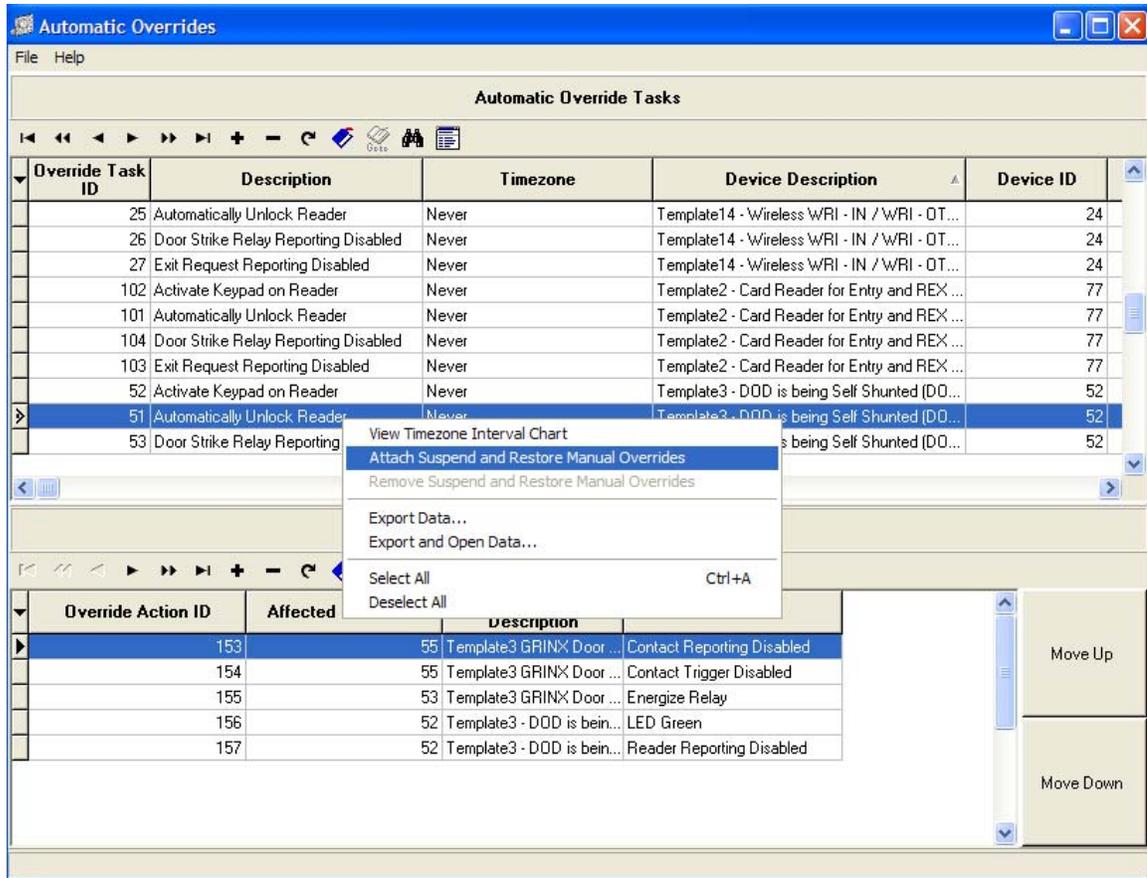
- Present valid credential at designated card reader
- To return system to normal status, present valid credential at designated card reader once again

### Lock Down Procedures for Online (Networked) Locks: *card access*

This function will only work on SMS Version 5.3 and above and will only allow you to lockdown any doors that are on an Automatic Override schedule.

#### Step 1. Setup Suspend and Restore override task

- In Automatic Override Application, create the **Attach the Suspend and Restore Manual Overrides** for each door that will be suspended during the Lockdown.



## Step 2. Setup Two Manual Override Task Sets

Set up two manual override task sets; one to Suspend all doors during the Lockdown and the other to Restore all the doors. This enables you to Suspend or Restore all doors with one action.

### Create Lock Down Manual Override Set

- In Manual Override Definition, create the lock down set and add all the Suspend override tasks that were created in Step 1.

Note: When you lock down a door using Manual Override Set commands, online readers will allow access to any Valid Credential.

