

ACCESS CONTROL TIPS AND TRICKS

ACCESS CONTROL HARDWARE BASICS

Each of you will have the following in your main office when your installation is completed.

- At least 1 copy of the Keyscan software
- A reader for lockdown
- A front door entry buzzer

Some schools may have a video entry system if there is no front door line of sight from the office.

Door Hardware

We have 2 types of access control locks installed in the system.

Magnetic (mag lock) – Many of your doors will have magnetic door locks installed. The mag locks will look similar to image below.



Mag lock doors basically have 2 locks – the magnetic lock plus the actual door hardware lock. Please keep the following in mind for mag lock doors –

- You must “dog down” the panic bars on mag lock doors in order to completely unlock the door.
- Mag locks can be operated with a key card or through the Keyscan software. **You cannot open a mag lock door with a key.**
- Each magnetic lock has a motion sensor and a “Press to Open” button. This allows the doors to stay locked but allows you to exit without a key card or key.
- **Double mag lock doors** – Only the right side door as you are facing the doors from the outside will have access control installed (with a couple of exceptions – please refer to your door map). **The non-controlled door should not be dogged down. If it is the door will remain unlocked.**

Electric strike (ES) – Your remaining access controlled doors will have electric strikes. These doors will look as they normally do, with no additional hardware or motion sensors. Please keep the following in mind for electric strike doors –

- Do not “dog down” panic bars on ES doors.
- Electric strikes can be operated with a key card, Keyscan software, **or a key.**
- EL doors operate as they have in the past

- **Double ES doors** – Only the right side door as you are facing the doors from the outside will have access control installed (with a couple of exceptions – please refer to your door map). **The non-controlled door should not be dogged down. If it is the door will remain unlocked.**

Power Outages

Both types of locks have battery backups that will last several hours if there is a power outage.

Present 3

Keyscan provides a quick lockdown procedure known as Present 3. When Present 3 is activated, all time schedules are overridden and access controlled doors are locked. They will remain locked until Present 3 is deactivated. Only those with 24 hour access cards can activate or deactivate Present 3. A reader will be installed in the main office of each location to facilitate quick lockdowns.

To activate Present 3 you must “present” a card 3 times quickly at any reader. The reader will beep when each presentation is registered.

To deactivate Present 3, the **same card** must be presented to the **same reader** 3 times quickly.

Please consider the following when incorporating Present 3 into your lockdown procedures.

- Once Present 3 is activated only those with 24 hour access cards (Administrators, SRO’s) will be able to enter the building with their card. **Teachers and other cardholders will not be able to enter the building with an access card.** Administrators should carefully consider when to activate Present 3 in order to allow those outside to get to a secure location first.
- Administrators should consider designating a single person or incorporating a “first responder” protocol to activate Present 3. If more than 1 person attempts to activate at the same time it will fail. For instance, when a lockdown occurs, the “first responder” could communicate that they will activate Present 3 in 5 minutes, and then further communicate when activated.

ACCESS CONTROL SOFTWARE BASICS

The software that will be installed at your location will be able to do the following

- Lock or unlock all access controlled doors
- Monitor lock status of doors

The base software allows almost infinite control of lock/unlock times, holidays, and access card control. The software can control doors and cards at the group or individual level, and allows for temporary or permanent access to your location.

ACCESS CARD BASICS

Each permanent fulltime employee will be issued an access card with a picture. You will also receive 1 copier access card for use by SRO’s, visitors, and others as allowed by the principal. Please keep the following in mind for access cards –

- Central Office administrators will have 24 hour access to all access controlled facilities.
- Schoolbased administrators will have 24 hour access to their school.
- Teachers and classified staff will have access to their school from 6am-9pm Monday-Friday. Cards currently have no access on the weekends but can be changed to meet needs.

Issuing New Cards

When an employee is hired, a picture will be taken in the Human Resources office. Every effort will be made to issue the card to the employee while they are completing their initial employment paperwork. If this is not possible the card will be sent via school mail to the school secretary.

Staff Reassignment

If a staff member is reassigned to another location please let the Director of Business know. It is not necessary to issue a new card, only change the access level for the current card.

Lost Card Procedures

If a card is lost please email the Director of Business Services and a new card will be issued. Employees who lose a card will be charged \$5 for a replacement to mitigate processing costs and as an incentive to take better care in the future.

School Resource Officers may use their Public Safety Facility access cards to access any school building with access control 24 hours a day.

Copier Control

Each access card will also control the networked copiers at your location. Through Papercut software you may allocate copies to any individual with a card. The software allows copy counts to be consolidated between any networked copier at your location.

On initial use, the user must enter their systemwide username and password to associate the card with the copier account. Subsequent use will only require the access card.