



OFFICE OF THE FIRE MARSHAL

Department of Environmental Health & Safety
505 Ramapo Valley Road, Mahwah, NJ 07430
TEL: (201) 684-6252 EMAIL: firecom@ramapo.edu
www.ramapo.edu/ehs/fire-safety

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 firework displays 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.



OFFICE OF THE FIRE MARSHAL

Department of Environmental Health & Safety
505 Ramapo Valley Road, Mahwah, NJ 07430
TEL: (201) 684-6252 EMAIL: firecom@ramapo.edu
www.ramapo.edu/ehs/fire-safety

- 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.



OFFICE OF THE FIRE MARSHAL

Department of Environmental Health & Safety
505 Ramapo Valley Road, Mahwah, NJ 07430
TEL: (201) 684-6252 EMAIL: firecom@ramapo.edu
www.ramapo.edu/ehs/fire-safety

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: _____