

Access control on the Bloemfontein Campus of the UFS: Questions and answers

SECTION A: General information

1. Why is access control being implemented?

The university management has been tightening security measures on its Bloemfontein Campus for quite some time now.

Purposefully, we have introduced several safety measures to keep our students, staff and visitors – the heartbeat of our university – protected.

These measures include, among others:

- Increased vehicle patrols
- The use of Segway battery-powered two-wheel patrol bikes
- A 'quad bike' patrolling the fence surrounding the campus
- The upgrading of security monitoring cameras
- The increase of integrated electronic security systems
- Red poles with panic buttons installed at residences and on walkways
- The use of a mobile caravan outside the campus where potential criminals may be lurking

Our most significant step in this endeavour is now in the process of implementation. All five entrance gates to the campus are being equipped with strict access control.

This project includes a dedicated gate for visitors.

2. Which gates are affected by the new access control measures?

Access control is implemented at the five different gates and valid card-holders will be able to gain access to the campus through these gates.

The gates are:

- Gate 1: Nelson Mandela Drive
- Gate 2: Badenhorst Street
- Gate 3: Wynand Mouton Drive
- Gate 4: Furstenburg Street
- Gate 5: DF Malherbe Drive

3. When will the access control be implemented?

1 August 2014:

Gate 2 (Badenhorst Street) and Gate 4 (Furstenburg Street):

- On 1 August 2014 access control was implemented at Gates 2 and 4. Only persons with valid access cards can gain access through these gates.

3 November 2014:

Gate 1 (Nelson Mandela Drive), Gate 3 (Wynand Mouton Drive) and Gate 5 (DF Malherbe Drive).

4. How will access control be enforced at the different gates?

The security guardhouses are equipped with card-readers. Current staff and student cards are equipped to be read by the card-readers at the gates and are able to activate the booms.

Service providers, consultants, persons that need access to campus facilities and tenants etc., that have applied and obtained valid access cards, can also make use of these gates.

At this stage, valid card-holders are swiping their cards against the card-reader at Gates 2 and 4 or holding it not further than 20 mm from the reader for the boom to open. Card-holders therefore have to physically stop in front of the boom in order to get access to the campus.

As from October 2014, staff members and students who are the owners/drivers of motor vehicles are kindly requested to purchase the new dual-frequency cards that will replace their current student or personnel cards.

A discounted price of R30 per dual frequency card is payable until end November 2014 (discount only applicable to staff and students). Thereafter, a card will cost R60.

Please note that only people with vehicles need to apply for dual-frequency cards.

Staff and students using their dual-frequency cards should:

- Reduce speed
- Hold the card in a vertical position at the driver's side window, in the direction of the long-distance reader

It is therefore not necessary to stop in front of the boom. On holding your card upright, in line with the card reader, the gate will open automatically and you will be able to drive through (keep your card outside your window; the card reader cannot operate through tinted windows).

Please note that this arrangement only applies to incoming lanes. On leaving the campus, the card has to be swiped. This is due to the number-plate recognition technology installed at exits for additional security.

If the long-distance reader does not work, the dual-frequency card can still be used at a tag reader.

SECTION B: How does the entrance at each gate work?

1. Gate 1 (Nelson Mandela Drive)

Construction at the Main Gate in Nelson Mandela Drive is underway to build one extra lane for incoming traffic. The project is estimated to be completed at the **end of November 2014**.

For outgoing traffic, lane 1 (furthest from the guardhouse) and lane 2 will be used by card-holders and lane 3 (closest to the booth) will be used by service providers with access cards. (A process must be followed to apply for an access card, as already communicated and available on the UFS website.

For incoming traffic, lanes 2 and 3 were set aside for use by service providers only. Lanes 1 and 4 will be used by card-holders only.

Since the construction work at this gate makes it difficult to cross the road at the pedestrian crossing, pedestrians are advised to cross the road at the traffic light in Nelson Mandela Drive until the work is completed. A new pedestrian crossing will be built at this gate as part of the project.

