

Departments to notify and must give approval before event is advertised or held:

1. Campus Facilities and Security – Must be contacted two weeks before event is scheduled to be held. A campus security officer (and club advisor) must be present during the event until the vehicle is towed from campus.
2. The Center for Student Involvement must be contacted two weeks before event is scheduled to be held.
3. The Center for Student Involvement will contact Risk Management on behalf of the student group.

Prior to the vehicle being brought on campus and towed to the site, the vehicle must be prepared as follows:

1. All fluids must be removed before vehicle is brought on campus. This includes but is not limited to: coolant, gasoline/fuel, washer fluid, power steering fluid, brake fluid, automatic/manual transmission fluid, etc.
2. All batteries must be removed.
3. All glass and mirrors must be removed.
4. All air bags must be removed.
5. Gasoline/fuel tank must be removed.
6. Mercury switches, if any, must be removed.
7. Refrigerant from air conditioner (if so equipped), must be removed.

Event Site Preparation:

The vehicle to be smashed must be located in an appropriate area as follows:

1. Site of the vent must be on paved area. Site must allow clear and free access to the vehicle to be smashed and should not obstruct traffic flow to other parts of campus. A minimum perimeter of 20 feet must be maintained around the entire vehicle. No people will be permitted within 20 feet of the car except the participant.
2. Vehicle should not be near storm drain, so that no residual fluids have potential to flow into storm drain.
3. A perimeter area located 20 feet from the vehicle must be cordoned off with barrier tape except an opening for participants to enter through to gain access to the vehicle.
4. The car should be placed on a single sheet of heavy duty polyethylene sheeting (e.g. 6-mil) to prevent any remaining vehicle fluid droppings from spilling to the ground.
5. Vehicle wheels are required to be chocked to prevent unexpected movement.

Personal Protection Equipment & Risk Forms:

All participants must wear the following personal protective equipment:

1. Heavy duty leather work gloves.
2. Safety goggles.
3. Closed toe shoes must be worn (sneakers are acceptable). No opened toe shoes (e.g. sandals, flip flops) or bare feet are permitted.
4. It is recommended that one 10 lb ABC multipurpose fire extinguisher be located within the cordoned off area, in the event of a fire.

All participants are required to fill out the Acknowledgement of Risk and Waiver of Liability forms prior to engaging in the activity.

**Failure to wear equipment or sign risk waiver will immediately
prevent participant from engaging in activity.**

Sledgehammer

Sledgehammer(s) to be used for the event must be intact and safe, meeting the following requirements:

1. The head of the sledge hammer must be flat on both ends. No edged or axed ends are permitted.
2. Handle of the sledge hammer must be made of fiberglass or composite material, as wooden handles are more likely to break.
3. Sledge hammer must be in good physical shape and head must be tight. Sledge hammer must be checked and inspected periodically during the event to check for integrity. Damaged sledge hammers must be removed.
4. Sledge hammer must not weigh more than 10 pounds.
5. Participants are not allowed on any part of the vehicle at any time. Feet must remain on the ground at all times.

Conclusion of Event:

After the car smashing activity:

1. Arrangements must be made to remove/tow the vehicle off campus immediately following the event for legal and proper disposal. Campus security (and club advisor) must remain on-site until the vehicle is towed from campus.
2. The ground area around and underneath the vehicle must be surveyed for pieces that may have broken off during the event. Any pieces will be placed back onto the vehicle prior to it being removed from campus. Area must be swept clean as it was before the event.
3. The plastic sheeting under the vehicle should be inspected for automotive fluids. If free of fluids, the plastic sheeting may be disposed of into the normal trash. If there are any fluids, Facilities should determine the nature of the fluids. Automotive fluids should be disposed with other chemical waste.