

Andrews University

Office of Campus Safety

4. Compliance Section

4.4. Unmanned Aircraft Systems Policy

4.4.1. Administration

This policy was adopted by the Campus Safety Committee on 02/14/17 and is administered by the University Airpark Manager. The policy is for public dissemination.

- 4.4.1.1. This policy applies to the entire campus, affecting employees, students, and any non-employee/student who accesses University owned private property.
- 4.4.1.2. Violations of this policy will be reported to the Campus Safety Committee and may result in suspension or revocation of permission to operate a UAS from or over University property
- 4.4.1.3. Variances to this policy may be made by the University Safety/Risk Management committee. Requests for a variance will be made in writing at least 30 days prior to the activity for which the variance is requested. At no time will variances be approved that would compromise safety.

4.4.2. Purpose

The purpose of this policy is to define minimal requirements for the safe operation of unmanned aircraft systems over Andrews University property. This policy is established to ensure compliance with all applicable laws, reduce safety risks, and preserve the security and privacy of members of the Andrews University community

4.4.3. Definitions

Specific terms in this policy are defined as follows:

- 4.4.3.1. University Property: Includes all land, buildings, and vehicles owned by Andrews University.
- 4.4.3.2. Unmanned Aircraft Systems: Also known as UAS, are any unmanned aircraft and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the unmanned aircraft. UAS may have a variety of names including drone, quadcopter, quadrotor, etc. FAA regulation applies to UAS regardless of size or weight.

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4.4.4. Policy Procedures

The following procedures will be followed to comply with this policy.

- 4.4.4.1. **Permission:** Permission from the University Airpark Manager is required to operate any UAS over or from Andrews University property. UAS operators must submit a written request to the University Airpark Manager no later than 30 days prior to the 1st day of operation. Operators will be notified of approval or disapproval in writing. Permission to operate a UAS over or from University property will be valid for a period of time specified for each particular operation. Operators must reapply 30 days prior to the permission expiration date. Permission to operate a UAS over or from University property may be revoked at the discretion of the University Airpark Manager. Circumstances that may warrant revocation of permission include, but are not limited to, unsafe operation, failure to follow Federal Aviation Regulations, or failure to follow the requirements of this policy.
- 4.4.4.2. **UAS Operations:** All UAS operators will comply with all Federal Aviation Regulations, state and local laws, and the requirements of this policy.
 - 4.4.4.2.1. Any University employee or student wishing to operate an UAS as part of their University employment or as part of a University program must operate as an FAA regulated Part 107 Pilot in Command.
 - 4.4.4.2.2. UAS operators must, upon request, make available to a University Authority:
 - The remote pilot certificate with a small UAS rating; and
 - Any other document, record, or report required to be kept under this policy
 - 4.4.4.2.3. The Andrews Airport Manager must be notified of all UAS operations from or over the University main campus.
 - 4.4.4.2.4. UAS must remain within Visual Line-of-Sight (VLOS) of the remote pilot in command.
 - 4.4.4.2.5. UAS will only be operated during daylight hours.
 - 4.4.4.2.6. UAS will remain at an altitude below 400 feet Above Ground Level (AGL), unless the UAS is within 400 feet of a structure. If the UAS is operating within 400 feet of a structure, the UAS will not fly higher than 400 feet above the structure's immediate uppermost limit.
 - 4.4.4.2.7. Except during takeoff and landing, UAS will fly at sufficient altitude to clear all obstacles.
 - 4.4.4.2.8. UAS will not be operated over groups of people on the ground.

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- 4.4.4.2.9. UAS groundspeed will not exceed 100mph (87 kts).
- 4.4.4.2.10. UAS operators will not drop any objects from the UAS.
- 4.4.4.3. Restrictions:
 - 4.4.4.3.1. All UAS operated over the main campus will remain north of M-139 to avoid Air Park air traffic. Additionally, UAS will avoid the approach corridor to University Air Park Runway 21 when aircraft are observed using the approach, or when notified by the Air Park Manager that aircraft will be using the approach (See Figure 1). EXCEPTION: When the Campus Safety UAS is being used in an emergency in the Runway 21 approach corridor, Runway 21 approaches will be discontinued.
 - 4.4.4.3.2. UAS shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to restrooms, locker rooms, individual residential rooms, changing or dressing rooms, and health treatment rooms.
 - 4.4.4.3.3. UAS shall not be used to monitor or record residential hallways, residential lounges, or the interiors of campus daycare facilities.
 - 4.4.4.3.4. UAS shall not be used to monitor or record sensitive institutional or personal information which may be found, for example, on an individual's workspaces, on computer or other electronic displays.
- 4.4.4.4. Emergency Actions: In the event of an emergency requiring immediate action, the remote pilot in command may deviate from any rule of this part to the extent necessary to meet that emergency.
 - 4.4.4.4.1. Each remote pilot in command who deviates from this policy must, upon the request of the University Airpark Manager, send a written report of that deviation to University Airpark Manager.
 - 4.4.4.4.2. UAS operators will remain clear of responding emergency aircraft (e.g. medevac, police search).
- 4.4.4.5. Campus Safety Operated UAS: Campus Safety operates UAS for the purposes of Search and Rescue, campus patrol, and event monitoring. All Campus Safety UAS operators will be certificated under FAR Part 107. Unless stated otherwise, all Campus Safety UAS will abide by the procedures outlined in this policy.
- 4.4.4.6. Other University Owned/Operated UAS: A University employee planning to operate an unmanned aircraft system (UAS) as part of their University employment or in support of research, teaching or testing as part of a University program must comply with the following:

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4.4.4.6.1. Register with the University Airpark Manager providing the following:

- Proof of compliance with Federal Aviation Regulation Part 107 Pilot in Command
- UAS description (Make/Model/Color/etc.)

4.4.4.6.2. Overseeing departments are responsible for providing or ensuring operators are trained in the use of the UAS in which they will operate. Overseeing departments will designate a Faculty/Staff sponsor for each event for which a UAS will be used.

4.4.4.6.3. Prior to each event, the sponsor will notify the University Airpark Manager of the date, time, duration, area of operation and purpose of each event, and a contact telephone number.

4.4.4.7. Contractor/Third Party Owned UAS:

4.4.4.7.1. The use of UAS for University work contracted by a third party will meet the requirements of this policy with the contractor providing a certificate of insurance detailing a \$1,000,000.00 liability covering the use/deployment of the UAS. The certificate will be kept on file by Plant Services/Risk Management.

4.4.4.7.2. The use of UAS for hobby or recreational use on Andrews University property is limited to the Andrews Air Park and will be conducted with the permission of the Air Park Manager. Hobby or recreational UAS operators will provide a certificate of insurance detailing the recreational use of UAS and providing for a \$1,000,000.00 liability coverage before they will be allowed to operate a UAS at Andrews Air Park. The certificate of insurance will be kept on file by the Air Park Manager.

4.4.5. **Policy Resources/Statutes**

The following resources were used in the development of this policy:

- FAA Small Unmanned Aircraft Regulations (Part 107)

4.4.6. **Policy Revision/Modification**

The following revisions/modifications were made to this policy:

- 03/19/19: Airpark Manager responsible for administration of this policy.

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Section 4.4.4.3.1 Figure 1

Runway 21 Approach Area

