

Electronic Emergency Lockdown procedures (Gallagher Configuration Client and Command Centre)

Version	1.2
TRIM file number	
Short description	The procedure to electronically lockdown a building via the Gallagher access control software.
Relevant to	All electronic access control custodians.
Authority	This Procedure has been approved by the Executive Director, Division of Facilities Management
Responsible officer	Director of Operational Services
Responsible office	Division of Operational Services
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Related University documents	Security and Access to University Premises Policy Emergency Management Policy Emergency Procedures
Related legislation	
Key words	Lockdown, electronic, access, custodian

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Electronic Emergency Lockdown procedures (Gallagher Configuration Client and Command Centre)

1. Purpose

This documents sets out the procedures to follow to electronically lockdown a building using the Gallagher Configuration Client or Command Centre modules in response to an emergency and cancel the lockdown following the 'all clear'.

2. Scope

This Procedure is only applicable to staff who are Authorised (Electronic) Access Officers for a particular building or buildings.

3. Definitions

3.1 Authorised Access Officers (Gallagher Operator) are invested with the authority to make enquiries and take reasonable action, in compliance with this Policy and associated documentation, to regulate the access and behaviour of staff, students and Visitors whilst they are on University Premises in order to maintain a safe and secure environment

3.2 Gallagher means the propriety name of the physical and electronic access system used at CSU.

3.3 Configuration Client and Command Centre means the two versions of electronic access control software available to CSU Gallagher Operators.

3.4 Electronic Lockdown means a method to default all external doors into a lockdown mode so the swipe entry is unavailable. Egress from a building remains in place. Lockdowns are a method supporting persons within a building against external threats.

4. Gallagher Configuration Client

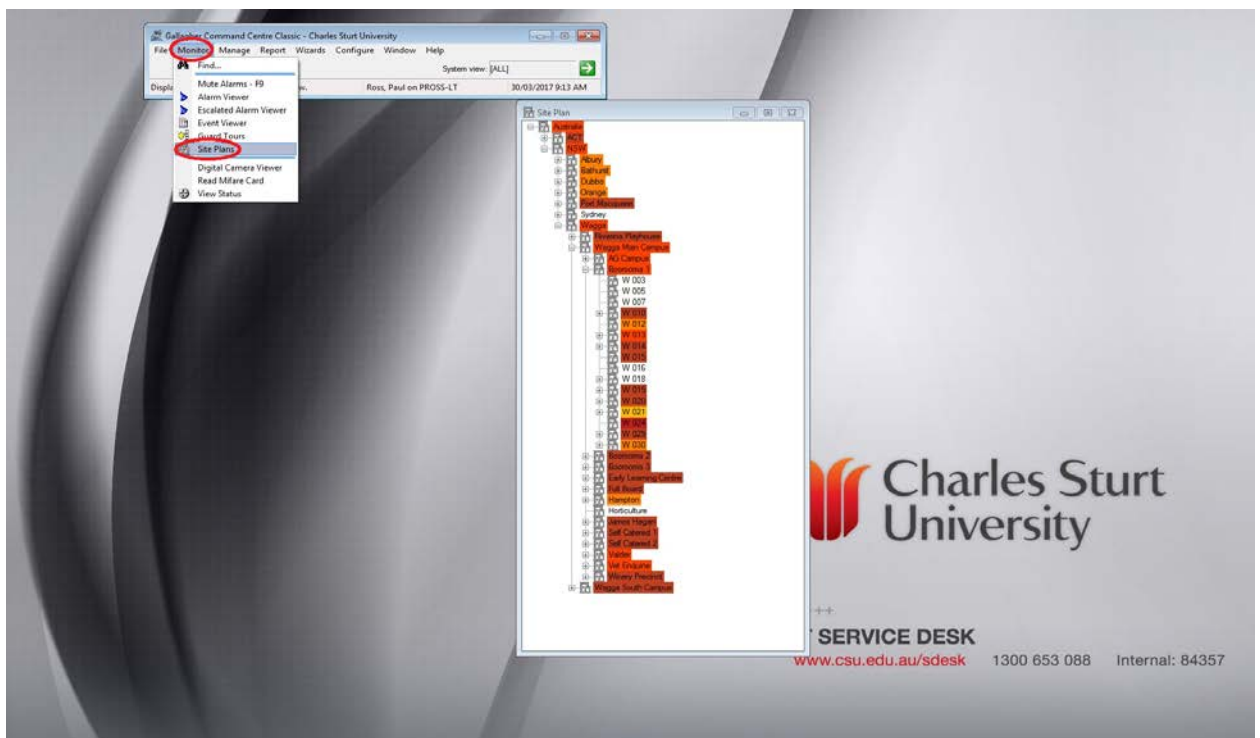
4.1. Initiate Emergency Lockdown

Initiate lockdown of building using site-map procedure (Configuration Client)

