

# AUBURN UNIVERSITY FIREWORKS/PYROTECHNICS APPROVAL GUIDELINES

Fireworks are prohibited on University property or inside University facilities. However, during unique events, fireworks displays are permitted when the location and use have been approved by Risk Management and Safety and the City of Auburn Fire Chief. All permits and insurance requirements must be approved prior to the event.

The following guidelines describe the process to request permission for the use of fireworks on University property or inside University facilities. Submission of a request does not guarantee approval.

## CONDITIONS

- The pyrotechnic operator will be required to comply with all applicable National Fire Protection Association (NFPA) Codes and Standards (NFPA 1123, Code for Firework Display, and NFPA 1126, Standard for the Use of Pyrotechnics before a Proximate Audience).
- Only properly licensed and insured pyrotechnic operators will be allowed to display fireworks/pyrotechnics on Auburn University property or at University sponsored events.

## APPROVAL PROCESS

### ***Sponsoring Organizations Responsibilities:***

- Notify Risk Management and Safety (RMS) by completing a Request to Display Fireworks/Pyrotechnics form 30 days in advance of event date.
- Furnish RMS an event packet that includes all required permits, insurance documents, and approvals obtained from contracted pyrotechnic company no less than one week prior to the scheduled event. Checklist of required documents can be found in Appendix A.

### ***Contracted Pyrotechnic Company Responsibilities:***

- Acquire all required permits, insurance documents, and approvals and provide that information to the sponsoring organization. Insurance Requirements can be found in Appendix B.
  - ***This includes completing a State Public Display Application from the Alabama State Fire Marshal's Office. State Permit applications, as well as other information regarding State requirements, may be found at: <https://aldoi.gov/NewOnlineFireworksApp/Splash.aspx>***
- Inform the sponsoring organization representative who will notify Auburn University Risk Management and Safety of all incidents and/or accidents that occur on Auburn University premises or that might otherwise give rise to a claim against Auburn University and shall be responsible for providing appropriate written notification. Such notification shall be provided as soon as reasonably possible but will not exceed twenty-four (24) hours after contractor is aware of the incident/accident.

### ***Risk Management & Safety Responsibilities:***

- Review the request to display fireworks/pyrotechnics and acknowledge the request no less than 5 business days upon receipt.
- Review event packet from sponsoring organization to ensure all required permits, insurance documents, and approvals have been obtained.
- Evaluate venue site along with City of Auburn Fire Chief to ensure all applicable codes and standards are compliant with prior to event approval.
- Notify AU Campus Safety & Security upon event approval and if the City of Auburn Fire Chief is requiring a “test shoot” to allow time for the campus community to be notified.

### ***City of Auburn Fire Chief Responsibilities:***

- Act as the “Authority Having Jurisdiction (AHJ)” on all University property and reserves the right to cancel or suspend all fireworks/pyrotechnics displays if it is determined that the safety and welfare of the public or University property are at risk.
- Evaluate the venue site to ensure all applicable codes and standards will be complied with prior to event approval.
- Determines if a “test shoot” will be necessary prior to the scheduled event.
- Sign and approve the State issued Fireworks Public Display Application.
- Determine if the City of Auburn Fire Division will be present at firework/pyrotechnic displays.

### ***Alabama State Fire Marshal Responsibilities:***

- Recognizes the local Fire Chief as their representative and the local AHJ for fire suppression activities.

## **NOTICE OF INCIDENT**

Contracted Pyrotechnic Company shall inform the sponsoring organization representative who will notify Auburn University Risk Management and Safety of all incidents and/or accidents that occur on Auburn University premises or that might otherwise give rise to a claim against Auburn University and shall be responsible for providing appropriate written notification. Such notification shall be provided as soon as reasonably possible but will not exceed twenty-four (24) hours after contractor is aware of the incident/accident.

For additional information regarding holding a Firework/Pyrotechnic display on university property or obtaining an Alabama Fireworks Permit, please contact the Auburn University Risk Management and Safety at 334.844.4870 or visit the following websites:

AU Risk Management & Safety  
<https://cws.auburn.edu/rms/pm/SafetyHealthOverview>

State of Alabama Fire Marshal’s Office  
<https://www.firemarshal.alabama.gov/>

## APPENDIX A: DOCUMENTATION CHECKLIST FOR EVENT PACKET

\_\_\_\_\_ State of Alabama Public Display Application

- Requires approval signatures from City of Auburn Fire and Police Chiefs

\_\_\_\_\_ State of Alabama Fireworks Permit

- Event specific, issued by the State Fire Marshal

\_\_\_\_\_ Certificate of Insurance

- Must satisfy the insurance requirements found in AU General Terms & Conditions

\_\_\_\_\_ State of Alabama Pyrotechnician Permit/License

- Must contain name and state license number of the pyrotechnic operator who will oversee the fireworks display.

\_\_\_\_\_ Valid Identification

- Copy of driver's license for operator and technician(s) assisting with display.

\_\_\_\_\_ Event Details

- Name of Sponsoring Organization
- Event date and time of display
- Specific location
- Product list and quantities
- Site diagram indicating launch/discharge site, fallout area, and audience location.

## APPENDIX B: INSURANCE REQUIREMENTS

In **addition** to satisfying the insurance requirements found in the [Auburn University General Terms and Conditions](#), Pyrotechnics/Fireworks vendors are required, at their own expense, to procure and maintain, without interruption, \$5,000,000 in Commercial General Liability Insurance. Umbrella/Excess Insurance can be used in addition to Commercial General Liability Insurance to satisfy this limit requirement. Such Umbrella/Excess Insurance must apply on a follow form basis. Auburn University shall be entitled, upon request and without expense, to receive copies of policies and endorsements thereto and may make any reasonable requests for deletion, revision, or modification of policy terms, conditions, limitations, or exclusions except where policy provisions are established by law or regulations binding upon either party. Policies shall be endorsed to provide thirty (30) day written notice to Auburn University of cancellation, non-renewal, or lapse in coverage. Policies shall also provide for a waiver of subrogation in favor of Auburn University.

Due to the nature of some activities, Auburn University reserves the right to require additional limits of liability coverage.

# APPENDIX C: APPROVAL FLOW CHART

