

Employee instructions for the directive Rules for Entering and Parking on IOCB Prague Premises

1. Entry of employee vehicles with parking permit

Vehicles with a parking permit enter and exit the IOCB Prague complex through the gate in Bechyňova street (west gate). The automatic license plate recognition system (ALPR) will open the gate as soon as your vehicle's license plate appears in the scanning zone of the camera. To ensure correct recognition, please adhere to the following instructions:

- a) Keep the front license plate of your vehicle clean. Although the ALPR system is highly sophisticated, the cleanliness and readability of the license plate are very important for successful recognition. Particularly at times of reduced visibility, it is not sufficient to have a license plate that is only "almost" clean. Special care must be taken to ensure the two indentations for the vehicle inspection stickers are kept clean because in poor conditions or when covered in dust, they are often misinterpreted as a number.
- b) When entering and exiting the complex, drive your vehicle to the gate so that the front licence plate is parallel with it and positioned in the area shown on the map (when entering, pull up to the right edge of the driveway; when exiting, pull up to the left edge of the driveway) and wait for the gate to open.
- c) The gate should open no more than 10 seconds after successful recognition of your license plate. Testing has shown the system to be very reliable, even at times of reduced visibility, but there may be rare instances of failure to recognize a license plate. In such cases, reverse your vehicle out of the recognition zone, wait one minute, and then drive back into the zone.
- d) If the gate fails to open on the second attempt, take the following steps:
 - a. if exiting the complex, use the intercom on the left column to call the main reception and ask the receptionist to open the gate;
 - b. if the gate fails to open when entering the complex, you must park your vehicle outside, as the reception staff is not authorized to open the gate for incoming vehicles.
- e) As soon as your license plate is recognized and the gate opens, drive through the gate without delay. If you do not drive through the gate before it begins to close again, you must reverse out of the recognition zone, wait one minute, and then drive back into it. Particular caution must be exercised in this regard if you park in the area immediately behind the gate.
- f) If you arrive at the gate as the second or subsequent vehicle in line, stop far enough away so that the first vehicle can reverse out of the recognition zone if necessary.
- g) If you suspect that the system is malfunctioning, please report the issue by email at parkovani@uochb.cas.cz.
- h) Do not ask the reception staff to let you into the complex – they are not authorized to permit entry of any incoming vehicles.
- i) In the event of technical problems, please remember the time of your attempted entry/exit and email this information together with your vehicle registration number to parkovani@uochb.cas.cz as soon as possible, ideally within one hour of attempting to enter or exit the complex.

Once you have entered the complex, you may park your vehicle in the automated garages or in one of the designated aboveground parking spaces. Parking outside the designated spaces

within the complex is prohibited and is subject to penalty in the form of temporary or permanent revocation of the parking permit.

2. Short-term employee vehicle entry without a parking permit

Short-term vehicle entry for loading and unloading is possible for the amount of time required to load or unload the vehicle but not exceeding 60 minutes. In such cases, please follow these steps:

- a) During gatehouse service hours (weekdays from 7 a.m. to 3 p.m.), enter the complex through the gate in Stavitelská street. Stop at the boom barrier, show the gatekeeper your employee ID card, and provide your name, ID number, and reason for entering. The gatekeeper will record the information together with your vehicle registration number and time of arrival. Load/unload your vehicle without undue delay and exit the complex through the same gate in Stavitelská street. The gatekeeper will record the time of your departure.
- b) During gatehouse off-hours, report to the IOCB Prague main reception (entrance from Flemingovo náměstí) when you need to enter the complex. Show the receptionist your employee ID card and provide your name, ID number, and reason for entering. The receptionist will record the information together with your vehicle registration number and the current time and then issue you a vehicle entry card. You may enter the complex through either gate by opening the gate with the provided entry card. Load/unload your vehicle without undue delay and exit the complex. Return the vehicle entry card to the main reception. The receptionist will record the time of return.