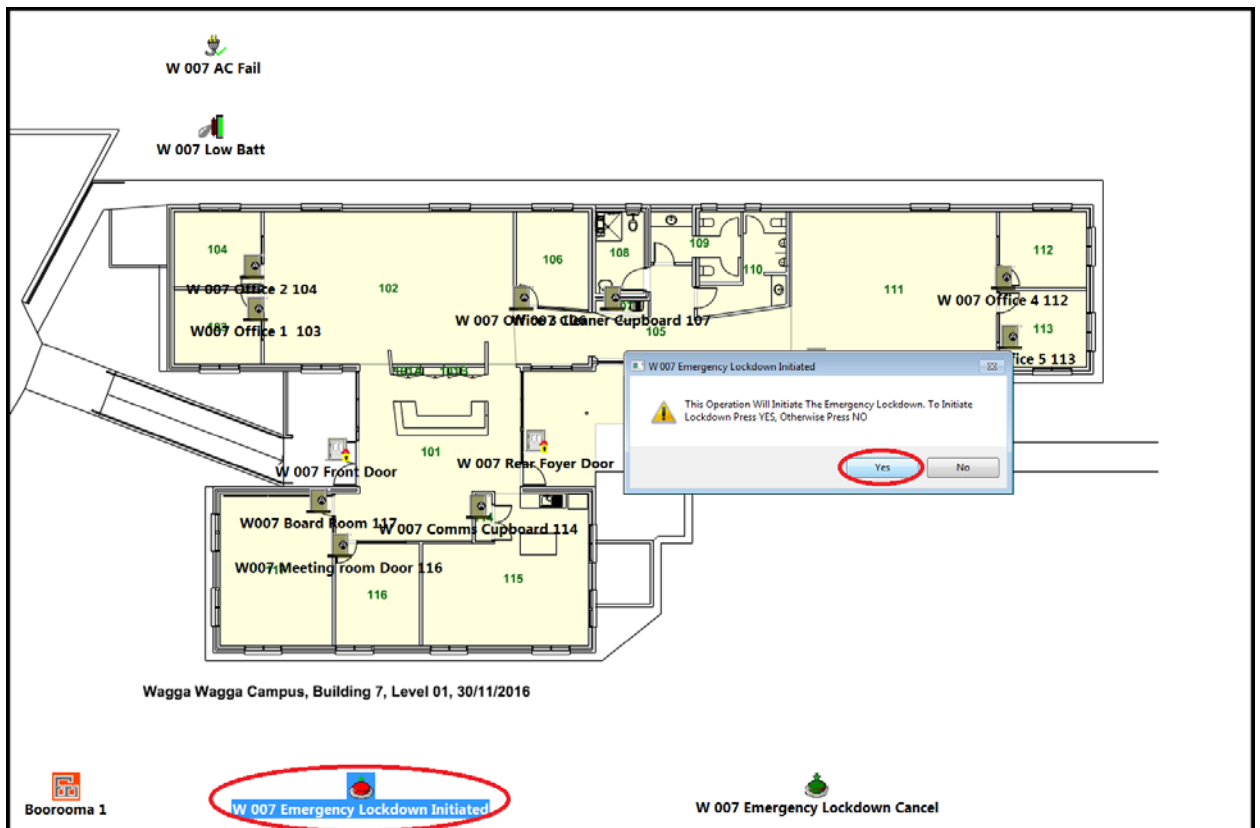
The Gallagher Initiate Emergency Lockdown procedure will lock all external Gallagher doors (electronic access controlled doors) with the press of a button.

This process will stop authorized CSU staff/student cards entry to the designated lockdown area. Below are the steps to action the Initiate Emergency Lockdown macro.

