

FIREWORKS and PYROTECHNICS

NOTICE

PURPOSE:

This document provides information and establishes general precautions and procedures for members of Baylor University who plan to have a firework display, or use pyrotechnic special effects as part of a University group activity. This is a single source document delineating the requirements to obtain approval to host a firework display or pyrotechnic special effects on University properties. The requirements of this document ensure compliance with City of Waco Ordinance Section 10-49 Fireworks and with Texas Occupations Code, Subpart F, Section 2154.253.

SCOPE:

This document provides the official university guidance for obtaining approval for firework displays and pyrotechnic special effects. In addition to the requirements of this policy, the following entities may levy other requirements on a case by case basis to ensure a safe event:

1. Baylor Facilities Management
2. Baylor University Department of Public Safety
3. Baylor Building and Facility Services
4. City of Waco Fire Marshal's Office
5. Environmental Health & Safety

Contact information is provided in Attachment One.

A. General Information

The event review and approval process will generally track as follows:

1. Obtain initial authorization to have the event
2. Obtain approval for the site of the event
3. Obtain a vendor
 - a. Approval of the contract with the vendor
 - b. Vendor supplies proof of liability insurance
 - c. Vendor obtains City of Waco Permit

B. Responsibility:

A firework display or special effect production will be allowed only when the following conditions are met.

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The University Department or Student Group/Organization:

1. Student groups will need to receive approval from the Student Activities Office to sponsor an event. University Departments will need administrative approval through their college or department.
2. The location for a firework display or special effects production will be considered on a case-by-case basis. Once a request has been submitted the site will be surveyed by a member of the Baylor Facilities Management, Baylor University Department of Public Safety, Environmental Health & Safety, Building Facility Services, and the group making the request. The survey will be conducted to determine if the firework display and/or special effects production can be safely held at the proposed site. If so, approval will be granted. If not, an alternate site may be reviewed. At the time of this survey, the actual size, style, type, and amount of fireworks will be discussed for approval. Final approval of fireworks and/or special effects production and site rests with the Baylor Department of Public Safety.
3. Contact an authorized firework display and pyrotechnic special effects company to perform the firework display (This means a Federal License holder and/or a State of Texas license holder as required by the State Fire Marshal’s Office.)
 - a. Because students are not authorized to sign contracts, members of the University or Student Group/Organization will submit their contract for approval through the University’s contract approval process.
 - i. This process requires a 10-day lead time
4. Contact the Baylor Facilities Management Fire Safety Manager at michael_marascia@baylor.edu, when all the conditions of this policy have been met and to provide the names(s) of person(s) who will ensure compliance with the firework policy.

The contracted company will:

1. Contact the Waco Fire Department, which is the local code official, in person or by phone at 750-1740, Monday through Friday, 9 am to 4 pm, at least 15 days before the scheduled firework display to request, complete, and pay for the fireworks permit (see attachment two). Note: If the firework display is outside the local code official’s authority, the appropriate code official will be contacted.
2. Contact University Compliance and Risk Services at 710-4586 to ensure minimum insurance coverage and insurance limits are as follows:

- a. Commercial General Liability
 - a. *Each Occurrence* *\$1,000,000*

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| | |
|--|-------------|
| b. <i>General Aggregate</i> | \$2,000,000 |
| b. <u>Automobile Liability</u> | |
| a. <i>Bodily Injury/Property Damage</i> | \$1,000,000 |
| c. <u>Workers Compensation/Employers Liability</u> | |
| a. <i>Each Accident</i> | \$1,000,000 |
| b. <i>Policy Limit by Disease</i> | \$1,000,000 |
| c. <i>Each Employee by Disease</i> | \$1,000,000 |

The General Liability coverage will name Baylor University as an additional insured.

3. Ensure that city, county, state, and University safety requirements for firework displays have been met. Note: For the city’s requirements, please see attachment four. The chart below shows the minimum distances that should be maintained from the launching site of the fireworks to the spectators, automobiles, buildings, and fuel storage.

| Product Used | Distance to Spectators, Buildings & Automobiles | Distance to Hospitals, Schools & Penal Facilities | Distance to Fuel Storage |
|---------------------------------|---|---|--------------------------|
| Proximate - Stationary | 75 feet | 150 feet | 150 feet |
| Proximate - Moving or Projected | 125 feet | 250 feet | 250 feet |
| 2” Diameter | 140 feet | 280 feet | 280 feet |
| 3” Diameter | 210 feet | 420 feet | 420 feet |
| 4” Diameter | 280 feet | 560 feet | 560 feet |
| 5” Diameter | 350 feet | 700 feet | 700 feet |
| 6” Diameter | 420 feet | 840 feet | 840 feet |
| 8” Diameter | 560 feet | 1120 feet | 1120 feet |
| 10” Diameter | 700 feet | 1400 feet | 1400 feet |
| 12” Diameter | 840 feet | 1680 feet | 1680 feet |
| 16” Diameter | 1120 feet | 2240 feet | 2240 feet |