**Manual Override Definition**

File Actions Help

**Override Sets**

Building Lock Down

**Override Tasks**

All Override Tasks | Override Tasks By Set

Override Task ID	Description	Device Description
131	Restore Automatic Override: Automatically Unlock Reader	Template3 - DOD is being Self Shunted
130	Suspend Automatic Override: Automatically Unlock Reader	Template3 - DOD is being Self Shunted
129	Restore Automatic Override: Automatically Unlock Reader	Template5 - DOD is being shunted by F
128	Suspend Automatic Override: Automatically Unlock Reader	Template5 - DOD is being shunted by F
127	Restore Automatic Override: Automatically Unlock Reader	Template4 - DOD is being Self Shunted
126	Suspend Automatic Override: Automatically Unlock Reader	Template4 - DOD is being Self Shunted
125	Restore Automatic Override: Automatically Unlock Reader	Template2 - Card Reader for Entry and
124	Suspend Automatic Override: Automatically Unlock Reader	Template2 - Card Reader for Entry and
123	Restore Automatic Override: Automatically Unlock Reader	Template14 - Wireless WRI - IN / WRI
122	Suspend Automatic Override: Automatically Unlock Reader	Template14 - Wireless WRI - IN / WRI
119	Restore Automatic Override: Automatically Unlock Reader	Template12 - Wireless Cylindrical Lock
118	Suspend Automatic Override: Automatically Unlock Reader	Template12 - Wireless Cylindrical Lock

**Override Task Actions**

Override Action ID	Command	Affected Device ID	Device Description
328	Suspend Automatic Override	52	Template3 - DOD is being Self Shunted (DOD Trigger) (No F

Move Up

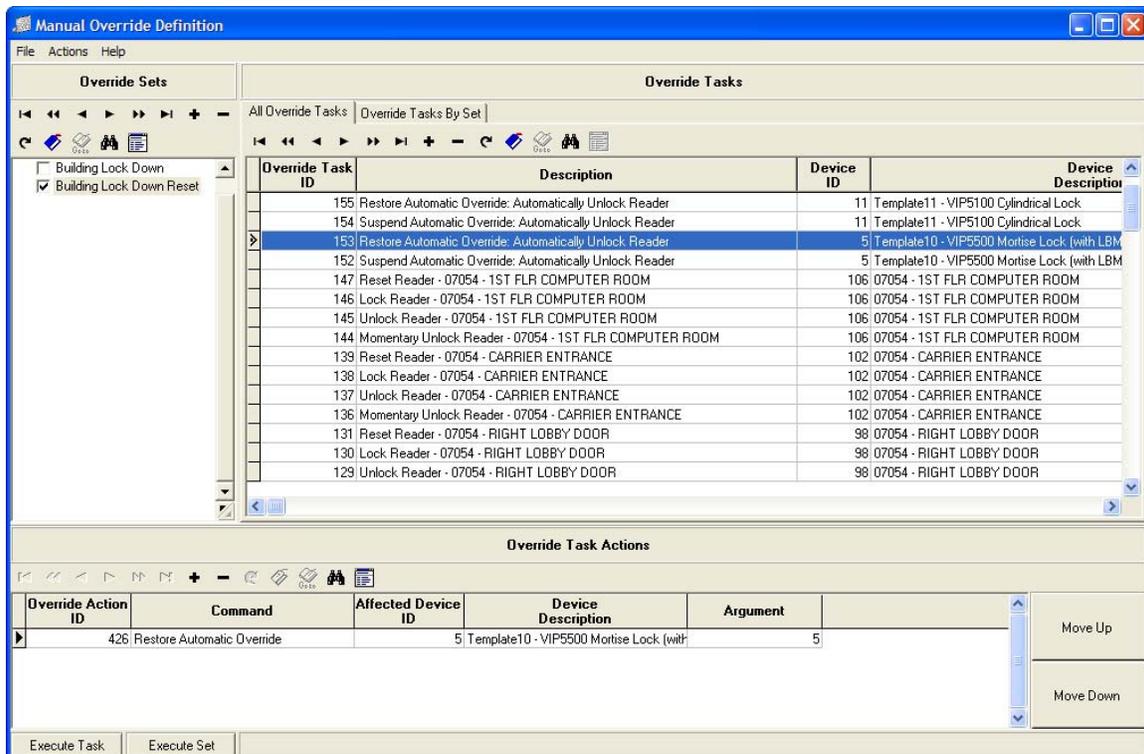
Move Down

Execute Task    Execute Set

## Create Lock Down Reset Manual Override Set

- In Manual Override Definition, create a lock down reset set and add all the Restore Automatic tasks that were created in step 1.

Note: After the doors have been reset, they will return to their original state. For example, if the door was originally in an “automatic override schedule”, it will return to an “unlocked state”.



Follow the same steps from the [Lock Down Procedures for Online \(Networked\) Locks, No card access](#) process to setup the execution of the lockdown using a card or a contact.

If you require additional assistance with a door setup with In/Out readers please contact your local installer to find out how the doors are wired.

If you have any non-site specific questions please contact our Technical Support Department at 1-866-322-1237 or email [techsupport\\_schlagesms@irco.com](mailto:techsupport_schlagesms@irco.com).