



Pyrotechnics & Special Effects Event Coordination Checklist

For demonstrations, concerts, theatrical effects, celebrations, and any activity involving flame, smoke, heat, or atmospheric effects.

Purpose: Ensure all stakeholders are aware of the increased risk of nuisance alarms and fire hazards associated with pyrotechnics or special effects activities, and that proper planning, permitting, communication, and mitigation steps are completed prior to the event.

Pre Event Planning & Notification

Checklist:

- ☐ Confirm the event involves pyrotechnics, flame effects, smoke effects, fog machines, or other atmospheric effects
- ☐ Identify the event organizer, production team, and responsible pyrotechnics operator
- ☐ Notify internal stakeholders (security, facilities, engineering, safety, fire watch, leadership)
- ☐ Notify external stakeholders (monitoring center, fire alarm service provider, AHJ as required)
- ☐ Schedule a pre event coordination meeting with all parties

AHJ Coordination & Permitting

Checklist:

- ☐ Determine if a **burn permit**, **pyrotechnics permit**, or **special effects permit** is required
- ☐ Submit all required documentation to the AHJ (site plan, MSDS sheets, operator credentials, effect descriptions)
- ☐ Obtain AHJ approval and required inspections
- ☐ Confirm AHJ requirements for fire watch, suppression readiness, and emergency access
- ☐ Document all AHJ conditions and communicate them to stakeholders

Fire Alarm & Life Safety System Considerations

Checklist:

- ☐ Identify fire alarm devices that may be affected (smoke detectors, beam detectors, aspirating systems, duct detectors)
- ☐ Determine if temporary impairment or isolation is permitted by the AHJ and facility policy
- ☐ If impairment is approved:
 - ☐ Follow impairment procedures
 - ☐ Document start/stop times
 - ☐ Assign responsible personnel
 - ☐ Notify monitoring center and fire alarm service provider
- ☐ If impairment is not permitted:
 - ☐ Adjust event effects to avoid triggering detectors
 - ☐ Increase ventilation or adjust HVAC as needed
 - ☐ Conduct a test run if possible



Risk Mitigation Measures

Checklist:

- ☐ Ensure fire extinguishers, suppression systems, and emergency equipment are accessible
- ☐ Assign trained fire watch personnel for the duration of the event
- ☐ Verify pyrotechnics operator is licensed and certified
- ☐ Confirm safe distances from combustibles, decorations, and overhead structures
- ☐ Review emergency shutdown procedures with event staff
- ☐ Ensure all materials used are flame retardant or treated

Day-of-Event Protocols

Checklist:

- ☐ Conduct a final walk through with all stakeholders
- ☐ Verify all AHJ conditions are met
- ☐ Confirm communication channels (radio, phone, command post)
- ☐ Reconfirm impairment status (if applicable)
- ☐ Ensure fire watch is in position
- ☐ Brief event staff on emergency procedures

Post-Event Actions

Checklist:

- ☐ Restore any impaired fire alarm systems
- ☐ Notify monitoring center and service provider that systems are back online
- ☐ Conduct a post event inspection for damage or residue
- ☐ Document any issues, near misses, or nuisance alarms
- ☐ Update facility records and lessons learned