

FIREWORKS / PYROTECHNICS

NOTICE

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

PURPOSE:

This document provides information and establishes general precautions and policy for members of Baylor University who plan to have a firework display, or use pyrotechnic special effects as part of a University group activity. It 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 policy 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 University Department of Public Safety
2. Baylor Facilities Services
3. City of Waco Fire Marshal's Office
4. 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

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B. Responsibility:

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

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 site has been requested for use, it will be surveyed by a member of the Baylor University Department of Public Safety, Environmental Health & Safety, Baylor Facilities 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 Fire and Emergency Management Specialist 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

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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 Risk Management at 710-4586 to ensure minimum insurance coverage and insurance limits are as follows:

- a. Commercial General Liability
 - a. *Each Occurrence* \$1,000,000
 - b. *General Aggregate* \$2,000,000
- b. Automobile Liability
 - a. *Bodily Injury/Property Damage* \$1,000,000
- c. Workers Compensation/Employers Liability
 - a. *Each Accident* \$1,000,000
 - b. *Policy Limit by Disease* \$1,000,000
 - c. *Each Employee by Disease* \$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

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

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Attachment One

Baylor University Points of Contact:

CONTACT	PHONE	ADDRESS
Environmental Health & Safety	710-2357	Draper Academic Building – 212.09
Baylor University Department of Public Safety	710-7468	One Bear Place # 97111, Waco, TX 76798-7090
Baylor Facilities Services	710-1361	One Bear Place # 97094, Waco, TX 76798-7094
Student Activities	710-1020	One Bear Place # 97010, Waco, TX 76798-7010
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

FAILURE OF AN INSPECTION WILL REQUIRE A RE-INSPECTION FEE. AFTER HOUR OR PARTIAL INSPECTIONS FOR SPECIAL CIRCUMSTANCES WILL REQUIRE PRE APPROVAL

FIRE PROTECTION SYSTEMS

	Total Cost
<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 35.00 plus _____ heads @ 2.50 per head	_____
<input type="checkbox"/> Re-Inspection 165.00	_____
<input type="checkbox"/> After Hour/Partial Inspection 200.00	_____

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

TOTAL REMITTED WITH APPLICATION

Please mail or deliver to: City of Waco Finance Department
P.O. Box 2570
Waco, Texas 76702
Physical address: 300 Austin Ave
Waco, TX 76701

Note: We will not accept payment at 1016 Columbus Ave

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

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