



# Southeastern Louisiana University

## Unmanned Aerial System Policy

### Document History

Responsible Administrator: Vice President for Administration and Finance

Responsible Office: Environmental Health & Safety

Approved By: President

Latest Revision: 6/5/2018

### Policy Statement

The University will adhere to all federal and state laws and regulations pertaining to the operation of unmanned aerial vehicles. We are committed to reducing and/or eliminating unnecessary risk to individuals and the agency.

### Purpose of Policy

To establish requirements for the safe operation of unmanned aerial systems, also referred to as “drones”, on or above Southeastern Louisiana University property.

### Applicability

This policy applies to the operation of all unmanned aerial systems, owned or leased, by University employees, students, contractors, or visitors.

### Policy Procedure

#### A. Definitions

1. *Unmanned Aerial System (UAS)* is an unmanned aircraft and all of the associated support equipment, control stations, data links, telemetry, communication and navigation equipment, etc., necessary to operate the unmanned aircraft. The Federal Aviation Administration (FAA) regulations, 14 CFR 107, apply to all UAS weighing less than 55 pounds.
2. *UAS Operator* is anyone authorized to fly a UAS for commercial or recreational purposes. Commercial UAS operators must be licensed to operate per FAA regulations.
3. *Recreational Flight* is interpreted by the FAA as: “A person may operate an unmanned aircraft for hobby or recreation in accordance with section 336 of the FAA Modernization and Reform Act of 2012 at educational institutions and community-sponsored events provided that person is (1) not compensated, or (2) any compensation received is neither directly nor incidentally related to that persons operation of the aircraft at such event.”
4. *Commercial Flight* is any UAS operation that does not fall under the definition of Recreational Flight.

#### B. Responsibilities

1. Responsible faculty, staff, students, contractors, and visitors will conduct flights only as authorized by Southeastern Louisiana University, the State of Louisiana, and the FAA.

2. UAS Operators are responsible to be knowledgeable of federal, state, and local regulations applicable to their operations. This includes, but is not limited to, regulations contained in 14 CFR 107, Louisiana RS 14:337, and any applicable FAA memorandums or advisory circulars.
3. No UAS operation may occur on or above Southeastern Louisiana University without permission of the University Police Department (UPD). It is the responsibility of the UAS operator to contact the UPD prior to the planned operation to obtain permission.
4. UPD personnel will contact the Hammond Northshore Regional Airport air traffic control tower to ensure flight plan approval, prior to granting permission for a UAS operation.
5. No recreational UAS flights will be approved on or above Southeastern Louisiana University property. North Oak Park is exempt from this restriction under the following conditions:
  - a) No university sanctioned athletic events are occurring at the time of flight.
  - b) Flight altitude does not exceed 100 feet under any circumstance.
6. Operators of UAS not owned by Southeastern Louisiana University must provide proof of commercial general liability insurance with a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000 when requesting permission to operate from the UPD.
7. Fines or damages incurred by individuals or organizations not in compliance with this policy and/or applicable federal, state, and local regulations will not be paid by Southeastern Louisiana University and will be the responsibility of those persons involved.

### **C. General Procedures**

1. Responsible faculty, staff, student, contractor, and visitor UAS operators should always keep safety in mind, particularly the risk of injury to people and damage to property. The following procedures should be followed at all times:
  - a. Operators should be aware of potential failure modes for their system (battery failure, wind/weather conditions, control signal loss, etc.) and plan to conduct operations to minimize the risk to persons and property with these events in mind. Operators should test, to the extent reasonably possible, the function of built-in safety features.
  - b. Operators should establish/keep detailed and thorough checklists for all necessary pre-flight/flight/post-flight procedures and highlight important safety events.
  - c. Operators should ensure thorough training of all system operators and flight crew.
  - d. UAS units operated on or above Southeastern Louisiana University property must be marked with owner contact information.
  - e. UAS should only be flown during daylight hours and in good weather.
  - f. UAS must remain within visual range of the operator(s), no to exceed one quarter mile over inhabited areas.

g. Altitude limitations set by the FAA and communicated to the operator during the approval process must not be exceeded. At no time will any UAS be flown in excess of 400 feet of altitude.

2. UAS may not be used to take photos or videos of persons or property without prior approval and/or permission of the persons involved. UAS should not be used to monitor or record in areas where there is a reasonable expectation of privacy. These areas include but are not limited to; restrooms, locker or changing rooms, dormitory rooms, apartments, child care centers, and medical treatment facilities. Requests to video or photograph Southeastern Louisiana University property should be directed to the Office of Public and Governmental Affairs.
3. Permission should be requested and received before entering private property to recover a downed UAS.

#### **D. Enforcement**

Statutes and regulations applying to UAS are laws and will be enforced by the University Police Department. Violation of these laws may result in civil or criminal charges from the State of Louisiana and/or U.S. Federal Government.