4. Ensure adequate fire extinguishing or fire-fighting equipment is available on site in the event of fire on site.
5. Ensure only trained and certified pyrotechnic persons are used to perform the firework display.

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6. Ensure cleanup of the firework area is acceptable to the appropriate representative of Baylor Facilities Management. and is in compliance with federal and state mandates for disposal of by-products from the display.

Attachment One

Baylor University Points of Contact:

| CONTACT | PHONE | ADDRESS |
|---|--------------|---|
| Environmental Health & Safety | 710-2357 | One Bear Place # 97290, Waco, TX 76798-7090 |
| Baylor University Department of Public Safety | 710-2222 | One Bear Place # 97090, Waco, TX 76798-7290 |
| Baylor Facilities Management | 710-7468 | One Bear Place # 97094, Waco, TX 76798-7094 |
| Student Activities | 710-1020 | One Bear Place # 97074, Waco, TX 76798-7074 |
| City of Waco Fire Marshal's Office | 750-1740 | 1016 Columbus, Waco, TX 76701 |

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Attachment Two



Waco Fire Department
Fire Marshal's Office
Kevin Vranich
Fire Marshal
kevinv@ci.waco.tx.us

254/750-1740
Fax 254/750-1758

FIRE MARSHAL'S PERMIT APPLICATION

Date: _____ Permit# (Issued by Fire Marshal) _____

Applicant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ License #: _____

Project Name: _____

Address: _____ Waco, Texas

Phone: _____ Owner: _____

Owner's Address: _____ City _____ St. _____

TYPE OF PERMIT

ALL PERMIT FEES INCLUDE UP TO TWO INSPECTIONS. IF FAILURE OF INSPECTION A FEE OF \$50.00 WILL BE REQUIRED BEFORE ADDITIONAL INSPECTIONS.

FIRE PROTECTION SYSTEMS

| | | <u>Total Cost</u> |
|--|--|-------------------|
| <input type="checkbox"/> Sprinkler System | \$ 65.00 plus _____ heads @ .30 per head | _____ |
| <input type="checkbox"/> Underground Fire Main | 65.00 | _____ |
| <input type="checkbox"/> Fire Pump | 65.00 | _____ |
| <input type="checkbox"/> Stand Pipe System | 65.00 plus _____ outlets @ 5.00 per outlet | _____ |
| <input type="checkbox"/> Fire Alarm System | 65.00 plus _____ devices @ 1.00 per device | _____ |
| <input type="checkbox"/> Hood & Duct System | 40.00 plus _____ nozzles @ 2.50 per nozzle | _____ |
| <input type="checkbox"/> Commercial Paint Spray Booth | 55.00 plus _____ heads @ 2.50 per head | _____ |
| <input type="checkbox"/> Other Fire Suppression System | 30.00 plus _____ heads @ 2.50 per head | _____ |
| <input type="checkbox"/> Re-Inspection Fee | 50.00 | _____ |

STORAGE TANK REMOVAL/INSTALLATION

Installation: \$80.00 for first tank plus \$25.00 for each additional tank at same location and 2.00 per each dispensing nozzle. Number of tanks: _____ Nozzles: _____
 Above Ground Underground Tank size: _____ Contents: _____

Removal: \$65.00 for first tank plus \$25.00 for each additional tank at same location
Number of Tanks: _____ Aboveground Underground _____

SPECIAL ACTIVITIES

| | | |
|--|----------|-------|
| <input type="checkbox"/> Pyrotechnical Display-Use of Explosives | \$125.00 | _____ |
| <input type="checkbox"/> Special Assembly Activity | \$125.00 | _____ |
| <input type="checkbox"/> Controlled Burn | \$125.00 | _____ |
| <input type="checkbox"/> Afterhours Inspection Charge | | _____ |

TOTAL REMITTED WITH APPLICATION

Please mail or deliver to: City of Waco Finance Department
P.O. Box 2570
Waco, Texas 76702

***** NOTE: Please call 24 hours in advance for all inspections *****

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