

UNI Fire Safety Policy 7.04

Support Guide

Use of Pyrotechnic & Open Flame on Campus

Purpose

The following Guidelines and procedures are for the use, storage or handling of pyrotechnics, open flames and flammable sets as described below on all University properties to minimize the hazard potential for accidents or injuries to students, employees and visitors according to UNI Fire safety policy 7.04.

All departments, organizations or individuals considering use or storage of pyrotechnics, open flame or flammable sets must have the request approved in writing by the UNI Safety Officer (or designee). Only licensed pyrotechnic companies will conduct fireworks or pyrotechnic displays.

Definition of Fireworks, Pyrotechnics, Open Flame and Flammable Set:

- The term fireworks or pyrotechnics shall mean a combustible or explosive mixture or any substance or combination of substances prepared for the purpose of producing a visual or audible effect by combustion, explosion, deflagration or detonation.
- The term open flame shall mean any flame or ember that may be able to come in contact with a flammable surface including but not limited to matches, gas or kerosene stoves or lamps, camp fires, candles, sterno cans, cigarettes and flares.
- The term flammable sets shall mean any item that may cause a potential fire hazard including but not limited to vehicles, flash paper, compressed flammable gases and heat lamps

Procedures

1. At least thirty (30) days prior to the production or event the department, organization or individual sponsoring the production or event will notify in writing the UNI Safety Officer (or designee) with the appropriate request.
2. Only the pyrotechnic technician and/or their licensed staff shall handle and launch the pyrotechnics. Use of remote ignition systems that are not under the direct control of the on-site operators shall not be permitted.
 - a) **Request for use of pyrotechnics will contain the following information.**
 - Name of the department, organization or individual sponsoring production or event.
 - Date and time of the production or event.
 - Exact location of the production or event.
 - Name of the person actually in charge of firing the pyrotechnics (pyrotechnic operator).
 - Number, names and ages of all assistants who will be present.
 - Number and types of pyrotechnic devices and materials used complete with MSDS.
 - Qualifications and experience of the pyrotechnic operator and assistants with the specific type of pyrotechnic being used.
 - Evidence of licenses held by operator and assistants.
 - Location of extra fire extinguishers.

- Names, ages and fire extinguisher training records of all persons responsible for fire control.
- Location of any on sight storage of said devices and substances.
- Diagram of the production indicating the point where the pyrotechnic devices will be fired, fallout radius and distance to audience.
- Certification that the set, scenery and rigging materials are inherently flame-retardant or have been treated to achieve flame retardancy.

b) Request for open flame or flammable sets will contain the following information.

- Name of department, organization or person sponsoring production or event.
- Date and time of the production or event.
- Exact location of the production or event.
- Location of any on sight storage of fuels or said devices.
- Location of extra fire extinguishers
- Names, ages and the fire extinguisher training records of all persons responsible for flame control.
- Certification that the set, scenery and rigging materials are inherently flame-retardant or have been treated to achieve flame retardancy.
- A diagram of the production indicating the point where the flame or flammable set device is to be used and distance to audience.

3. After receiving the request; UNI Safety Officer (or designee) will notify Cedar Falls Fire Rescue (CFFR).

4. A meeting will be set up with the requesting department, open flame or pyrotechnic technician, UNI Safety Officer or their designee and CFFR to discuss the production or event plan and applicable safety precautions

5. UNI Safety Officer (or designee) will determine approval or not after discussion with CFFR and other University safety professionals.

6. UNI EH&S office will furnish extra fire extinguishers on request at no cost unless the fire extinguisher is expended.

Contact information:

Director of Risk Management

Joseph Rayzor
273-3189
joseph.rayzor@uni.edu

Fire & Safety Specialist

Jason Kayser
273-2004
jason.kayser@uni.edu