



DEPARTMENT of PUBLIC SAFETY
Office of Risk
&
Emergency Management

**Unmanned Aircraft Systems
Administrative Policy**

**Date of
Publication:** April 23, 2025

EMU-REM-UAS-00

Revision: 0

**Page
Number:** 1 of 6

PURPOSE & SCOPE

Eastern Michigan University (EMU) supports the safe use of unmanned aircraft systems on or off EMU properties, in the course of research and educational activities, as well as by contractors and those commissioned by EMU with a purchase agreement.

This administrative policy applies to both outdoor and indoor use of UAS operated for any purpose, from, on, or over EMU properties, including Parsons, Fish Lake, and EagleCrest. This administrative policy also applies to the use of UAS by EMU faculty, students, and staff off of EMU property for EMU sanctioned activities.

The EMU Department of Public Safety has charged the Office of Risk & Emergency Management with implementation of this policy and will be responsible for administering the review and approval process for UAS activities subject to this policy.

DEFINITIONS

1. **Unmanned Aircraft or Drone:** an aircraft flown by a remote pilot via a ground control system, or autonomously through the use of an on-board computer, communication links, and any additional equipment that is necessary for the unoccupied aircraft to operate safely.
2. **Unmanned Aircraft System (UAS):** An unoccupied aircraft and all associated support equipment, control station, data links, telemetry, communications, navigation equipment, and other equipment necessary to operate the unoccupied aircraft.
3. **Drone Swarm (Drone Light Show):** Drone Light Shows are performed by illuminated, synchronized and choreographed groups of drones that arrange themselves into various aerial formations. Swarms are controlled by master computer programs under the control of a single Remote Pilot in Command who has the proper authorization from the Federal Aviation Administration (FAA).

Unmanned Aircraft Systems Administrative Policy		EMU-REM-UAS-00	
Date of Publication:	April 23, 2025	Revision: 0	Page: 2 of 6

4. **Recreational Drone Use:** Flying a drone for fun, hobby, or personal enjoyment, as opposed to the commercial, business, or compensation-related activity as defined by the [Federal Aviation Administration](#).
5. **Remote Pilot in Command:** An individual who has received a Remote Pilot Certification from the FAA is directly responsible for and is the final authority as to the operation of the small unoccupied aircraft system.
6. **Visual Line of Sight (VLOS):** Continuous, unaided visual contact with the UAS.
7. **Small Unmanned Aircraft:** Means an Unmanned Aircraft weighing less than 55 pounds on takeoff, including everything that is on board or otherwise attached to the aircraft. <https://www.ecfr.gov/current/title-14/chapter-I/subchapter-F/part-107/section-107.3>

ADMINISTRATIVE POLICY

Any UAS used on EMU property or operated by EMU faculty and staff shall comply with the following:

1. All flights of Unmanned Aircraft Systems on EMU's campus must follow the [FAA rules and regulations for UAS](#) as well as applicable State and Federal laws, and University Policies.
2. Any and all flights of Unmanned Aircraft Systems must be authorized in advance. In order to expedite the approval process, complete and submit the Unmanned Aerial System Application.
3. EMU Faculty/Staff/Students teaching classes or doing research involving Drones must have completed the [FAA's Part 107 training](#) or have an FAA Commercially Licensed Pilot in charge present when drones are in use.
4. When training students in a class, the use of drones falls under [Section 350 of Public Law 115-254, the FAA Re-Authorization Act of 2018](#), which allows educational institutions to operate under the exception for limited recreation provided the operations are for the purpose of education or research. However, students must complete the free, online, The Recreational UAS Safety Test ([TRUST](#)). Before flying a drone, students must present proof of completion to the instructor.

In addition, no footage shot by non-commercially licensed students may be used for any promotional purposes. Any footage shot by non-commercially licensed students must receive authorization from the Office of Research Compliance prior to its use in research. This is classified as a non-educational use and thus subject to Part 107 rules for a commercial operation.

Unmanned Aircraft Systems Administrative Policy		EMU-REM-UAS-00	
Date of Publication:	April 23, 2025	Revision: 0	Page: 3 of 6

5. During night operations pilots must know and comply with all FAA or State regulations relating to flying UAS at night.
6. Pilots must know and comply with all FAA (14 CFR § 107.39) or State regulations relating to flying UAS over people.
7. The purchase of AUS/Drones needs the approval of the Assistant Vice President for Academic Research & Regulatory Compliance, Chief Information Officer (CIO), and Director for Environmental Health & Safety and must be on the [U.S. Department of Interior Blue UAS Cleared List](#).
 - a. Assistant Vice President for Academic Research & Regulatory Compliance roles is to review that the purchase aligns with the all-regulatory guidelines and import/export rules.
 - b. CIO's role is to review any software that may impact EMU's computing systems.
 - c. The role of Director for Environmental Health & Safety is to ensure that a Standard Operating Procedure (SOP) is on file for use in a classroom or laboratory.
8. While flying Drones indoors does not fall under the FAA's controlled airspace rules, safety should always be a priority and must follow the EMU Indoor UAS Policy.
 - a. Flight over people within a campus building is discouraged. If there is no alternative, the same safety measures set out in the FAA's Part 107 requirements for flight over people in the national airspace must be adhered to.
 - b. Flights indoors require notification and authorization of the building administrators and completion of the Indoor UAS Application.
9. Prior to operating a Drone on any EMU Property, Drone operators, as a matter of procedure, must complete the Unmanned Aerial System Application and submit it to [Risk & Emergency Management](#) two weeks prior to the flight. Ensure the application is complete and required insurance document/s are submitted. Approval or denial will be communicated to the operator.
10. Day of flight operation. Prior to take off notify the EMU Police Department of the location, date, time, and duration of planned Drone use (734-487-1222).
11. No flyovers of campus with views into campus building windows (This is to maintain the privacy of students, faculty, and staff.) See Prohibited Uses.

