

# Iowa State University of Science and Technology Fireworks, Pyrotechnics and Flame Effects Procedures

Iowa State University is committed to the health and safety of its students, faculty, staff and visitors. These procedures comply with campus Fireworks, Pyrotechnics and Flame Effects Policy to:

- Facilitate communication with the City of Ames and ISU campus units
- Meet regulatory compliance
- Provide continuity and consistency across campus in the use of fireworks, pyrotechnics or flame effects displays

## Application Process

The Office of Risk Management will provide overall coordination of the approval for use of fireworks, pyrotechnics or flame effects displays. The sponsoring organization must submit a completed Fireworks, Pyrotechnics and Flame Effects Application and fee to the Office of Risk Management at least six (6) weeks prior to the display.

The application must include the following:

- Certificate of insurance for the Display Operator with appropriate limits and named insureds
- Copy of the Display Operator's license
- Diagram of the display location from the Display Operator
- Effects list/schedule from the Display Operator (must indicate electronic firing will be used for ignition)
- \$100.00 application processing fee

The application is available at [www.riskmanagement.iastate.edu/events/fireworks](http://www.riskmanagement.iastate.edu/events/fireworks) or by contacting the Office of Risk Management at (515) 294-7711.

## Approved Locations

The following are approved locations with pertinent restrictions:

<u>Location</u>	<u>Restrictions</u>
Central campus	2 ½" maximum shell size
Parking lot G3	5" maximum shell size
Parking lot G7	5" maximum shell size
Jack Trice Stadium	Per EH&S
Jack Trice Stadium parking lots or surrounding grounds	Per EH&S
Cross country course west of Wilson Hall	5" maximum shell size
VMRI green space northeast of Bldg. 29	EH&S will contact LAR for animal coordination and Vet Med Child Care Center
Hilton parking lots B5, B6, C5 or C6	EH&S will contact ISU center and Athletics for coordination
Stuart Smith Park	Per EH&S

## **Insurance Requirements**

### ***DISPLAY OPERATOR INFORMATION:***

The fireworks display company must carry fireworks display liability insurance with a company acceptable to Iowa State University. In accordance with the policies and procedures of Iowa State University, all event sponsors and participants must be adequately insured. An original Certificate of Insurance must be submitted with the Fireworks Application at least six (6) weeks prior to the event. Please share the following insurance requirements with your insurance agent to facilitate issuance of the certificate of insurance:

**1. The company must be at least A Class VII rated by A. M. Best Company.**

The insurance companies providing coverage must be of an acceptable financial rating as determined by Iowa State University Office of Risk Management.

Exceptions are possible; however, ISU retains the right to require the A rating. Unrated companies are not accepted.

**2. State of Iowa; Board of Regents, State of Iowa; and Iowa State University must be named as additional insureds.**

All legal entities referenced above must be individually listed on the certificate as an additional insured for liability coverage.

Additional insured status shall be on a primary and non-contributory basis.

**3. We require occurrence coverage.**

The certificates should be marked "occurrence." If there is no box marked "occurrence," we require the notation "occurrence form" in the Special Conditions box.

**4. The certificate must be complete.**

Certificates without limits, insurance company, or coverage indicated are not acceptable.

**5. Limit Requirements:**

- **General Liability**

The policy must provide the following coverage and limits as a minimum: \$1,000,000 combined single limit per occurrence for bodily injury including death, personal injury and property damage.

- **Automobile Liability**

The policy must provide the following limit for Automobile Liability: \$1,000,000 combined single limit each accident.

- **Worker's Compensation and Employer's Liability**

The policy must provide for the Statutory Limits of \$100,000/\$500,000/\$100,000. Also required under Worker's Compensation is a Waiver of Subrogation in favor of Iowa State University/State Board of Regents.

- **Excess Liability**

The policy must provide \$5,000,000 for Excess Liability coverage.

