

MCCD BRC & LB Balance of Doors Lockdown System Configuration

There are four methods to trigger a lockdown within the MCCD environment:

- Software-initiated Campus-Wide or Building Lockdown
- Redcard-initiated Building Lockdown
- Building Lockdown Button
- Campus Lockdown Button

Each Lockdown Task will activate a system Macro (Main/Macros) that will activate a Task for each Mercury Smart Control Panel (SCP) in the same building. The Redcard Lockdown and All Clear Tasks have already been created for existing SCPs and are triggered by the Lockdown and All Clear Macros for both Building and Campus Lockdown scenarios. Lockdown Button Tasks will need to be created for both existing and new SCPs, as well as a Task for each physical Lockdown button. New SCPs added in this scope will need all Tasks to be created and configured as described below. Existing Lockdown and All Clear Macros will need to be updated to include the Tasks for each of the new SCPs added. New doors on existing panels will need to be added to the existing Tasks on that SCP.

The Los Banos Campus and BRC have a hardware-based lockdown button replication configuration for initiating Lockdown Tasks at each SCP, due to the potential for network interruption. Additional steps must be included in both the Redcard Task and Button Lockdown Task to facilitate this function. Refer to SE6.01 & SE6.02 for additional details on system architecture. See step-by-step configuration instructions below.

Software-initiated Lockdown

It is possible to trigger Lockdown for any campus or building from the AccessIt! software by manually activating the appropriate Macro. All Macros can be accessed under the Main Menu on the left, then clicking Macros. The Campus Lockdown Macro and Campus All Clear Macro buttons should be configured at the top of the screen. They may also be accessible via a Map.

Each Lockdown Macro will trigger a Task for each SCP associated with the scope of the Macro. Building Lockdown Macros must trigger Tasks for all SCPs in that building, while Campus Lockdown Macros must trigger Tasks for every SCP on Campus. Lockdown Tasks will be shared for both Building Lockdown and Campus Lockdown Macros.

Additional information on the setup of Tasks and Macros is included in the Redcard and Lockdown Button sections.

Building Codes

- Business Resource Center = BRC
- Los Banos
 - Agriculture = LB-AG
 - Building A = LB-A
 - Building B = LB-B
 - Child Development Center = LB-CDC

Tasks and Macros

The following Tasks and Macros are required to support the lockdown methods:

1. Tasks:
 - 1.1. Lockdown Button Task (per each lockdown button)
 - 1.2. Building Lockdown Task (per each SCP)
 - 1.3. Redcard Lockdown Task (per each SCP)
 - 1.4. Hardware Lockdown Task (per each SCP for Los Banos and BRC campuses)
 - 1.5. All Clear Task (per each SCP)
2. Macros:
 - 2.1. Campus Lockdown Macro (per each site)
 - 2.2. Building Lockdown Macro (per each building)
 - 2.3. Campus All Clear Macro (per each site)
 - 2.4. Building All Clear Macro (per each building)

Any information provided below in square brackets [] should be replaced with the appropriate value.

1 Tasks

Tasks are actions that a particular panel can execute locally, without having to be connected to the server. Tasks can be accessed via the Hardware menu by expanding the SCP list and then expanding the particular SCP you are working on. This is where you will determine whether the Task already exists or if you will need to create a new Task. If a new one is required, select an unused Task to edit in order to make the new Task.

1.1 Lockdown Button Task

Each button's input will have an associated Task to activate a Lockdown Task on the same SCP.

For each Input:

