SUBJECT: HELICOPTER POLICY

I. PURPOSE: To define the regulations for the general operation, such as landing, departure, and the low flyover, of helicopters on University property.

II. POLICY:
   A. Helicopters – The University has established the following guidelines for safe helicopter landings and low flyovers on and over campus:
      a. In an emergency:
         i. In the instance of a medical or law enforcement emergency, prior authorization, as explained below, is not governed by this policy. However, coordination with the University Police and/or local law enforcement is necessary.
      b. In non-emergencies:
         i. The President or the Vice President for Finance & Administration has the authority to approve helicopter landings, departures, and low flyovers. In considering a request, the President or the Vice President may consult with the University Police and/or the University Risk Management Official to review the proposed arrangements and to receive recommendations.
         ii. The private or corporate helicopter owner must complete a facility use agreement with the Director of Parking and Guest Services Office a minimum of ten (10) business days prior to the event and submit the following documents five (5) business days prior to the event:
            1. Insurance: The helicopter owner must provide a certificate of general liability insurance with a combined single limit of at least $2,000,000 and a general aggregate of at least $5,000,000. The State of Utah, Southern Utah University and their respective employees, officers, agents and volunteers must be listed as Additionally Insured on the certificate and accompanied by an Additional Insured Endorsement.
            2. Written indemnification agreement: The helicopter owner must agree in writing that it assumes all liability and will pay for any property damage arising from the general operation of the helicopter.
            3. Flight Plan: The helicopter owner must coordinate its flight path with Air Traffic Control Authorities and enter and leave campus airspace away from campus buildings.
SUBJECT: HELICOPTER POLICY

4. Plan for Ground Control: The helicopter owner must provide sufficient ground support to ensure a safe landing and departure. A minimum of four (4) grounds control personnel is required. The helicopter owner is also responsible for taking steps to keep the helicopter and landing site safe at all times while the helicopter is on campus.

5. Pilot Report: The helicopter owner must submit information about the pilot, including: name, address, a current pilot’s license, the number of flight hours per type of aircraft and other related information to certify that the pilot is qualified to safely land and take off at the proposed campus location.

iii. Military helicopters making promotional visits, must:

1. Also be addressed in a facility use agreement to be completed by the local promotional beneficiary with the Office of Parking and Guest Services a minimum of ten (10) business days prior to the event;

2. Within five (5) business days prior to the event, provide to the Office of Parking and Guest Services appropriate documentation by which the military branch, agency or entity will assume liability and financial responsibility for, and will indemnify the University, students, patrons, and private citizenry from any and all damage that is directly caused by the military helicopters or associated military personnel; and,

3. Provide assurance that the helicopter's flight path will be coordinated with Air Traffic Control Authorities, and enter and leave campus airspace away from campus buildings and structures.

c. The designated helicopter-landing sites for the University are: the Upper and Lower Practice Fields (FL1 and FL2), the Thunderbird Park (FL4), the Bowman Intramural Fields (EL1), and the field East of the President’s residence (GL1). The President or the Vice President for Finance & Administration has the authority to approve alternative locations.

d. The University Police will utilize sufficient staffing and equipment to assist in the landing and departure.
Southern Utah University
Helicopter Landing Zones