

## OUHC Unmanned Aircraft Systems Review Committee and Guidelines

**Policy:** The University prohibits unauthorized operation of unmanned aircraft systems (“UAS,” commonly referred to as “drones”) on University property. Members of the University community may apply for authorization to operate UAS for limited use for University-related business. Applications must be submitted to the Office of Enterprise Risk Management (send to [risk-management@ouhsc.edu](mailto:risk-management@ouhsc.edu)) and authorized by the University’s UAS Review Committee.

**Purpose:** The purpose of the UAS Review Committee is to review applications for proposed UAS operations over University property that further the University’s mission, and, if appropriate, approve the proposed operation. The UAS Review Committee is also tasked with establishing and periodically reviewing UAS operations guidelines designed to reduce safety risks to people and property on the University campus.

**Applicability:** This policy applies to all UAS flights over University property for University-related business.

**UAS Review Committee:** The OUHC UAS Review Committee is a multidisciplinary committee of representatives from each of the following areas: OUHC PD, Enterprise Risk Management, Public Affairs, Export Controls, the Office of the Provost, Facilities Management, Legal Counsel, and a representative from the OU Aviation Department (Norman Campus). An ad hoc member will be OUMI, the University’s hospital partner, for purposes of operations that may include OUMI’s airspace or footage of OUMI facilities.

**Procedures:** Members of the University Community wishing to operate UAS in conjunction with University-related job duties or educational activities or mission should submit an application to the UAS Review Committee a minimum of seven (7) business days prior to the scheduled flight. The UAS Review Committee may approve an application as submitted, request additional information or clarification, or approve an application subject to conditions or limitations as necessary to protect the privacy or safety of the campus community. Approval may be revoked any time prior to flight if necessary to protect the privacy and safety of the campus

community. During the flight, a copy of the UAS Review Committee's approval letter/email should be in the operator's possession and available for inspection.

**Penalty for Noncompliance:** Members of the University community operating UAS without approval of the UAS Review Committee or outside the scope of these guidelines may be subject to discipline and/or reported to law enforcement or the FAA for investigation and corrective action, whether functioning as a pilot or as an observer. Non-complying third parties may be trespassed from campus and/or reported to local law enforcement or the FAA for investigation and corrective action.

### Guidelines

The UAS Review Committee will consider each application to operate UAS on a case by case basis, taking into account the purpose of the flight, the benefit to the University, and all relevant risk factors, including, but not limited to, the type of UAS, the location of the proposed operations, and the time of the day/week of the proposed operations. Applicants should ensure the proposed UAS operations comport with the following guidelines:

#### **Guidelines for Air Safety:**

- All UAS operations must comply with federal and state laws regarding UAS, including FAA regulations. It is the responsibility of both the applicant and the Remote Pilot in Command (RPIC) to know the limitations and restrictions of any particular operation.
- UAS operations must adhere to FAA Part 107 requirements for aircraft maintenance, pre-flight and post-flight inspections and observe basic airmanship and safety measures.
- UAS may not interfere with manned aircraft.
- The RPIC is required to comply with manufacturer's requirements for maintenance, upkeep, and operations of UAS.
- All UAS must be registered with the FAA and operated by an appropriately licensed RPIC. The license must be in the RPIC's possession and available for inspection at the time of the flight.
- The RPIC, or designated visual observer ("VO"), must maintain a visual line of sight with the UAS at all times.

- UAS operations must maintain an altitude of below 200 feet. Only with special approval and good cause shown will UAS operations be approved beyond 200 feet, up to a maximum of 400 feet.
- UAS operating under the authority of Part 107 must comply with all of the terms of such exemption.

**Guidelines for Safety to People and Property:**

- UAS must weigh less than fifty-five (55) pounds.
- Applicants must submit evidence of the RPIC's proficiency with the make/model of the UAS proposed to be used, unless the UAS weighs less than five (5) pounds. For the purposes of this guideline, to be considered proficient in the operation of a particular make/model of UAS, the RPIC must have logged evidence of a minimum of five (5) hours of flight time using said make/model of UAS, and have logged at least three (3) take-offs and landings.
- UAS operations may not take place within 500 feet of non-participating people unless adequate safety measures have been undertaken to protect them. This requirement may be waived for good cause shown. It is the applicant's responsibility to demonstrate that waiver of this requirement is essential for the operation and that the flight is designed to ensure safety of people and property.
- UAS operators must notify all Helipad owners on the OU Health Campus prior to any UAS flights and obtain approval from those property owners, and maintain ability to communicate with Helipad owners during UAS flights. (Please note -the "Campus" includes not only property owned by the University, but also third parties)
- UAS operations may not generally take place within 400 feet of a building/structure or vehicles, unless adequate safety measures have been undertaken to protect them and the executive officer or in case of non-University property, the owner(s)/occupant(s), with authority over the building/structure agree to the operations.
- UAS operations must take place in daylight. Operations must cease immediately if severe weather or high winds threaten the integrity of the operation.
- UAS operations must be conducted at safe speeds (which may vary based on location and other factors, but shall never exceed 100 mph) and may not be operated in a reckless manner.

- UAS operations are prohibited on special event days (e.g. commencement).
- UAS operations should be scheduled, when possible, at times when the risk of nonparticipating persons coming within range of the UAS is minimized (e.g., weekends, before/after business hours).

**Guidelines for Protecting Privacy and Intellectual Property:**

- UAS operations over property belonging to any party other than the University of Oklahoma will not be approved without the express written permission of the owner(s)/occupant(s) of the property.
- UAS may not be used for the purposes of surveillance, eavesdropping, monitoring any person without his or her express written knowledge and consent, or for any other purpose that would tend to breach a person's reasonable expectation of privacy.
- UAS may not be used for the purposes of recording artistic, academic, or athletic rehearsals, practices, drills, scrimmages, performances, or contests.
- UAS may not record in or near University apartments, locker rooms, dressing rooms, restrooms, health treatment/patient rooms, or child care facilities on campus.
- Except by approval of the executive office of the University with authority over the facility, UAS may not record over Police Department or sensitive utilities.
- While incidental photography or video of people on campus may occur, operators may not use, publish, or disseminate images in which a person's likeness is reasonably identifiable without his or her written consent.
- UAS may not record images of people for academic or research purposes without approval from the Institutional Review Board (IRB). See [compliance.ouhsc.edu](http://compliance.ouhsc.edu) for more information about IRB.

**Insurance Requirements:**

- UAS operated by third party vendors must provide a certificate of insurance to the Office of Enterprise Risk Management (send to [risk-management@ouhsc.edu](mailto:risk-management@ouhsc.edu)) identifying the University of Oklahoma Health Campus as a certificate holder.
- If UAS is owned by OUHC, the applicant must execute the appropriate forms required by the State of Oklahoma, Office of Risk Management, including the Aircraft Change Request Form.

**Reporting Requirements:**

- UAS operators must comply with FAA reporting requirements for reporting incidents resulting in injury to a person or damage to property. In addition, UAS operators must immediately report any incident resulting in injury to a person or damage to property to the Office of Enterprise Risk Management (405-271-3287). As always, in an emergency, UAS operators should contact 911 for immediate assistance.