



WESTERN UNIVERSITY
THE OFFICE OF
FIRE SAFETY & EMERGENCY MANAGEMENT

Graphics Building
Room 123
London, Ontario, N6G 1G9



DATE: October 2017

FIRE SAFETY POLICY: 101

SUBJECT: Use of Fireworks and Pyrotechnics

I. PURPOSE

The purpose of this policy is to ensure the safety and welfare of all faculty, staff, students, and visitors and to ensure university property is not compromised during the display of fireworks at University sponsored events.

II. OBJECTIVE

The objective of this policy is to ensure all of the following are addressed prior to the event:

- Compliance with all applicable fire and life safety codes.
- All necessary permits have been obtained, reviewed and approved.
- All necessary insurance requirements have been met.
- All necessary parties are included in the review and approval of firework displays.

III. SCOPE

This policy is applicable to all faculty, staff and students, venue managers, and firework operators.

IV. RESPONSIBILITIES

- The Applicant is responsible for notifying the University Fire Safety Department in writing 30 days in advance for a request to display fireworks.
- All required permits and insurance documents will be submitted to the University Fire Safety Department for review and forwarding to University Corporate Insurance to ensure compliance with all University insurance requirements.
- The Fireworks Vendor will forward the Permit Application to the City of London Fire Chief for approval signature.

- The City Fire Chief will act as the “Authority Having Jurisdiction (AHJ)” on all University property and reserves the right to cancel or suspend any and all fireworks/pyrotechnic displays if it is determined that the safety and welfare of the public or University property are at risk.
- The venue/site will be evaluated by the University Fire Safety Manager and the City of London Fire Chief to ensure all applicable codes and standards will be complied with prior to event approval.
- The City of London Fire Chief will determine if the City’s Fire Division will be present at firework displays.

V. GUIDELINES

- Fireworks are prohibited on University property. However, during special events, fireworks displays are permitted when the location and use have been approved by the University Fire Safety Department and City of London Fire Chief. All permits and insurance requirements must be approved prior to the event.
- An email requesting approval for the Firework display must be submitted to the University’s Fire Safety Department 30 days prior to the event. The request must include the following information:

Name of event sponsor, event, display date, and approximate starting time, distance from launching site within which people will not be allowed (feet), description of fireworks to be used, description of launching site and it must provide the name of the fireworks company, operator, operator address and phone number.

- The fireworks operator will be required to comply with all applicable Fire Codes and Standards.
- Only properly licensed/insured fireworks operators will be allowed to display fireworks on Western University property or at University sponsored events.
- If the request is approved by the University Fire Safety Department, the firework operator will be instructed to acquire a City Fireworks Permit Application from the City of London.
- The fireworks operator must submit the City Fireworks Permit Application and proof of insurance to the City of London Fire Chief.
- Prior to any firework display, the fireworks operator will submit to Western University documentation indicating their insurance coverage.
- The Fire Safety Department will coordinate with University Corporate Insurance to ensure all University insurance requirements are met prior to any Fireworks display proceeding on campus.

- After all insurance, City permit requirements and applicable Fire Codes and Standards have been complied with; the City Fire Chief will sign and approve the City issued Fireworks Permit.
- Once the City Fireworks Permit application is received and approved by the AHJ it will be forwarded to the fireworks operator.
- The University Fire Safety Department will provide a letter to the City of London Fire Chief confirming Western's knowledge and approval of the event.
- For additional information regarding holding a Firework display on University property please contact

The Western University Fire Safety Department at 519-661-3300 or firesafety@uwo.ca