- Open Configuration Client from the desktop
- Login
- Navigate to monitor, Site Plans
- In the Site Plan window Click on + symbol, to expand the Site Plan list
- Continue expanding through the Site Plan tree to find the building
- Double click on the Building required to be locked down



- Site map will open (example is Wagga Wagga Campus, Building 7)



- Double click on the RED icon (W 007 Emergency Lockdown Initiated)
- An Initiate Lockdown window will appear on screen, Click the Yes button to confirm the Initiate Lockdown action

All external doors to the designated building will now be in lockdown mode and all cardholders will be denied access into the Gallagher doors, the egress action through a lockdown mode door will remain as normal.

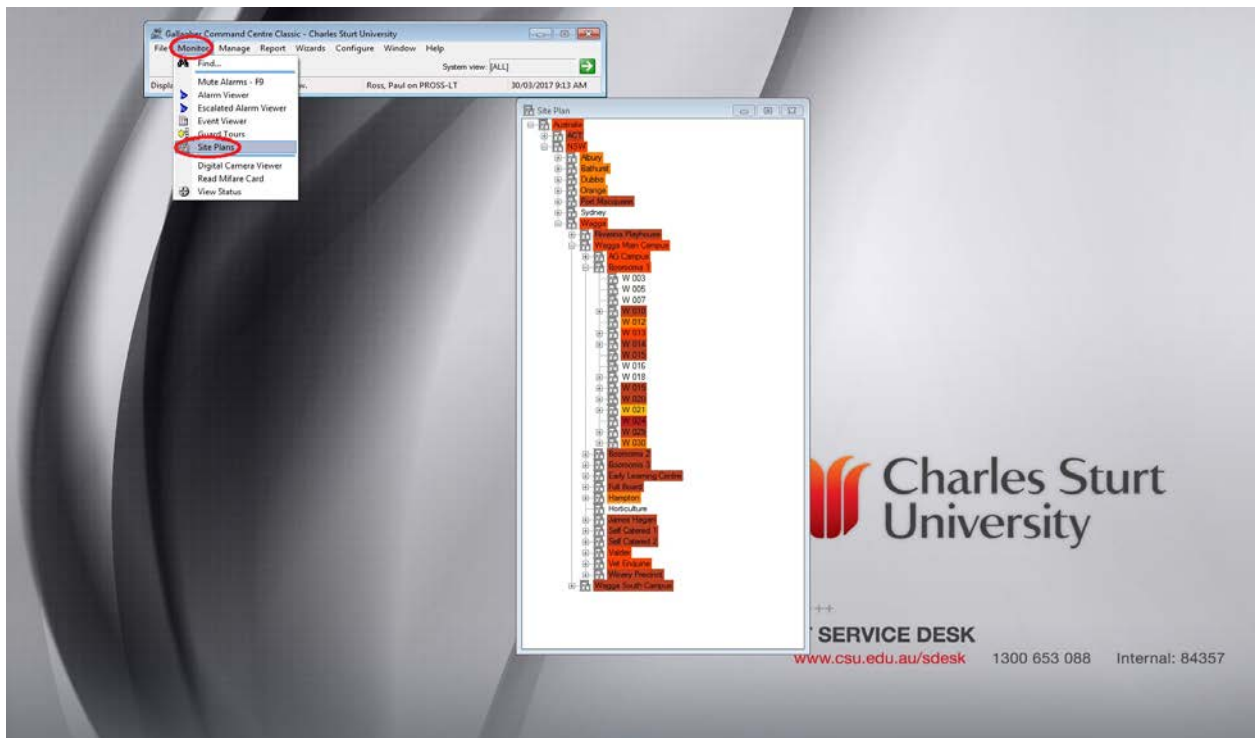
4.2. Cancel Emergency Lockdown

Cancel lockdown of building using site-map procedure (Configuration Client)

