

Safety Manual Chapter 13

Fireworks - Issue Date 9/76

13-1 Fireworks

13-1.01 The manufacturing, sale, transporting, and display of fireworks are under Federal, State, and Local rules and regulations.

13-1.02 The rules and procedures contained within this section are based upon all known Federal, State, and Local ordinances.

13-1.03 Therefore, no exceptions can be made in the policies and procedures adopted and outlined within this section.

13-2.1 Procedures

13-2.11 Any group/organization sponsored by Eastern Illinois University or any group/organization seeking to use campus facilities must notify the Director of Arrangements.

13-2.12 Such notification shall be submitted in writing, forty-five (45) days in advance of intended display date.

13-2.13 Notice of intent shall contain the following information:

Name of Group/Organization, Faculty Sponsor/Project Chairman, Date of Display, Time of Display, Purpose, Proof of Insurance Coverage, in the amounts required by the University.

13-2.14 Upon approval by the Director of Arrangements, such approval shall be made in writing within five (5) days to requesting group/organization.

13-2.15 Copies of the approval and copies of request shall be forwarded to the Campus Safety Officer and the Risk Manager.

13-2.16 The requesting party/organization upon written approval, shall submit letter of information to Campus Safety Officer containing the following:

Requesting Organization Faculty Sponsor/Project Sponsor Location of Display Pyronic Technician Transporting Party

13-2.17 Such letter shall be submitted 30 days prior to intended date of display.

13-3.1 Pyronic Technician

13-3.11 Pyronic technician shall submit in writing that he is qualified and will supervise such display on date and time established.

13-3.12 He shall be responsible for complete set-up of display. Pyronic technician shall be acceptable to the Charleston Fire Department Chief and the Campus Safety Officer.

13-3.2 Local Permit

13-3.21 The Campus Safety Officer shall inform the Chief of Charleston Fire Department in writing and secure "Permit to possess and display fireworks".

13-3.22 Permit shall be sent to the Campus Safety Officer within 15 days prior to intended date of display.

13-3.3 Transporting

13-3.31 Designated Person

13-3.32 The name of the person designated in the letter of information to the Campus Safety Officer shall be the only authorized person to pick-up materials from the supplier.

13-3.33 The designated person and the authorized sponsor shall be required to sign pick-up authorization permit.

13-3.34 The designated person shall not be under 21 years of age. Designated person shall sign agreement permit on transporting of fireworks material.

13-3.35 Copies of the following permits shall accompany the designated person:

To possess & display fireworks, Pick-up Authorization, Transporting Agreement, Transporting Rules and Regulations

13-3.4 Transporting

13-3.41 Transporting fireworks or hazardous materials are under the Interstate Commerce Commission.

13-3.42 Vehicle shall be placarded "Explosive B" clearly visible from behind.

13-3.43 Vehicle shall not be left unattended while carrying materials.

13-3.44 Route of travel for the purpose of transporting firework materials shall be declared at the time transporting permit is signed.

13-3.45 No exceptions to the declared route of travel will be permitted.

13-3.46 Designated person will be required to sign a statement of understanding of transporting rules and regulations and will abide by those declared.

13-3.47 No passengers are allowed while transporting materials. No smoking permitted in vehicle or within twenty-five (25) feet of vehicle.

13-4 Storage

13-4.1 In the event materials arrive three (3) hours prior to time of display, proper storage must be secured.

13-4.2 Approved storage facilities are not provided on the campus.

13-4.3 Approved storage is available in Charleston. Such storage must be arranged by the requesting organization through the Campus Safety Officer.

13-4.4 When materials arrive on campus, designated person shall immediately inform Campus Safety Officer of his location.

13-4.5 Materials may stay in vehicle for a period of three (3) hours provided:

13-4.51 Vehicle is not left unattended.

13-4.52 Location of vehicle is known by Campus Safety Officer.