

Recommended Operational Procedures

Thank you for purchasing an Isotec Security System. This system is designed to protect you and your customers. The system itself is very user friendly. However there are some procedures that you may be unsure how to handle. The following is a list of recommendations that many previous customers have implemented. These are only recommendations and you may choose to handle procedures in a different way that better suits your needs.

New System Implementation: Once a new system has been installed in your facility, customers and employees may be unsure and intimidated by it. It is recommended that the Special Announcement document be distributed to all employees as well as existing and new customers so they can become familiar with the system. Several customers will leave the system in emergency release mode so that all four doors remain open for the first week or two. This allows customers to be able to walk through the system and ask questions. Other customers chose to have the system be fully operational from day one.

Emergency Release On or Off Overnight: The Isotec Security System is equipped with mechanical bolt locks on the front doors. These are the primary means of locking the system at night. Some customers choose to leave the system active at night. Some customers choose to disarm the magnetic locks at night by pushing the emergency release button on the console. By leaving the system active it can offer an extra level of protection at night but can also slightly complicate beginning of day and cleaning procedures.

Beginning of Day Procedure: Some customers choose to give all employees a key to the mechanical locks and/or the Cut Power Key Switch (located on the front of the portal outside that also unlocks all magnetic locks). Others designate one person to open the doors in the morning.

Emergency Release Activated Procedure: The designated/first employee will open both mechanical locks on the outer doors. Proceed through the entry lane. At the console they should deactivate the emergency release button and then press the lock A or B door button. As other employees arrive the first employee can manually let them in the A or B door via the console.

Emergency Release Not Activated Procedure: The designated/first employee will open both mechanical locks on the outer doors. It is also recommended to turn off the cut power key switch (Red LED) outside. Proceed through the entry lane. At the console activate the emergency release button. Exit the facility through the exitlane and turn the cut power key switch outside back on (Green LED). Proceed through the entry lane. Return to the console and deactivate the emergency release button and then press the lock A or B door button. As other employees arrive the first employee can manually let them in the A or B door via the console.

Opening Procedure: At this point the employees have all arrived and you are now ready to open for business. Deactivate the lock A or B button. The system is now ready for business.

Closing Procedure: Typically, with most of our customers, the business closes at a certain time while the employees continue working inside. In this case when closing time arrives it is recommended that the lock A or B button is pressed. This will prevent any more customers from entering the business.

End of Day Procedure: Once the employees are ready to leave for the day they can all exit through the exit lane normally. The designated/last employee to leave will deactivate the lock A or B button and activate the emergency release button if the procedure is to leave the magnetic locks off at night. They will then exit through the exit lane and lock both mechanical locks. The system is now secure for the night. It is not recommended that the power to the system be turned off at night.

Cleaning Procedure: Cleaning crews generally work at night and will need to pass through the system. They typically bring in equipment that will set off the metal detector so it is important that they know the recommended procedure.

Emergency Release Activated Procedure: The cleaning employee will open the mechanical locks on the outer entry doors. Proceed through the entry lane and exit lanes as needed. They should always lock the mechanical locks when inside working. When leaving they should exit through the exit lane and lock both mechanical locks.

Emergency Release Not Activated Procedure: The cleaning employee will open the mechanical locks on the outer entry doors. It is also recommended to turn off the cut power key switch (Red LED) outside. Proceed through the entry lane and exit lanes as needed. They should always lock the mechanical locks when inside working. When leaving they should exit through the exit lane and lock both mechanical locks. They should also turn the cut power key switch outside back on (Green LED).

Metal Alarm Procedure: Metal alarms can occur for different reasons. We are offering recommendations for a few of these scenarios.

Metal alarm occurs and you do not know the individual: It is recommended that you ask them to place all metal objects on the inspection tray and step back through the metal detector and wait for you to tell them to proceed. Use the camera to inspect their belongings. Once you are satisfied press the alarm reset button on the console. Then ask them to step back through the metal detector. If they set the alarm off again repeat the procedure. If they pass the metal detector the B door will automatically unlock and they can enter the building.

Metal alarm occurs and you do know the individual: It is recommended that the customer makes a policy on how this situation is handled. Some customers say it is ok for long time customers to be let in without further screening. Others insist that everyone must be screened as if you don't know the individual. Come up with your own policy and enforce it. If you choose to let well known customers in without further screening then simply press the alarm reset on the console or from a wireless remote while the customer is in the B zone. The alarm will reset and the B door will unlock.

Metal alarm occurs during entry of an armed guard or police officer: Press the alarm reset on the console or from a wireless remote while the guard/officer is in the B zone. The alarm will reset and the B door will unlock.

No alarm but suspicious or masked persons are observed: Press the lock A or B door button on the console to prevent entry into the business.



Emergency Procedure:

Fire: In the event of a fire the Isotec Security system is connected to your fire alarm panel. All four doors will automatically release.

Power Outage: In the event of a power outage all four doors will automatically release.

Any other emergency: It is recommended that the emergency release button be pressed on the console to release all four doors.

System Malfunction: Call your local authorized dealer. If you are not able to get them to correct a problem in a reasonable amount of time please contact Isotec Security.



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