

Drone Policy Lake Forest College

This policy applies to Unmanned Aircraft Systems, i.e. drones. As used in this policy, drones mean any device used, intended to be used, or designed to fly in the air, which is operated without the possibility of direct physical human intervention from within or on the vehicle.

The policy applies to faculty, students, staff, or approved vendors/clients flying drones on or above College lands, or on behalf of the College at any location. Drones may not be flown from within or above College property by Third Parties.

Submission and Contact Information

To provide notice of a drone flight please email the Communications and Marketing department and allow a minimum of ten (10) business days for routine requests, with additional time for more complex requests. Notice should be sent to: ratliff@lakeforest.edu

For insurance purposes, please notify the business office (ext. 5030) if drones are purchased on behalf of the College. Non-institution owned drones *are not covered* by insurance. It is for this reason they (EIIA) do not recommend personal drones on campus.

Drone Review and Approval Process

In some instances, drone flights may require Federal Aviation Administration (FAA) approvals and/or permissions from local authorities, other regulatory agencies, or private parties. Certain FAA approvals take several months to seek and obtain-see www.faa.gov/uas/. Further, in some cases, the Communications and Marketing department may need to refer issues to impacted Lake Forest College departments. Footage must be submitted for approval prior to publishing.

In light of these constraints, Communications and Marketing must be notified, in writing at the earliest possible time of a proposed drone flight governed by this policy. In no event may the notification be submitted fewer than ten (10) business days before the envisioned

1. flight,
2. relevant commitment of funds or resources for the flight, or
3. binding commitment or proposal relevant to the flight, whichever is earliest.

For flights posing new or significant risks or novel questions, additional review time may be required, and requesters should submit notice well in advance to avoid delays or disapproval. In these instances, affected departments will be notified for assistance to determine and communicate whether the proposed drone flight is permissible, and if so, under what conditions. If the proposed drone flight is not permissible, guidance on whether and how the

requester could address deficiencies in the request will be provided. No drone flights may proceed without written notice.

EIIA Insurance Guidelines - (Only College owned, ≤10 lbs., & FAA registered qualify for insurance)

- Not flying near air fields (within 5 miles) without notifying the airport manager
- Not exceeding a flying height of 400 ft. and not flying near manned aircraft
- Not flying over dorms, large groups, sporting events (1 hour before, during the event, and 1 hour after), private property, or flying where there is an expectation of privacy.
- Not flying beyond the line of sight of the operator

General Criteria to Consider

The College recognizes that drones may serve as useful tools for a variety of purposes. At the same time, these vehicles present unique issues to environmental health, safety, regulatory compliance, and privacy, and these issues must be considered.

- Does the flight comport with the College's scientific research and education mission?
- Does the flight comply with applicable laws and regulations, such as Federal regulations, privacy laws, and other state and local laws? FAA UAS Hotline (844) 359-6982-UAShelp@faa.gov
- Does the flight pose safety or privacy concerns for the College, the College community, or the general public? If so, has the requester identified protocols that will adequately address or mitigate potential risks?
- If the flight is conducted by an approved vendor/client, is there a written agreement in place?
- Is the flight in a permissible location? Specific locations on campus may have use restrictions or local permission requirements. Unapproved flight in open spaces is prohibited.

The following is a general list of activities that may be enhanced by the use of drones:

- Photography, research and development, or data collection by flying drones in the pursuit of their College duties, whether on or off College property;
- Drone flight as a part of their College courses, or research activities, whether on or off College property;
- Agreements or other arrangements for approved vendors/clients and other persons to fly drones on behalf of the College whether on or off College property; and
- Drones from within or above College property for recreational or hobby purposes (which requires formation of and/or membership in a College sanctioned hobbyist club).