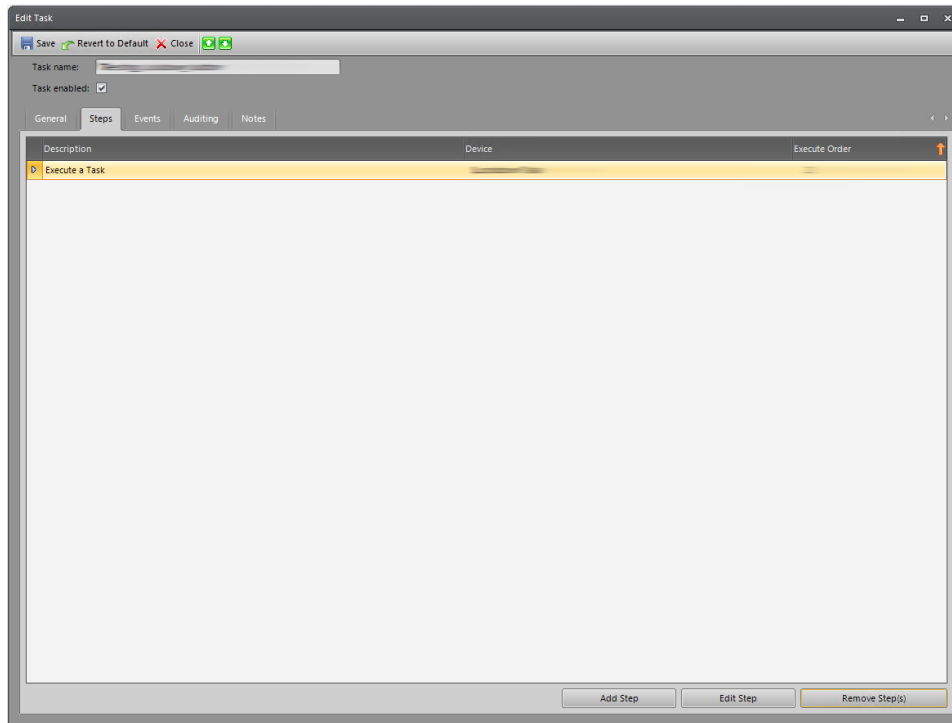
1. Validate that the input state is showing correctly in the system in both secure and unsecure states to avoid accidentally triggering lockdown or preventing button functionality
2. Create a Task on the SCP
3. Name the Task: [Building Code] [Panel#] [Room] Lockdown Button
4. On the General tab:
 - a. Set Conditionally execute to: When an input changes state
 - b. Input name: [name of the configured input, which should be the same as the Task name]
 - c. Conditions: Check "When input is unsecure"

The screenshot shows the 'Edit Task' window with the following configuration:

- Task name: [Redacted]
- Task enabled: ☒
- General tab selected
- SCP Name: [Redacted]
- Conditionally execute: When an input changes state
- Input name: [Redacted]
- Only during timezone: Always
- Conditions:
 - ☐ When input is secure
 - ☒ When input is unsecure
 - ☐ When input is in a fault condition

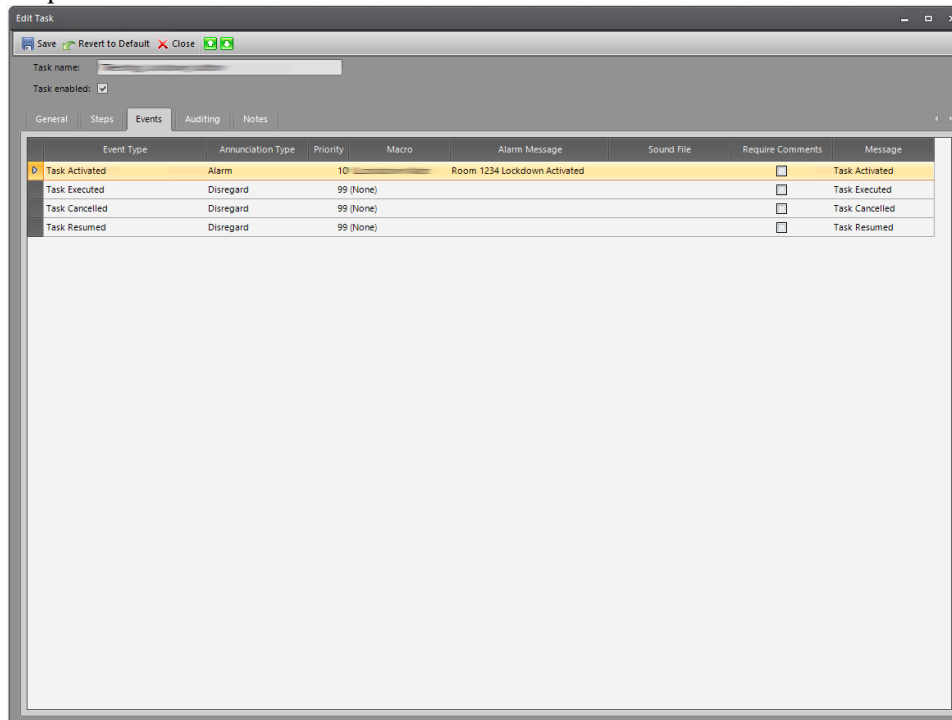
On the Steps tab, choose Add Step to activate the following:

