

Standard Operating Procedure (SOP)

Outdoor Notification System: Roof Access

Introduction:

Dartmouth College has a commercially made mass notification system in the event of a major emergency on campus that requires an immediate response. The College refers to this siren/voice speaker system as the Outdoor Notification System (ONS). The ONS consists of a roof mounted speaker array on the west end of campus and a pole mounted system near the highest elevated point at the center of campus.

The ONS is capable of broadcasting a siren signal that can blanket the entire campus and surrounding areas followed by phased voice notifications with specific instructions.

Purpose:

To ensure hearing protection for individuals working or accessing roof locations in proximity to the ONS locations located on the Murdough Building and adjacent to the Observatory near Wilder Hall. See Figure One for a map of locations within 500 feet of the ONS locations.

Scope:

This applies to all maintenance and support personnel at Dartmouth College that may access **posted** roof locations. This also applies to all contract personnel who may access these locations. Figure Two is a copy of the sign used to post doors leading to identified locations.

Responsibilities:

1. Safety and Security (S&S) monitors the system to ensure readiness and performance. S&S through its Dispatch Center activates the system in an emergency.
2. Environmental Health & Safety (EHS) in cooperation with Facilities Operations & Maintenance (FOM) identifies and posts elevated locations in proximity to the ONS that are potentially dangerous if the ONS is activated.
3. Supervisors, Project Officers and Department Chairs are responsible for ensuring this SOP is appropriately communicated to their staff and

contractors. Supervisors, Project Officers and Department Chairs are responsible for enforcing the use of hearing protection on/in **posted** locations.

4. Staff, Contractors, Faculty & Students working on/in **posted** locations must wear the prescribed hearing protection combination described in this SOP.

Procedure:

1. Individuals needing access to the roof must contact the number shown on the warning sign (Attachment Two) in advance for permission.
 - a. Absolutely no one is to be on/in a roof location during a scheduled test of the ONS.
2. Each individual must wear/ "have at the ready"¹ a pair of NIOSH ear muffs at all times while on/in a **posted** location.
 - a. The ear muffs must have a minimum noise reduction rating (NRR) of 25 decibels (dB).
 - b. Simply stated, ear muffs must be worn/ have at the ready to help ensure protection against the potentially harmful combination of impulse and continuous noise associated with a sudden ONS activation.
 - i. Any other form or combination of hearing protection must be approved by EHS.
3. If while on/in a **posted** location when the ONS activates, then immediately relocate inside the building and move to a lower level before removing any hearing protection.

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Approvals:


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¹ "Have at the ready" means worn around the neck, attached to a tool belt or otherwise within a short reach at all times while working on a posted roof.