**6. The policy shall provide for thirty (30) days' written notice to Iowa State University in the event of any modification, cancellation, or termination.**

**7. Insurance policy term must be for the duration/term of contract or specific to the event date(s).**

Mail or fax the certificate to:  
Office of Risk Management, Iowa State University  
3618 Administrative Services Building, Ames, Iowa 50011  
Phone: (515) 294-7711 Fax: (515) 294-3105

## **Approval Process Responsibilities**

### **Step 1: Applicant submits application to the Office of Risk Management.**

### **Step 2: Office of Risk Management (ORM)**

- Forward completed applications to EH&S who will forward to ISU Police for review and approval
- Review Display Operator certificate of insurance
- Communicate firework display information with the City of Ames; submit completed application to the Ames City Clerk's office and remit processing fee
- Review any changes to approved applications and communicate information to all parties
- Provide fully approved authorization notification to sponsoring organization, EH&S and ISU Police

### **Step 3: Environmental Health and Safety (EH&S)**

- Review display application
- Verify Display Operator certification and company license and compliance with U.S. DOT requirements
- Approve the Display Operator's diagram of the display/shooting area and any specific requirements related to the display in compliance with information on the application
- Communicate with Laboratory Animal Resources at Veterinary Medicine regarding fireworks proposals and potential animal concerns
- Communicate with the Vet Med Child Care Center if there is a proposal to have a display near their facility
- Communicate with the Ames Fire Department regarding application
- Review information provided by the Display Operator concerning the disposal of by-products from displays
- Review Material Safety Data Sheets provided by the Display Operator for products used in the display, if applicable
- Mark the location of the display for fireworks prior to the arrival of the Display Operator
- Forward application with review comments to ISU Police

### **Step 4: ISU Police**

- Review display application
- Provide security during the display, upon request by EH&S (fee paid by sponsoring organization)

### **Step 5: EH&S or department that oversees the respective area operations (specific to shoot location)**

- Oversee the Display Operator's post-display inspection of exterior or interior areas to confirm that no unexploded devices or debris remain
- Conduct a post-display inspection of the site to verify Display Operator compliance with clean-up provisions and to document any potential for claims

### **Step 6: Approved Applications**

- Approved applications for fireworks will be forwarded to the Ames City Clerk's Office at least two weeks prior to a scheduled city council meeting. The application is typically part of the council consent agenda but council may request additional clarification or modification. A representative of the sponsoring organization should plan to attend the council meeting to address any questions or concerns.
- The sponsoring organization should contact the City Clerk's Office regarding procedures to notify neighborhoods within close proximity to the display concerning time and date of the shoot.
- Applications for pyrotechnics and indoor flame effects are not submitted to the City.

## **Fireworks Display Event**

The Display Operator, EH&S and ISU Police will monitor weather conditions prior to and during the display event. EH&S, ISU Police or the Ames Fire Department have the authority to cancel or postpone any display if they determine there is not strict adherence to the approved application, or if there is lightning, wind gusts or inclement weather that will cause risks to the crowd or surrounding property.

The following actions will occur on the day of the display:

#### **Environmental Health and Safety**

- Verify that the display set up is in compliance with the approved plan
- Verify that the display operator is in compliance with NFPA 1123
- Verify who will perform a post-display inspection of exterior grounds or interior areas with the Display Operator confirming that no unexploded devices or debris remain

#### **ISU Police**

- Verify that there is no vehicle parking within the display site
- Provide security to restrict access to the shooting area (upon request of EH&S)

#### **Display Operator**

- Conduct the display in compliance with NFPA 1123
- Provide at least two Class A fire extinguishers for the site
- Verify that detonation devices for the fireworks are not subject to interference from cell phones, radios and other communication devices
- Assume sole responsibility for the disposal of such by-products from displays in compliance with federal, state and university requirements
- Perform a post-display inspection of exterior grounds or interior areas confirming that no unexploded devices or debris remain
- Provide communication prior to and during the display to summon emergency services

#### **Sponsoring Organization**

- Provide for adequate clean-up (litter) of the display site within 24 hours of the display

#### **Pyrotechnics Displays**

Pyrotechnics displays are subject to all requirements for fireworks as listed above with the following exceptions:

- Compliance shall be with NFPA 1126
- Provide appropriate fire extinguishers for the site as approved by EH&S
- Insurance liability is subject to review by the Office of Risk Management and additional limits will be required subject to location
- Applications for pyrotechnics and indoor flame effects do not require City Council approval

#### **Iowa State Center Displays**

Iowa State Center facilities are subject to the Fireworks, Pyrotechnics and Flame Effects Policy and these procedures:

- Hilton Coliseum will follow all procedures listed above
- Facility areas administered by SMG will be handled internally with copies provided to the Office of Risk Management, City of Ames, EH&S and ISU Police