1. Execute a Task: [Lockdown Task for this panel]
 - a. Execute Order: 1



On the Events tab, configure the following:

1. Task Activated: Alarm
 - a. Priority: 10
 - b. Alarm Message: [Lockdown button name] Activated
 - c. Require Comments: Checked



1.2 Building Lockdown Task

If the Building Lockdown Task does not exist, one will need to be created. It should be named “[Building code] [Panel#] Lockdown”. Do not change settings on an existing Task unless adding new doors. Each Building Lockdown Task will activate the Building Lockdown Macro from the Events tab.

On the General tab, set Conditionally Execute to: Manual Only

On the Steps tab, choose Add Step to activate the following:

1. Set Reader to Card Only
 - a. Execute Order: 1
 - b. Select all readers on panel. If creating a new Task, use >> to select all doors, otherwise use > to select only the new readers.
2. Set Operating Mode to: Lockdown
 - a. Execute Order: 2
3. Disable Input: [Lockdown input for this panel]
 - a. Execute Order: 3
4. Activate Output: [Lockdown output for this panel]
 - a. Execute Order: 4

On the Events tab, configure the following:

1. Task Executed: Log and Display
 - a. Priority: 10
 - b. Alarm Message: [Building Code] [Panel#] Lockdown
 - c. Macro: [Building Lockdown Macro]

1.3 Redcard Lockdown Task

Specific access control cards have been configured in the Redcard group – Card groups are created under Configuration/Card Groups, then assigned when the credential is created.

For each Lockdown Task:

If the Redcard Lockdown Task does not exist, one will need to be created. It should be named “[Building code] [Panel#] Redcard Lockdown”. Each Lockdown Task will activate the Building Lockdown Macro from the Events tab.

On the General tab, set Conditionally Execute to: “When a cardholder presents a valid card”

1. Reader name: (All)
2. Time zone: (Always)
3. Conditions: Access Granted
4. Specify Card Group: Redcards

On the Steps tab, choose “Add Step” to activate the following:

1. Set Reader to: Card Only
 - a. Execute Order: 1
 - b. Select all readers on panel. If creating a new Task, use >> to select all doors, otherwise use > to select only the new readers.

2. Set Operating Mode to: Lockdown
 - a. Execute Order: 2
3. Disable Input: [Lockdown input for this panel]
 - a. Execute Order: 3
4. Activate Output: [Lockdown output for this panel]
 - a. Execute Order: 4

On the Events tab, configure the following:

1. Task Executed: Log and Display
 - a. Priority: 10
 - b. Alarm Message: [Building Code] [Panel#] Lockdown
 - c. Set Macro: [Building lockdown Macro]

1.4 Hardware Lockdown Task

If the Hardware Lockdown Task does not exist, it should be named “[Building code] [Panel#] Hardware Lockdown”. The Hardware Lockdown Task will not activate the Building Lockdown Macro from the Events tab, because it is only triggered by another Lockdown type.

On the General tab, set Conditionally Execute to: “When an input changes state”

1. Input name: [Lockdown input for this panel]
2. Time zone: (Always)
3. Conditions: When input is unsecure

On the Steps tab, choose Add Step to activate the following:

1. Set Reader to: Card Only
 - a. Execute Order: 1
 - b. Select all readers on panel. If creating a new Task, use >> to select all doors, otherwise use > to select only the new readers.
2. Set Operating Mode to: Lockdown
 - a. Execute Order: 2
3. Disable Input: [Lockdown input for this panel]
 - a. Execute Order: 3
4. Activate Output: [Lockdown output for this panel]
 - a. Execute Order: 4

On the Events tab, configure the following:

1. Task Executed: Log and Display
 - a. Priority: 10
 - b. Alarm Message: [Building Code] [Panel#] Hardware Lockdown

1.5 All Clear Task

If the All Clear Task does not exist, one will need to be created. It should be named “[Building code] [Panel#] All Clear”. Do not change settings on an existing Task unless adding new doors.