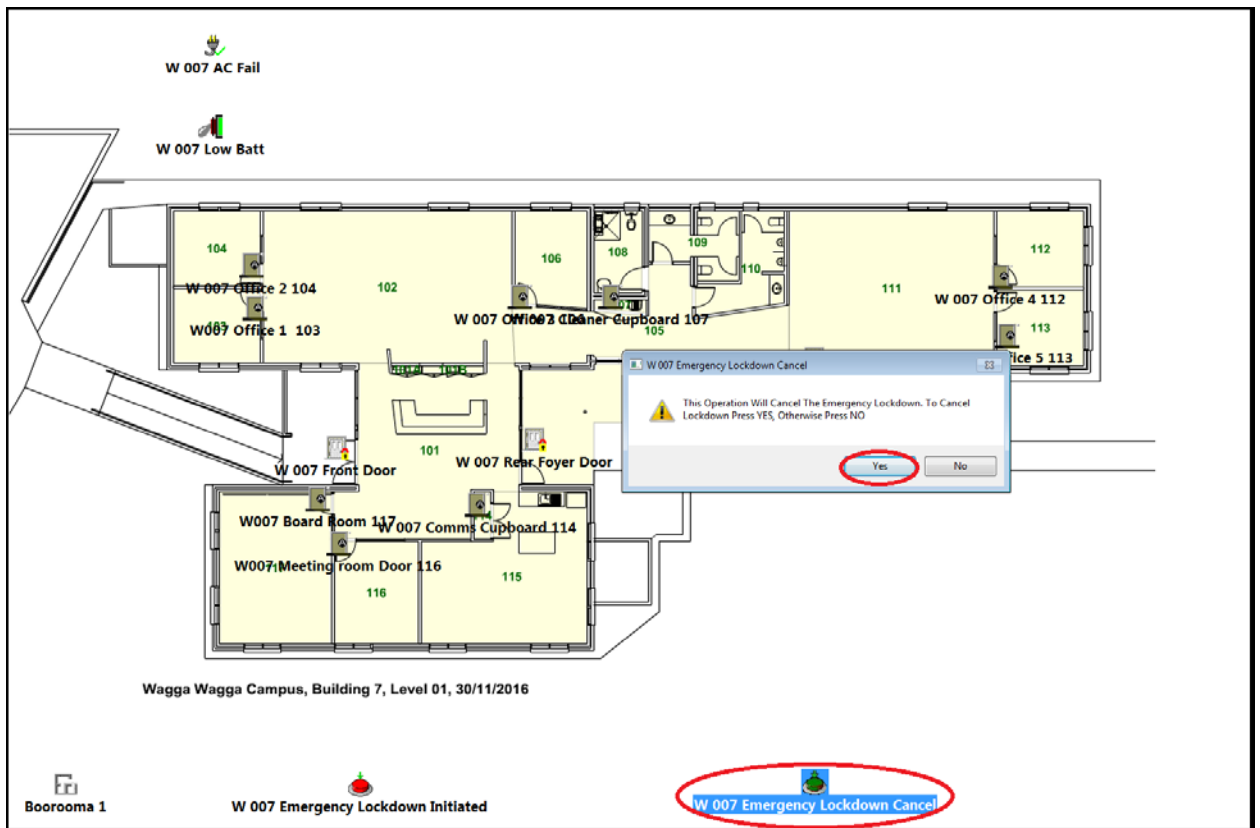
The Gallagher Cancel Emergency Lockdown procedure will revert external Gallagher doors (electronic access controlled doors) which are in lockdown mode back to their normal mode (free or secure) with the press of a button.

Below are the steps to action the Cancel Emergency Lockdown macro.

- Open Configuration Client from the desktop
- Login
- Navigate to monitor, Site Plans
- In the Site Plan window Click on + symbol, to expand the Site Plan list
- Continue expanding through the Site Plan tree to find the building
- Double click on the Building required to cancel the lockdown mode



- Site map will open (example is Wagga Wagga Campus, Building 7)



- Double click on the **GREEN** icon (W 007 Emergency Lockdown Cancel)
- An Cancel Lockdown window will appear on screen, Click the Yes button to confirm the Cancel Lockdown action

All external doors to the designated building will revert from lockdown mode back to normal mode, and all original privileges will be granted to cardholders.