Unmanned Aircraft Systems Administrative Policy		EMU-REM-UAS-00	
Date of Publication:	April 23, 2025	Revision: 0	Page: 4 of 6

12. Approval of special operation requests submitted to the FAA, as defined in Part 107, are approved by the EMU Police Chief. (Example, flights during an EMU Football game or other events with restricted airspace).

13. Any Drone operations involving flights over private property require written permission from the property owner. The exceptions to this are Drone operations involving law enforcement and/or other emergency services.

14. Approval for exceptions to the EMU Drone Policy must be submitted to the EMU Chief of Police or designee, who will consult with the appropriate EMU administrators/departments.

15. Drone operators/companies must have adequate insurance coverage as reflected in the UAS Application.

PROHIBITED USES

1. If operating a UAS to record or transmit visual images, operators must take all reasonable measures to avoid areas normally considered private, such as residence halls and other living quarters. MCL 259.322.
2. No person shall knowingly and intentionally operate a UAS in a manner that interferes with the official duties of any law enforcement official, firefighter, emergency medical services personnel, search and rescue personnel, state correctional officer, or any other individual employed by the department of corrections, or a local corrections officer. See MCL 259.321 for definitions.
3. No person shall knowingly and intentionally operate a UAS in a manner that subjects an individual to harassment (as defined in MCL 750.411h and 750.411i), within a distance that, if the person were to do so personally rather than through remote operation of an unoccupied aircraft, would be a violation of a restraining order, judicial order, Section 539j of the Michigan penal code, 1931 PA 328, MCL 750.539j, or to otherwise capture photographs, video, or audio recordings of an individual in a manner that would invade the individual's reasonable expectation of privacy. MCL 259.322.
4. No person who is a required to register as a sex offender under the Michigan Sex Offenders Registration act shall operate a UAS to knowingly and intentionally follow, contact, or capture images of another individual, if the individual's sentence in a criminal case would prohibit the individual from following, contacting, or capturing the image of the other individual.

Unmanned Aircraft Systems Administrative Policy		EMU-REM-UAS-00	
Date of Publication: April 23, 2025		Revision: 0	Page: 5 of 6

GENERAL REMINDERS

Make sure to fly your drone in a way that doesn't cause disruption to other people, whether they are flying or on the ground. If you do find yourself approached by law enforcement while flying your drone, be polite and respectful.

- Keep your drone below 400 feet from the ground.
- Don't fly near other aircraft, and stay well away from airports or heliports.
- Don't fly over sports stadiums or emergencies such as fires.
- Don't fly over government facilities.
- Don't fly too close to people or moving vehicles for their safety and for the safety of your drone. (A good rule of thumb is to keep your machine at least 25 feet away from other people and traffic.)
- Ensure you have anti-collision lighting (strobe lights) on your drone if you will be flying during twilight or later (These are crucial to make sure other aircraft can see your drone and avoid it if necessary).
- Be aware that drones are banned from national parks and from much of Washington, D.C., for security reasons.
- Besides this, be aware of no-fly zones around airports and military facilities. Some drones even have a building capability to detect no-fly zones and will not allow you to fly them there.
- To help you out, there are also some good apps that can tell you where you shouldn't fly your drone. [Drone Buddy](#) covers most countries around the world, while [B4UFly](#) is very useful in the United States.

ADMINISTRATIVE POLICY MAINTENANCE

The Department of Public Safety's Risk & Emergency Management is responsible for the maintenance of this Administrative Policy.

REFERENCE MATERIAL

University

[EMU Board of Regents Policy](#)

Indoor Unmanned Aerial System

Indoor Unmanned Aerial System Application

Unmanned Aerial System Application

Unmanned Aircraft Systems Administrative Policy		EMU-REM-UAS-00	
Date of Publication:	April 23, 2025	Revision: 0	Page: 6 of 6

Federal
American Drone Security Act Excerpt
[FAA Drone Use Regulations and Guidance](#)
[National Science Foundation: American Security Drone Act \(12/23\) Presentation](#)
[U.S. Department of Interior Blue UAS Cleared List](#)
[U.S. Department of State Export Control](#)

State of Michigan
[Michigan Drone Regulations](#)
[Unmanned Aircraft Systems Act](#)
[Department of Natural Resources Order 5.1](#)
[Natural Resources and Environmental Protection Act 451](#)
[Senate Bill 992, Act 436 of 2016](#)

AMENDMENTS

Revision	Date	Changes
0	4/23/2025	Original Program