On the General tab, set Conditionally Execute to: Manual Only

On the Steps tab, choose Add Step to activate the following:

1. Set Operating Mode to: Normal
 - a. Execute Order: 1
2. If using hardware lockdown, Deactivate Output: [Lockdown output for this panel]
 - a. Execute Order: 2
3. Cancel Temporary Set Reader to Card Only
 - a. Execute Order: 2/3
 - b. Select all readers on panel. If creating a new Task, use >> to select all doors, otherwise use > to select only the new readers.
4. Delay (Seconds) – *This delay prevents other Tasks in the building from accidentally re-activating the Lockdown through the hard-wired connection.*
 - a. Execute Order: 4
 - b. Seconds: 5
5. Enable Input: [Lockdown input for this panel]
 - a. Execute Order: 5

On the Events tab, configure the following:

1. Task Executed: Log and Display
 - a. Priority: 10
 - b. Alarm Message: [Building Code] [Panel#] All Clear

2 Macros

Macros can be accessed via the Main Menu under Macros.

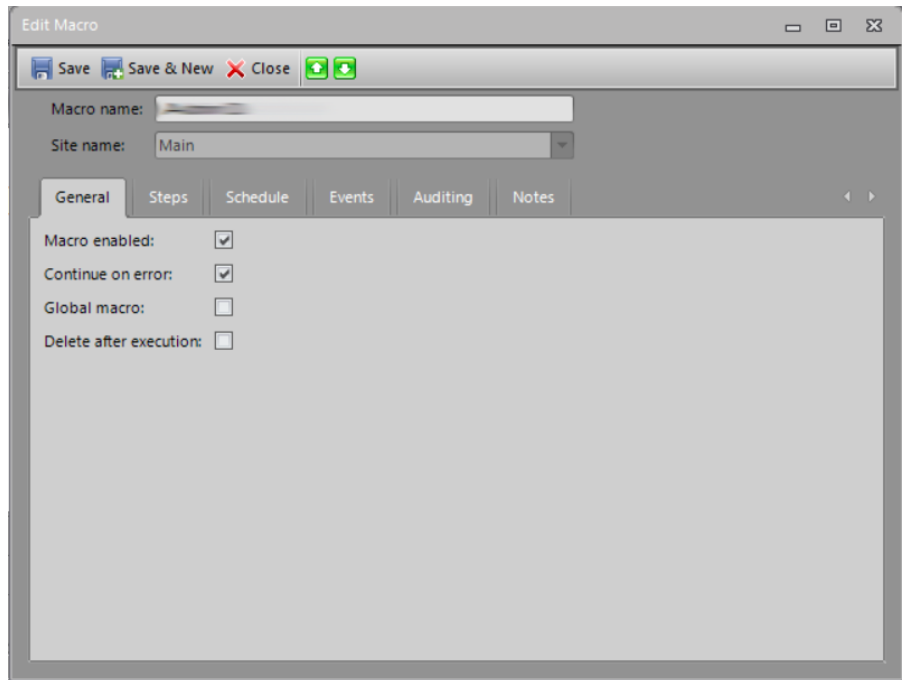
2.1 Campus Lockdown Macro

The Campus Lockdown Macro will activate all Lockdown Tasks for the campus. The Campus All Clear Macro likewise must activate all All Clear Tasks for the campus.

For sites other than the Main Campus, the Campus Lockdown Macro will utilize the hardware-based lockdown Tasks to function without an active connection to the main server if necessary.

The Macro should be named: [Campus Name] Lockdown.

On the General tab, ensure the Site name is correct for the location, then check “Macro enabled” and “Continue on error”.