5. Gallagher Command Centre

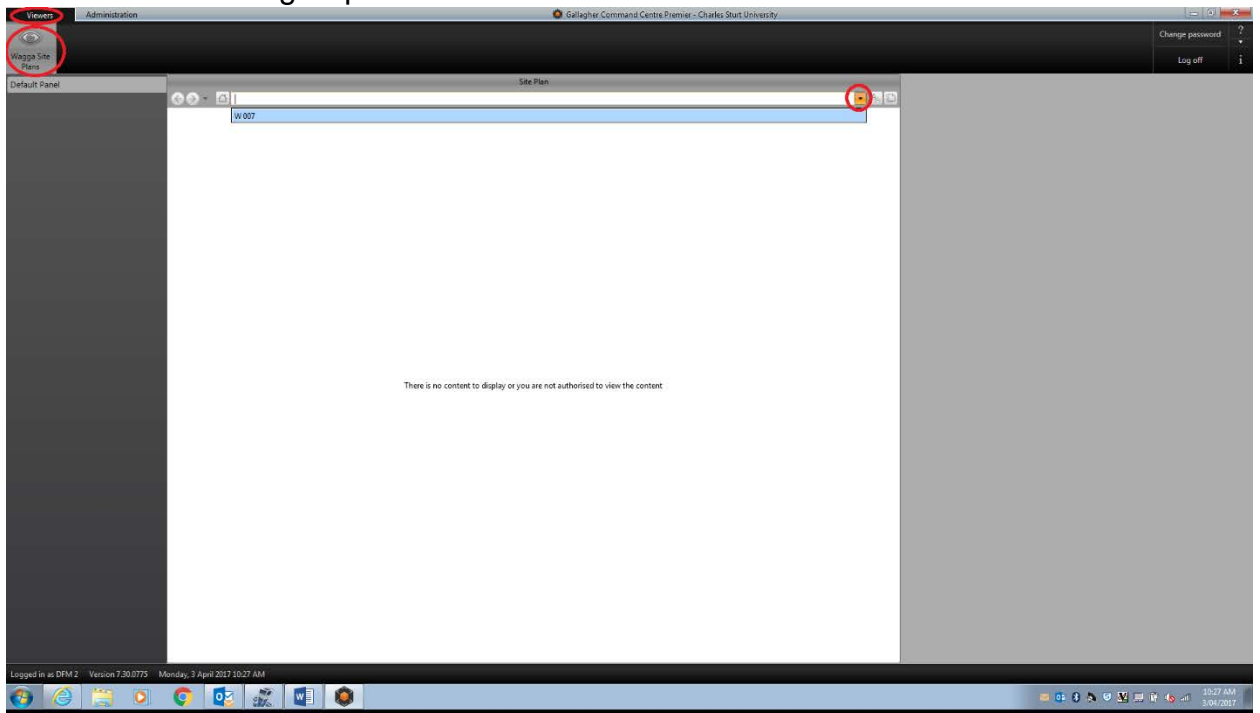
5.1. Initiate Emergency Lockdown

Initiate lockdown of building using site-map procedure (Command Centre)

