Fireworks Display Policy

NOTICE: Fireworks displays or pyrotechnic special effects will be allowed only when authorized and approved by the President’s Cabinet. All provisions of the New Jersey Fire Code for a safe fireworks display or pyrotechnic special effects must be met. Violations will be reported and dealt with according to severity of the problem, the applicable College’s Judicial Proceedings and New Jersey Fire Code. Random use of any fireworks or pyrotechnic special effects on Ramapo College properties is prohibited.

PURPOSE

Sets forth a policy that provides information required for a safe fireworks display or pyrotechnic special effects on Ramapo College properties. This document provides further information and establishes general precautions and policy for members of Ramapo College who plan to have a fireworks display or use pyrotechnic special effects as part of a College group activity. It provides a single source document of measures required for a safe fireworks display or pyrotechnic special effects on College properties.

GUIDELINES

This document provides the official College guidelines for fireworks displays and pyrotechnic special effects.

GENERAL INFORMATION

Provisions of these guidelines are general precautions and policy against fire, property damage, or personal injury to be applied on College property.

I. The only approved location for a fireworks display is the baseball field on the west side of Route 202. This area provides a 400 foot exclusion zone around the discharge site.

II. Fireworks displays must be completed between 7 p.m. and 10 p.m.

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

The Sponsor Group/Organization will:

1) Contact the College Fire Marshal at least two months prior to the event at x6252 or via email and provide the name and phone number of the person who will be the point of contact for the fireworks display.

2) Complete the Special Events Fire Safety Registration Form and forward to the College Fire Marshal. Additional copies may need to be provided to assisting departments such as Events and Conferences.

3) Contact the Director of Residence Life at least two months prior to the event to meet, discuss logistics for the event, and obtain permission to have the fireworks display.

4) Contact the Director of Events and Conferences at least two months prior to the event for reservation of fields for the fireworks display.

5) Contract a licensed fireworks display and pyrotechnic special effects company to perform the fireworks display. (This means a Federal License holder, if it applies, and a state of New Jersey license holder as required by the Division of Fire Safety.)

6) Contact the Director of Facilities and appropriate buildings, grounds, and housekeeping supervisors, to notify that the fireworks display is to take place.

7) Notify Public Safety at least two months prior to the event and provide them with the name and phone number for the person who will ensure compliance with this fireworks policy.
8) Notify the Mahwah Police Department at least one month prior to the proposed fireworks display and provide them with the name and phone number for who will act as their point of contact for the display.

The contracted company will:

1) Will provide the College with all required information included in the NJ DFS Display Company Requirements Checklist.
2) Provide details for display including number and size of shells and ground pieces and method of firing.
3) Provide a timetable for delivery, setup, and live load.
4) Provide Certificates of Insurance as required by the state and College.
5) Provide name of the lead operator. Ensure only a State of New Jersey Pyrotechnician for indoor or outdoor pyrotechnic operations is used to perform the fireworks display.
6) Ensure adequate fire extinguishing equipment is available on site in the event of fire in the discharge area.
7) Ensure cleanup of the fireworks area is acceptable to the appropriate representative of Facilities Management.
8) Provide a post display report within 48 hours.

The College Fire Marshal will:

1) Complete the permit application in the NJ RIMS system. Document the submission and payment of the permit.
2) Make notification to the DOT/FAA as required.
3) Contact the Mahwah Fire Department at least one month prior to the scheduled fireworks display to request fire department standby at the event.
4) Contact the Mahwah Fire Official to make notification of the display event.
5) Contact the Mayor of Mahwah to make notification of the display event, request approval, and invite the Mayor and Council to attend.
6) Contact the Mahwah OEM Coordinator to make notification of the display event.
7) Contact the Mahwah Police Chief to make notification of the display event and request that the presence of Mahwah Police be coordinated with Ramapo College Public Safety.
8) Complete the NJ DFS Fireworks Sponsor checklist and all included items.
9) Ensure completion of the DFS Display Company Requirements checklist.
10) Will meet on site with representative from the DFS on the night of the event. Will ensure compliance with all codes and safety practices.
11) Will receive permit from DFS and maintain records of event.
12) Will remain on site throughout duration of the event.

Policy is subject to change at any time by order of the RCNJ Fire Marshal.
Fireworks Permit Application

(to be completed by Applicant and returned to the College Fire Marshal 30 days prior to event)

Event: ____________________________ Date of Event: ____________________________
Event Sponsor: ____________________________ Time of Event: __________ To: __________
Type of Event: ____________________________ Setup Time: ____________________________
Location: ____________________________ Projected Capacity: ____________________________
Applicant Name: ____________________________ Applicant Email: ____________________________

Fireworks Display Information:

Vendor Name: ____________________________ Phone: ____________________________
Vendor Address: ____________________________
Discharge Site: ____________________________
Fallout Zone Size (ft): ____________________________
Exclusion Zone Perimeter: ____________________________
Spectator Viewing Area: ____________________________
Description of Display: ____________________________
____________________________________

Duration of Display: ____________________________
Inspection Time Requested (when the display setup is completed): ____________________________

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act on behalf of Ramapo College, and as such hereby agree to comply with the applicable requirements of the Ramapo College Fire Marshal, the NJ Fire Code, as well as any specific conditions imposed by the Division of Fire Safety.

Signature: ____________________________ Date: ____________________________

FOR FIRE MARSHAL OFFICE USE ONLY

Inspector: ____________________________
Permit Issued: □ Yes □ No Permit #: ____________________________ Date: ____________________________

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