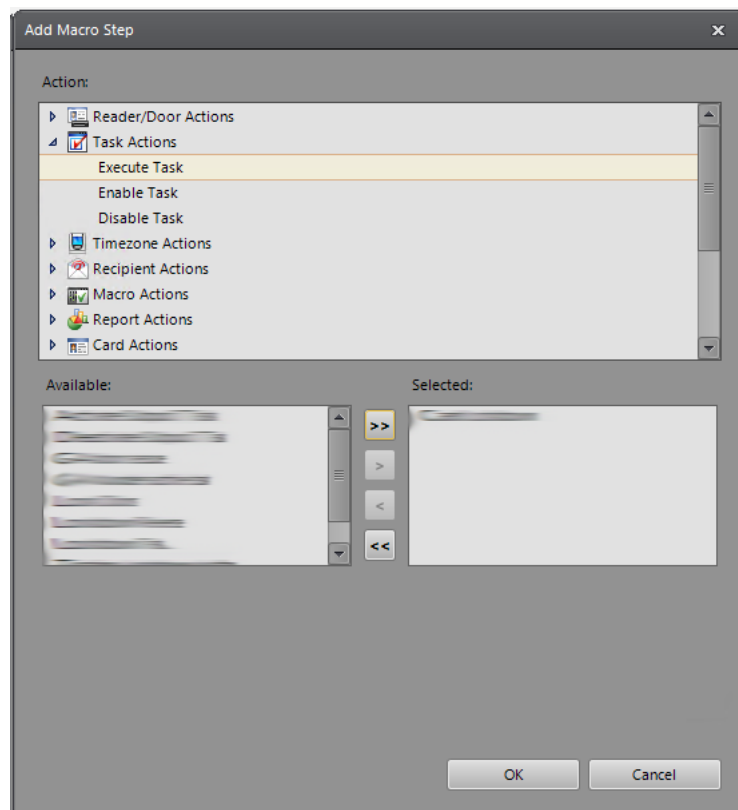
On the Steps tab, configure the following:

1. Choose Add. Go to Task Actions, expand, and choose Execute Task. Select all of the Hardware Lockdown Tasks for the campus if at BRC or LB. Select all of the Redcard Lockdown Tasks for the campus if at Main Campus.
2. Choose Add. Go to Recipient Actions, Email Recipient. Validate list with Owner.

Schedule Type should be None.

On the Events tab, configure the following:

1. All options: Alarm
2. Priority: 10
3. Alarm Message: [Campus Name] Lockdown [event type from the first column]



2.2 Building Lockdown Macro

Create one Lockdown Macro per building if it does not exist and there is more than one building at the campus.

The Macro should be named: [Building Code] Lockdown.

On the General tab, ensure the Site name is correct for the location, then check “Macro enabled” and “Continue on error”.

On the Steps tab, configure the following:

1. Choose Add. Go to Task Actions, expand, and choose Execute Task. Select all of the Hardware Lockdown Tasks for the building if at BRC or Los Banos. Select all of the Redcard Lockdown Tasks for the building if at Main Campus.
2. Choose Add. Go to Recipient Actions, Email Recipient. Validate list with Owner.

Schedule Type should be None.

On the Events tab, configure the following:

4. All options: Alarm
5. Priority: 10
6. Alarm Message: [Building Code] Lockdown [event type from the first column]

2.3 Campus All Clear Macro

If the Campus All Clear Macro does not exist, one will need to be created. It should be named [Campus Name] All Clear. This Macro should only be activated via the AccessIt! software, either from the Macro list or on a map.

On the General tab, ensure the Site name is correct for the location, then check “Macro enabled” and “Continue on error”.

On the Steps tab, choose Add and configure the following:

1. Task Actions, expand, and choose Execute Task.
2. Select each of the All Clear Tasks for the campus.

Schedule Type should be None.

On the Events tab, configure the following:

1. Set all options to: Log and Display
 - a. Priority: 10
 - b. Alarm Message: [Campus Name] All Clear [event type from the first column]

2.4 Building All Clear Macro

If the Building All Clear Macro does not exist and there is more than one building at the campus, one will need to be created. It should be named [Building Code] All Clear. This Macro should only be activated via the AccessIt! software, either from the Macro list or on a map.

On the General tab, ensure the Site name is correct for the location, then check “Macro enabled” and “Continue on error”.

On the Steps tab, choose Add and configure the following:

3. Task Actions, expand, and choose Execute Task.
4. Select each of the All Clear Tasks for the building.

Schedule Type should be None.

On the Events tab, configure the following:

2. Set all options to: Log and Display
 - a. Priority: 10
 - b. Alarm Message: [Building Code] All Clear [event type from the first column]