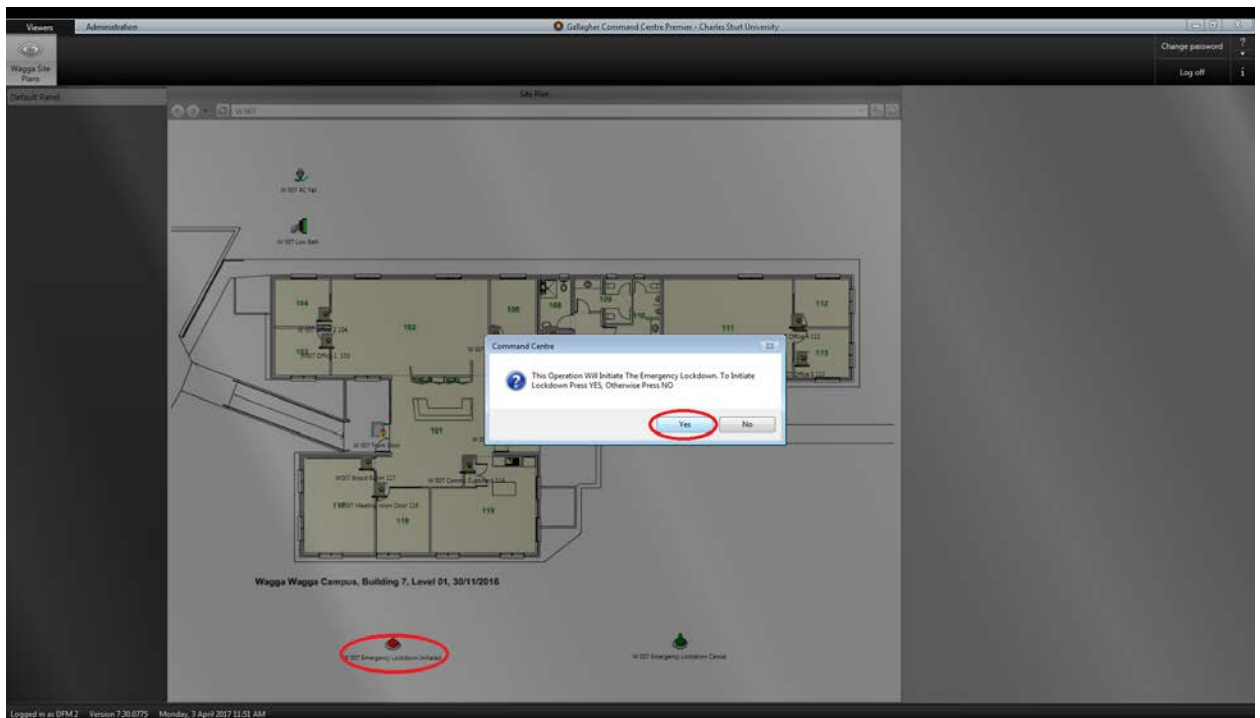
The Gallagher Initiate Emergency Lockdown procedure will lock all external Gallagher doors (electronic access controlled doors) with the press of a button.

This process will stop authorized CSU staff/student cards entry to the designated lockdown area. Below are the steps to action the Initiate Emergency Lockdown macro.

- Open Command Centre from the desktop
- Login
- Navigate to Viewers, (Your Campus) Site Plans
- In the Site Plan window Click on Dropdown arrow, to view your available site plans
- Click on the Building required to be locked down



- Site map will open (example is Wagga Wagga Campus, Building 7)



- Double click on the **RED** icon (W 007 Emergency Lockdown Initiated)
- An Initiate Lockdown window will appear on screen, Click the Yes button to confirm the Initiate Lockdown action

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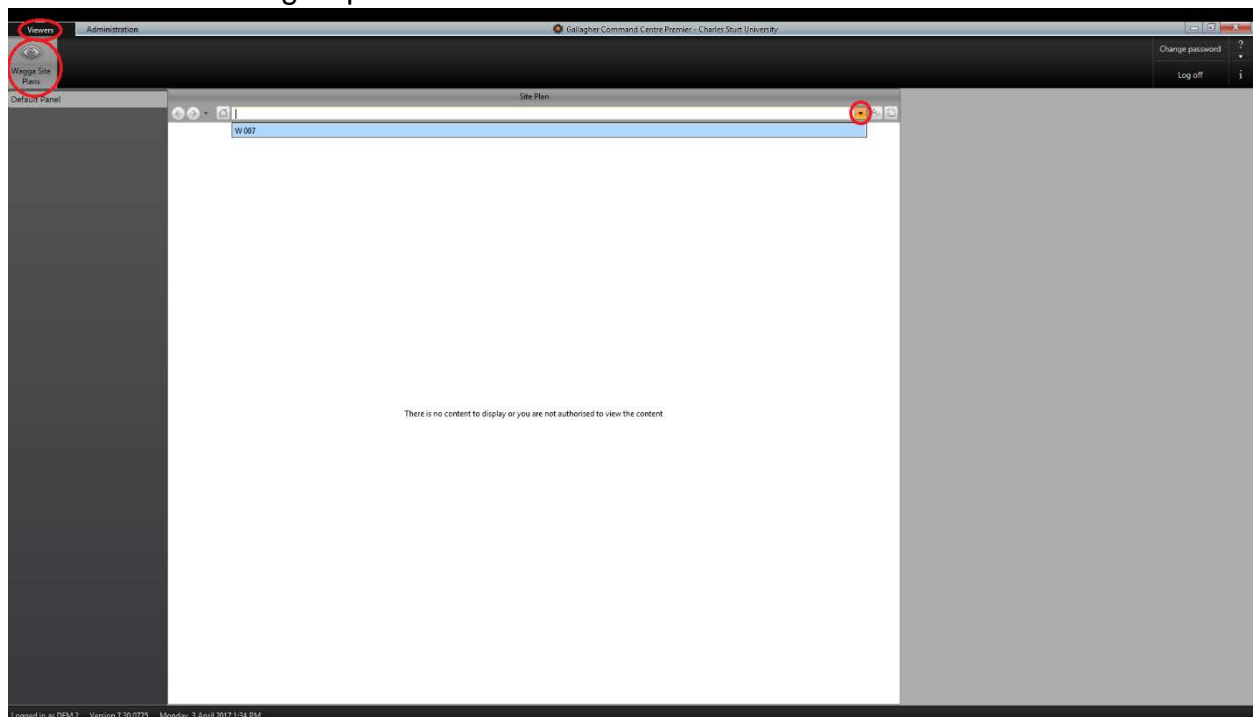
5.2. Cancel Emergency Lockdown