2. Gate 2 (Badenhorst Street)

Only persons with valid access cards will be able to enter and leave through these gates.

3. Gate 3 (Wynand Mouton Drive)

The gate at Wynand Mouton Drive is earmarked for use by valid card-holders. This includes students, staff and persons doing business on campus. Parents dropping and fetching their children for sports,

as well as service providers of the UFS, such as architects, may apply for valid access cards (those persons will have to provide proof that they have business on campus – complete the online application form and sign the declaration).

4. Gate 4 (Furstenburg Street)

Only persons with valid access cards will be able to enter and leave through these gates, as at Gate 3.

5. Gate 5 (DF Malherbe Drive) – VISITORS

Once the Visitor Centre is completed (end of November 2014), all visitors to the campus that are not in possession of a valid access card and in need of assistance and/or directions, will be referred to the centre at Gate 5 (DF Malherbe Drive). This include, among others, parents, family and friends of students, as well as conference delegates. Visitors will sign in at the Visitor's Centre.

Note that the gate at DF Malherbe Drive will be operational from 3 November 2014.

6. What times will the various gates be open?

Main gate in Nelson Mandela Avenue: open 24 hours

Gate in DF Malherbe Avenue: open 24 hours

Gate in Wynand Mouton Avenue: open 24 hours

Gate in Badenhorst Street: 06:00-18:00

Gate in Furstenburg Street: 06:00-18:00

SECTION C: Application procedure for a valid access card

There will be an application procedure for a card.

1. What is the procedure to apply for a valid access card (for non-students and non-employees of the UFS)?

1. Complete the application form on the UFS webpage under Protection Services <http://supportservices.ufs.ac.za/content.aspx?DCCode=457> or visit www.ufs.ac.za and click on Admin and Services (fourth icon, top right), scroll down and click on Protection Services.
2. Attach a copy of a document confirming positive identification: ID/driver's licence/passport.
3. Attach a copy of the declaration by your service provider/employer (if applicable).
4. Submit the completed application form together with attachments via the webpage.
5. Allow three working days for approval and processing by the relevant UFS departments. An email will be sent to the email address provided on the application form, confirming that processing has been completed.
6. On receipt of the email, visit the UFS Card Division, Main Campus, Thakaneng Bridge, to have your photo taken and collect your card that was issued.
7. The temporary card, which can be used to enter through the UFS entrance gates, will be issued free of charge and will be valid until 30 November 2014. Please remember to collect and pay your dual-frequency card *before this date* (as from 1 September 2014).
8. On submission of the following (as from September 2014) to the UFS Card Division, Main Campus, Thakaneng Bridge, **a dual-frequency card** will be issued which will be valid for a period as stipulated on your application form (for a maximum period of twelve (12) months).
 - Application fee: R60.
 - Attach proof of payment: Absa Bank: 1 570 8500 71, Ref: 1 413 07670 0198.

9. Visitors that have applied and paid R60 for access cards to the Bloemfontein Campus, can exchange their access cards for a new dual-frequency card at no extra cost.

2. What is the procedure to apply for a valid access card (students and UFS employees)?

1. Staff members and students who are the owners/drivers of motor vehicles, are kindly requested to purchase the new dual-frequency cards that will replace their current student or personnel cards.
2. A discounted price of R30 per card is payable during October 2014 only. Thereafter, a card will cost R60.
3. Electronic fund transfers: Absa Bank: 1 570 8500 71, Ref: 1 413 07670 0198, OR pay the R30 at the UFS Cashiers, Thakaneng Bridge. *Please note that the price of the cards will increase to R60 from 1 November 2014.*
4. Take your existing personnel or student card, together with proof of payment, to the UFS Card Division, Bloemfontein Campus, Thakaneng Bridge, to have your photo taken and your new dual-frequency card issued.
5. Permission to access specific UFS buildings or facilities linked to your existing card, will be automatically linked to the new card.
6. The new card is marked 'dual' on the back in the right, bottom corner.
7. The UFS Cashiers will provide assistance between 09:00 and 14:30, and the UFS Card Division between 09:00 and 15:00.

