

# DEPAUL UNIVERSITY

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## Unmanned Aircraft Systems (Drones)

**Category:** Operations

**Responsible Department:** Facility Operations

**Responsible Officer:** Vice President of Facility Operations

**Effective Date:** 10/27/2016

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### Policy Summary

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This policy explains the rules applicable to operators of university-owned unmanned aircraft systems ("UAS" or "drones") and to those wishing to operate UAS in airspace located above university-owned properties.

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### Scope

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This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the University Community.

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### Policy

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Any operation of UAS by DePaul faculty, staff, or students involved in activities related to university business must be in accordance with all applicable Federal, state, and local laws, rules, and regulations, including but not limited to [Federal Aviation Administration \(FAA\) regulations](#) and [City of Chicago ordinances](#).

Any accident involving a UAS on DePaul's campuses must be promptly reported to DePaul's Public Safety Office. The Public Safety Office will coordinate with the Office of Compliance and Risk Management to report such accidents to the FAA, as appropriate. "Accidents" shall include, but not be limited to, any contact between a UAS and a person or property that results in injury or damage, however minor.

#### 1. Registration and Operation of DePaul-owned UAS

All university-owned UAS must be registered with the Office of Compliance and Risk Management. All persons operating university-owned UAS outdoors must hold a remote pilot airman certificate with a small UAS rating, or be under the direct supervision of a person who holds a remote pilot certificate, when required by [applicable law](#).

## **2. Use of UAS outdoors on DePaul's campuses**

Use of UAS by the general public shall be prohibited in airspace located above university-owned properties.

DePaul faculty, staff, and registered student organizations wishing to operate UAS outdoors on DePaul's campuses may initiate a request by reserving the desired space. All such requests shall be subject to review by the Director of Public Safety.

Any request to operate UAS outdoors on DePaul's campuses for the purpose of filming/photography shall be subject to further review by the Office of Public Relations and Communications and/or the [Student Filming/Photography for Academic Purposes on Campus policy](#), as applicable. There is an expectation that privacy be respected. Once filming has begun, the space manager and/or Public Safety may withdraw permission to film at any time if the filming is determined to be disruptive to campus activities or university business.

In addition, any arrangement that involves DePaul hiring a third party operator of UAS to perform services on DePaul's campuses shall require a written contract subject to legal review pursuant to the "special risk" provisions of the [Contract Requirements and Procedures Policy](#).

## **3. Use of UAS indoors on DePaul's campuses**

Use of UAS indoors on DePaul's campuses is generally prohibited, though exceptions exist for academic and research purposes that require prior approval by the Director of Public Safety and the Vice President for Facility Operations.

If an exception is granted, DePaul faculty, staff, and registered student organizations may be permitted to operate UAS indoors if they contact the Vice President for Facility Operations at least three (3) weeks in advance to arrange for appropriate safety precautions and equipment. Please see Section V. Procedures, subsection 3, below for more information about appropriate safety precautions and equipment.

DePaul faculty, staff, and registered student organizations wishing to operate UAS indoors on DePaul's campuses may initiate a request by contacting the Director of Public Safety and the Vice President for Facility Operations or by reserving the desired space and noting the proposed UAS use. The request should include proposed procedures for ensuring appropriate safety precautions and equipment and details on the UAS (e.g. using tethers or full netted cages to limit flight height and distances).

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## **Procedures**

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### **1. Registration with Office of Compliance and Risk Management**

To register a university-owned UAS with the Office of Compliance and Risk Management, contact the Manager of Risk and Insurance. Please be prepared to provide basic information regarding the UAS, including the make/manufacturer, model, serial number, weight, operator information, and FAA registration and/or license numbers, if applicable.

## 2. Space Reservation

DePaul faculty, staff, and registered student organizations wishing to reserve space on campus to operate UAS should contact the appropriate university department:

|                           |                     |
|---------------------------|---------------------|
| Lincoln Park Campus Quad: | Student Centers     |
| Wish Field:               | Athletic Department |
| For all other locations:  | Facility Operations |

Please see the [Space Reservations at University Student Center Facilities policy](#) for additional information.

## 3. Appropriate Safety Precautions and Equipment

Any operation of UAS by DePaul faculty, staff, or students involved in activities related to university business should be conducted in accordance with the following safety precautions (excerpted from the [Academy of Model Aeronautics National Model Aircraft Safety Code](#)):

- Operators should not fly UAS higher than 400 feet above ground level, nor within five (5) miles of an airport, without prior approval from appropriate airport personnel.
- Operators should avoid flying directly over unprotected people, vessels, vehicles, or structures and avoid endangerment of life and property of others.
- Operators should establish a safety line in front of which all flying takes places. Only personnel associated with operating the UAS should be allowed at or in front of the safety line.
- Operators or other individuals should not touch a UAS in flight while it is still under power, except if necessary to divert it from striking another individual.
- Operators should maintain control during the entire flight, and should maintain visual contact during the entire flight without enhancement other than by corrective lenses prescribed for the operator.
- Operators should not fly UAS while under the influence of alcohol or while using any drug that may adversely affect the operator's ability to safely control the UAS.
- Operators should not fly UAS carrying pyrotechnic devices or any device that propels a projectile or drops any object that may create a hazard to persons or property.

Appropriate safety equipment for indoor use of UAS may include netting and/or tethers.

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## Divisional Collaborations

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Office of Compliance & Risk Management

Office of Academic Affairs

Public Safety Office

Division of Student Affairs

Office of the General Counsel

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## Contact Information

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Vice President for Facility Operations: (312) 362-8682

Office of Compliance and Risk Management, Manager, Risk & Insurance: (312) 362-7161

Student Centers, Director: (773) 325-4075; [studentcenters@depaul.edu](mailto:studentcenters@depaul.edu)

Associate Athletic Director for Facilities & Building Services: (773) 325-7545

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## Appendices

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None

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## History/Revisions

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Last Amended Date: 10/27/2016

Next Review Date: N/A