Cancel lockdown of building using site-map procedure (Command Centre)

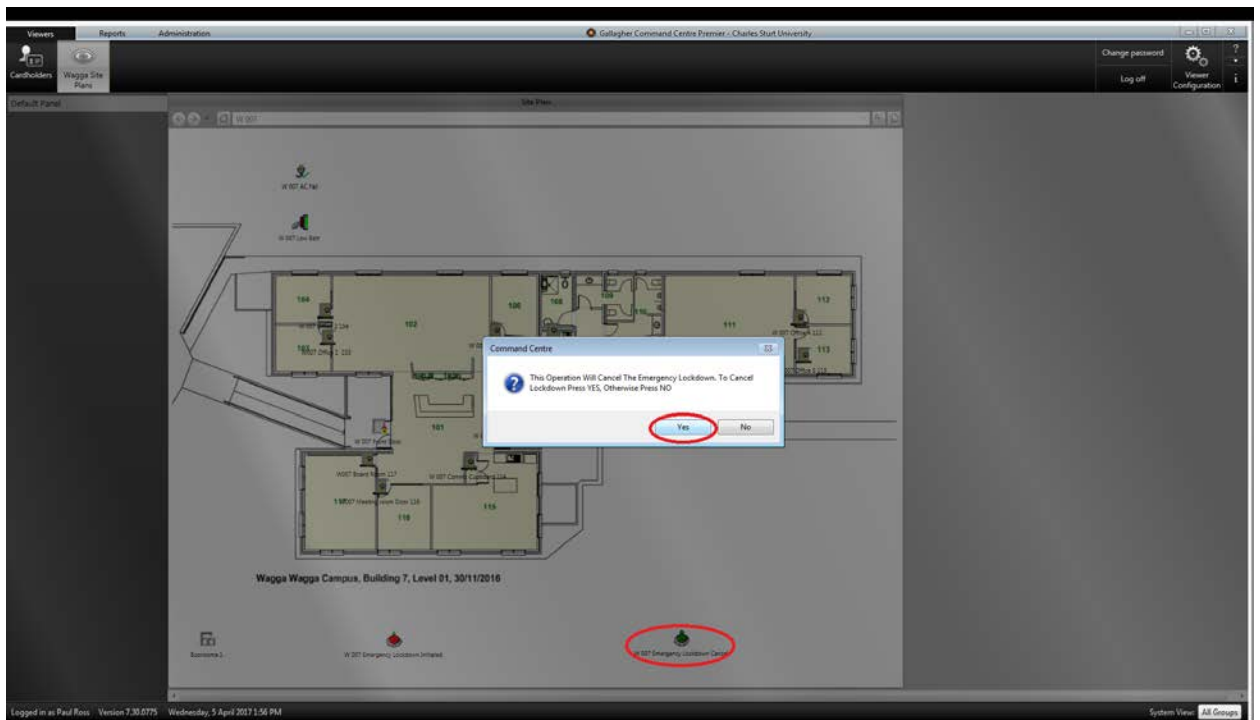
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6. Table of amendments

Version number	Date	Short description of amendment
v1.0	11/9/2017	First version of a single document
v1.1	13/9/2017	Minor grammar changes to paragraphs 1, 3.1 and 3.3
V1.2	20/10/2017	Application Name changes in line with Gallagher V7.60 upgrade