

SPECIAL EVENTS LIABILITIES CHECKLIST

Fireworks

	YES	NO	N/A
Have the proper permits and licenses been obtained for the storage and display of firework?			
<i>Comments:</i>			
Does the display operator carry appropriate insurance coverages and limits of at least one million dollars per occurrence?			
<i>Comments:</i>			
Does the contractor hold the public entity harmless for liability from firework displays and has the entity been named as an additional insured on their insurance policy?			
<i>Comments:</i>			
Are fireworks transported according to Department of Transportation requirements?			
<i>Comments:</i>			
Are Uniform Fire Code and/or National Fire Protection Association standards for the display and storage of fire works adhered to?			
<i>Comments:</i>			
Are firework storage areas clean, orderly, and free of accumulation of dust or rubbish?			
<i>Comments:</i>			
Are storage areas secured to prevent unauthorized entry?			
<i>Comments:</i>			
Is smoking prohibited and "No Smoking" signs posted in the vicinity of storage and discharge areas? Are other ignition sources removed?			
<i>Comments:</i>			
Are portable fire extinguishers and other fire fighting and emergency equipment available?			
<i>Comments:</i>			
Have safe distances between discharge areas/landing areas and spectator viewing areas been established?			
<i>Comments:</i>			
Have the discharge site, spectator viewing areas, parking areas, and landing areas been inspected for potential fire hazards and other unsafe conditions?			
<i>Comments:</i>			

Are spectators, vehicles and combustible materials located away from land areas during the display?			
<i>Comments:</i>			
Are monitors provided to keep the public away from discharge and landing areas?			
<i>Comments:</i>			
Are lines of authority clear and policies established for postponing or canceling firework displays in the event of high winds, inclement weather, etc.?			
<i>Comments:</i>			
Are display operators trained and licensed in accordance with applicable laws?			
<i>Comments:</i>			
Are the discharge and landing areas inspected immediately after the display and the next day to find and remove unexploded shells?			
<i>Comments:</i>			
Additional comments:			

This checklist is to be used as a general overview of potential exposures. It is not practical to design a checklist for every conceivable risk. Therefore, event coordinators should not rely on the questions in this checklist as the only issues that need to be addressed. Additional forethought and planning may be necessary to identify, analyze, and deal with other loss exposures.