

## Environmental Health and Safety

### **FIREWORKS POLICY WASHINGTON UNIVERSITY**

**Reviewed 12/2015**

**NOTICE:** No fireworks display will be allowed on University properties unless authorized by the appropriate University Departments and all provisions for a safe fireworks display or pyrotechnic special effects as outlined in this policy are met. Random use of any fireworks or pyrotechnic special effects on Washington University properties is prohibited.

**PURPOSE:** This document provides information and establishes general precautions and policy for members of Washington University who plan to have a fireworks display or use pyrotechnic special effects as part of a University group activity. It provides a single source document of measures required for a safe fireworks display or pyrotechnic special effects on University properties.

**GUIDELINES:** This document provides the official University guidelines for fireworks displays and pyrotechnic special effects. Points of contact are contained in attachment one. The Washington University Fireworks Policy requirements and instructions can be down loaded from either of the following web sites, [www.ehs.wustl.edu](http://www.ehs.wustl.edu), go to Resource Directory, Policies.

**GENERAL INFORMATION:** Provisions of these guidelines are general precautions and policy against fire, property damage, or personal injury to be applied on University properties.

**I.** The only approved location for a firework displays or special effects production at Washington University is Mudd Field. Due to new buildings, landscape changes and the growth of trees in the Mudd Field area, the 280 foot launch site can no longer be maintained and has been decreased to 210 feet. Therefore the actual size, style, type and amount of fireworks that will be approved has changed. Final approval for the production and size of fireworks rests with the Environmental Health & Safety Office, the City of Clayton Fire Marshall in conjunction with Fireworks Display Company.

**NOTE:** When necessary, a person from the Environmental Health & Safety Office, the University Insurance Department, the Fireworks Display Company and the Clayton Fire Department will inspect the site where there is a question of liability due to fire, personal injury, property damage or public safety. (If necessary a St. Louis County inspector may be included in the inspection process)

**II.** Fireworks displays must be completed between 7 p.m. and 10 p.m.

**III.** A fireworks display or special effect production will be allowed when the following conditions are met.

## Environmental Health and Safety

### NECESSARY COORDINATION:

#### The University or Student Group/Organization will:

1. Submit an event request at Portfolio at Washington University in St. Louis ([portfolio.wustl.edu](http://portfolio.wustl.edu)). Your submission must be made **at least two months prior to the event**. Please be sure to fill out the portfolio event request as thoroughly as possible. Also, please provide the name of person and their phone number who will be the point of contact for the fireworks display. **Note: You must have approval from ALL points of contact listed on your Portfolio submission before the event can proceed.**
2. Contract a University authorized fireworks display and pyrotechnic special effects company to perform the fireworks display. (This means a Federal License holder, if it applies, and a state of Missouri license holder as required by the State Fire Marshal's Office.) Contact the Insurance Department at 314-935-5561 or 314-935-5547 for information on license holders **at least two months prior to the event**.
3. Notify the Clayton Police Department, St. Louis City Police Department (2<sup>nd</sup> district), and University City Police Department dispatches **the day of** the event to help them field any calls they may receive during the event.

**Note:** Students are **not** authorized to sign contracts, members of the University or Student Group/Organization will get the contract signed by the appropriate person from the University Purchasing Services, 314-935-5649.

#### The contracted company will:

- 1) Contact the Clayton Fire Department, the local code official in person or by phone at 314-290-8485, Monday through Friday, 9 a.m. to 4 p.m., at least one month prior to the scheduled fireworks display to secure a permit that meets the minimum requirements for the pyrotechnic event to include payment of that permit. Prepare and present to the Clayton Fire Department a launch site plan for the event. **NOTE:** If the fireworks display is outside the local code official's authority, the appropriate code official will be contacted.
- 2) Contact the Washington University Insurance Department, 314-935-5561, **at least one month prior** to the fireworks display, to ensure Certificates of Insurance are on file to cover General Liability, \$1million; Auto, \$1million; and Workers' Compensation Statutory.
- 3) Contact the Washington University Police Department, the Patrol Bureau Commander at 314-935-8088, or the his designated representative **at least one month prior to** the scheduled fireworks display to ensure that city, county, state and University safety & security requirements for fireworks displays have been met and a launch site security plan reviewed.
- 4) Contact or have the group requesting the display contact Washington University Facilities Planning & Management, for bollard access to Mudd Field, **at least one month prior to** the scheduled fireworks display. They can be contacted electronically at [cardaccess@wustl.edu](mailto:cardaccess@wustl.edu).
- 5) Ensure adequate fire extinguishing or fire-fighting equipment is available on site in the event of fire on site.

## Environmental Health and Safety

- 6) Ensure only a State of Missouri Pyrotechnician for indoor or outdoor pyrotechnic operations is used to perform the fireworks display.
- 7) Ensure clean-up of the fireworks area is acceptable to the appropriate representative of Facilities Planning & Management.

### HELPFUL POINTS OF CONTACT

- 1) Environmental Health & Safety Office, Occupational Safety Division – 314-935-9264 or 314-362-6816 - Campus Box 1010
- 2) Executive Director of Campus Life – 314-935-5994 – Campus Box 1068
- 3) Athletic Department Facility Manager – 314-935-4703 or 314-935-4553– Campus Box 1067
- 4) Event Management – 314-935-6637 - Campus Box 1155
- 5) Clayton Fire Department – 314-290-8485 10 N. Bemiston Ave. Clayton, MO. 63105
- 6) Facilities Planning & Management - Campus Box 1036
  - a. - Grounds & Landscape Manager - 314-935-4533
  - b. - Orange Zone Manager - 314-935-5568
  - c. - Blue Zone Manager - 314-935-7274
  - d. - Green Zone Manager - 314-935-4019
- 7) Washington University Police Department - The Patrol Bureau Commander at 314-935-8088, or the Special Programs Sergeant at 314-935-5084 - Campus Box 1038
- 8) Clayton Police Department – 314-645-3000
- 9) St. Louis 2<sup>nd</sup> District Police Department – 314-444-0100
- 10) University City Police Department – 314-725-2211
- 11) Government & Community Relations – 314-935-5752 – Campus Box 1191
- 12) Purchasing Services – 314-935-5649 - Campus Box 1069
- 13) Washington University Insurance Department – 314-935-5561 - Campus Box 1084
- 14) Access Control – [accesscontrol@wustl.edu](mailto:accesscontrol@wustl.edu).