3. Can a card-holder be in possession of more than one valid access card?

No

4. Will the double-frequency cards which are available on special in October therefore 'never' expire for staff members?

It will work the same as your current personnel card. In other words, when you leave the employment of the UFS, your card will be cancelled.

5. How will you be able to enter the campus if you forgot your card?

Persons will be 'scanned' by means of a license reader if they have a driver's licence with them. They can also go to the Visitor's Centre for assistance.

SECTION D: Visitors (Gate 5, DF Malherbe Drive)

Once the Visitor Centre is completed (**end of November**), all visitors to the campus will be referred to the centre at Gate 5 (DF Malherbe Drive). This include, among others, parents, family and friends of students, as well as conference delegates. Visitors will have to sign in at the centre.

1. How will visitors be channelled through this gate?

Lane 1 at this gate will be used by visitors and service providers to enter the campus. Only cardholders will be able to use lane 2.

To leave the campus, card-holders will use lane 1 and visitors and service providers will use lane 2.

2. What is the process that will be followed once visitors arrive at the gate in DF Malherbe Avenue?

A. If the visitors are familiar with the campus and know where they are heading, they will be allowed to enter after their driver's licences and the licences on their cars were scanned. First they will receive a slip from the security officer. On leaving the campus, the slip must be returned to the security officer.

B. If the visitors aren't familiar with the campus they will be referred to the Visitor's Centre for further information. Maps and other information will be available at the Visitor's Centre, where officers will be able to furnish them with information. On entry, the security office will scan the driver's licence and the licence of the vehicle.

3. When will the centre be operational?

It is envisaged that the centre will be operational by end of November 2014.

4. What times will the Visitor's Centre be open?

During working hours: 07:45-16:30

SECTION E: Pedestrians

1. How will pedestrians get access to the campus once the project is completed?

All gates for motorists will also be equipped with a pedestrian thoroughfare on completion of the project. Persons using these pedestrian gates also need to use their cards to get access to the campus.

2. How will a person who is a pedestrian, but not a staff member or a student, gain access to the campus?

Pedestrians who are visitors, but aren't in possession of a valid access card, should please go to the Visitor's Centre at the gate in DF Malherbe Drive where they will be helped.

SECTION F: Members of the public

1. How will members of the public who are, for example, jogging on campus or walking their dogs, obtain access to the campus?

Pedestrians can also apply for a valid access card. Pedestrian gates will also be equipped with card readers for access control. Pedestrians will have to apply for an access card or they can go to the Visitor's Centre for assistance if they do not have an access card.

2. How will members of the public who take part in organised activities such as sport and recreation classes, obtain access to the campus?

The application form to obtain a valid access card is available on the website (front page www.ufs.ac.za). Alternatively, these persons can be 'scanned' by means of a licence reader if they have a driver's licence with them. We strongly suggest that frequent visitors obtain a valid access card, which will be valid for 12 months.

3. How will access to the campus be given to visitors during big institutional events such as graduation ceremonies, Open Day, lectures, music concerts?

Visitors' vehicle licences will be scanned.

4. How will access to the campus be given to visitors during public events?

See point 3.

SECTION G: General

If a couple drive to work together to save on fuel expenses, sometimes driving with the wife's vehicle and sometimes with the husband's vehicle, how do they go about accessing cards for both vehicles. Will they be able to use one card, even though it is for another vehicle?

The husband should also apply for a card under the option 'access to campus facilities'. He need not complete a declaration form and must only submit a copy of his ID. He will have to apply for a dual-frequency card as from September 2014 (R60). The details are available on the website at www.ufs.ac.za

Can a staff member purchase two double-frequency cards, i.e. if you drive two cars to work. Or is it only one per staff member?

No, only one card is linked to a person, as is currently the case with your personnel card. It is linked to the person and not the vehicle; therefore you will be able to gain entrance with both vehicles.

Is there a contact number to dial in connection with access control?

Yes, 051 401 7766.