



Guidelines on Unmanned Aerial Systems (Drones)

- A. Responsible faculty, staff, students, visitors, and contractors using unmanned aircraft systems, and their designated operators/pilots, should conduct flights only as authorized by the FAA (Federal Aviation Administration) and Louisiana State University. University employees or students wishing to operate unmanned aircraft systems (UAS) as part of their University employment or as part of a University program must first obtain a 333 exemption, or Certificate of Waiver or Authorization (COA) issued by the FAA. (<https://www.faa.gov/uas/>)

- B. Unmanned aircraft systems, (aka "UAS", "drones"), may not be flown on or above LSU property without permission of the chief law enforcement officer and the risk administrator of the respective campus. Students operating unmanned systems on or above University property must be supervised at all times by faculty or staff. Operators of non-LSU owned unmanned aircraft systems with permission to operate on campus must have commercial general liability insurance with a minimum limit per occurrence of 1,000,000 and a minimum general aggregate of \$2,000,000.

- C. Responsible faculty, staff, visitors, and contractors using unmanned aircraft systems and their designated operators/pilots should always keep safety in mind, particularly the risk of injury to people. The risk of property damage should be considered and minimized as well. The following procedures should be followed at all times:
 - a. Operators should be aware of potential failure modes for their system and plan to conduct operations to minimize the risk to persons and property with these events in mind (battery failure, wind/weather conditions, control signal loss). Operators should test, to the extent reasonably possible, the function of built-in safety features (such as lost-signal return and kill switches).

 - b. Operators should establish/keep detailed and thorough checklists for all necessary preflight/flight/post flight procedures and highlight important safety events (such as arming motors).

 - c. Where applicable, operators should place safety barriers around, or visual indicators of, any areas of danger when systems are being tested or in use.

 - d. UAS aircraft operated on or above LSU property must have an ID plate with the name, address, and phone number of the owner.

 - e. Operators should ensure detailed/thorough training of all system operators and flight crew.

 - f. Third party operators should submit the standard facility use request required to hold events or reserve LSU property when testing or flying aerial systems. The form is available through the Office of Finance and Administration or Business Affairs of the respective campus.

 - g. Systems should only be flown during daylight hours and in good weather.

- h. Systems must remain within visual range of the Operator(s), not to exceed one quarter mile over inhabited areas.
 - i. Systems may not be flown more than 400 feet above ground level.
 - j. Systems must not be used to take photos or videos of persons or property without express written permission of the University and the persons involved. Systems should not be used to monitor or record in sensitive areas or areas where there is a reasonable expectation of privacy. These areas can include restrooms, locker or changing rooms, dormitory rooms or apartments without permission, child care centers, and medical treatment facilities. Requests to video or photograph University property should be directed to the Office of Finance and Administration.
 - k. Systems must not be flown over people not directly involved in flight operations or within a 30 foot radius of people, buildings, vehicles, boats, buildings, or structures.
 - l. Systems may not be operated in populated areas or near large groups of people, (such as sporting events, concerts, festivals). They may not be flown anywhere on the Baton Rouge main campus on football game days. The FAA prohibits all flight activity within three (3) nautical miles of a sporting event stadium having a seating capacity greater than 30,000 people one hour prior to an NCAA event through one hour after conclusion. See the specific temporary flight rules (TFR) for more information about restrictions around sporting events.
(http://tfr.faa.gov/save_pages/detail_4_3621.html)
- D. Permission should be requested and received before entering private property to recover a downed system.
- E. Although not required at this time, as a courtesy, permission should be requested of property owners if overflight of private property is planned, or if there is the possibility that images of private property will be taken.
- F. Current LSU insurance excludes coverage for unmanned aerial systems or model aircraft. If University owned systems are to be used, please contact LSU Risk Management for procurement of specialty coverage at 225-578-2249 prior to use of the system.
- G. Violations of this procedure may result in disciplinary actions up to and including termination from the university. Legal prohibitions regarding physical presence on campus/trespassing and other legal action may also be pursued against third parties that operate UAS on or over University property in violation of this policy. Fines or damages incurred by individuals or units not in compliance with this policy will not be paid by Louisiana State University and will be the responsibility of those persons involved.