SOUND OFF
FOR HOME FIRE SAFETY

IMPLEMENTATION GUIDE

2015

Sound Off with the Home Fire Safety Patrol
Implementation Steps for Sound Off Team Partners

Implementation Steps		Notes
1. Familiarize yourself with the program materials: ymiclassroom.com/ sound-off	**Sound Off Program Objectives** • To educate children and their families about smoke alarms, including the sounds they make, the need for monthly testing, and their importance • To foster a community approach to fire safety by forging partnerships among students, families, educators, fire personnel, and life safety educators • To connect families that do not have enough working smoke alarms in their homes with local fire safety officials **School Program Components** Program Guide • Teacher's guide (pages 2-3) Provides teachers with directions/ suggestions for using the standard activity sheets in class • Presenter's guide (page 12) Provides team members with directions/ suggestions for using the simplified activity sheets in classroom and non-academic settings • Three **standard** activity sheets (pages 4-6) Students learn about smoke alarms, some typical home fire hazards, and home fire escape planning • Five **simplified** activity sheets (pages 7-11) Designed for students at a lower reading level and adaptable to non-academic settings; cover the same topics as the standard activity sheets Wall Poster Focal point and long-term classroom reminder of safety messages Digital Whiteboard Activity Online game that teaches smoke alarm testing, placement, and sounds Storybook in PDF Reinforces key messages about smoke alarms and escape planning Standards Alignment Identifies how the Sound Off program aligns with Common Core Academic Standards Fire Safety Educator Tip Sheet Provides team members with background on a broad range of home fire safety topics	

	Resources for Home Visits • A How-To Guide @ HomeSafetyVisit.org • Home Safety Visits apps for Android and Apple devices • Community Risk Reduction (CRR) Questionnaire to document home visits and alarm installation • Learn About Smoke Alarms (key smoke alarm tips for families) • Fire Safety Materials Generator to create customized promotional and educational tools) www.strategicfire.org/materialsgenerator **Evaluation Tools** • Student Pre- and Post-Test and Answer Guide • Home Visits Summary Report	

2. Identify community partners for program delivery
• Fire
• Health
• Others?
	• Consider resources that each can bring to the program.
	• You will need:
	  • health and fire safety educators to make classroom presentations
	  • personnel equipped to make home visits and install smoke alarms
	  • support for preparing and delivering program materials to the schools
	  • support for record keeping and reporting	

3. Introduce the program to school personnel. Gain commitment from: • Classroom teachers • School administrators • School nurses	See Background Letter for School Administrators and Common Core Standards Alignment at ymiclassrooom.com/sound-off Different approaches have worked for others: Build on existing relationships • Share program materials with classroom teacher(s) or school nurses you already have a relationship with. • Ask their advice or assistance regarding the best plan for gaining approval from administrators. • Ask their advice on which activity level best meets the needs of students: **standard** or **simplified**. **OR** Reach out through administrative networks • Ask your department/agency administrators to meet with school administrators to explain the benefits of the Sound Off Program to their school community. • Enlist their help in identifying classrooms for implementation of the program, and for planning orientation time for teachers.	

4. Define roles • Health and fire safety personnel • Classroom teachers • Support personnel	<u>Duties to be assigned</u> • Conduct Sound Off Program orientation for everyone • Confirm process to schedule classroom and home visits • Pre- and post-test students (optional after initial pilot) • Record student scores • Provide incentive to students/parents for completing assignments • Present classroom lessons • Duplicate and deliver letter home with smoke alarm activity (Activity 1) • Schedule home visits • Maintain supply of smoke alarms – make them available to teams as needed and track distribution • Make home visits • Summarize CRR questionnaires of all home visits on survey form • Plan and conduct special event at completion of the program (visit fire safety house or trailer; pizza party; interactive safety demonstrations on the playground or in the gym; certificates)	

5. Schedule
• Where
• When
• Who
	• Scheduling classroom visits is very dependent on the school calendar and other demands such as required testing.
	• Identify and work around dates that present a conflict for the school or for your partners.
	• Assign location, date, time, and personnel to accomplish the following:
	  • Program orientation for everyone
	  • Pre-test students (optional after initial pilot)
	  • Record student scores
	  • Provide incentive to students/parents for completing assignments
	  • Present classroom lessons
	  • Prepare and deliver letter home with smoke alarm activity
	  • Schedule home visits (best if one person handles scheduling to avoid confusion)
	  • Maintain supply of smoke alarms – make them available to teams as needed
	  • Make home visits
	  • Complete CRR questionnaire for each home visit and summarize final results on survey form	

	• Plan and conduct special event at the end of the program for classroom participation (visit fire safety house; pizza party; interactive safety demonstrations on the playground or in the gym; certificates • Post-Program evaluation and planning	

6. Conduct orientation	Acquaint your organization's leadership and everyone involved in delivery with the program objectives, materials, procedures, and responsibilities
	• Explain and commit to the Sound Off Program objectives
	• Involve teachers (and, if possible, parent volunteers) who may have experience in implementing Sound Off
	• Encourage input from teachers and support personnel in planning
	• Utilize HomeSafetyVisit.org as a training tool for home safety visit team members
	• Review local procedures for conducting home visits and installation of smoke alarms
	• Review reporting forms:
	  • CRR Questionnaire for each home visit
	  • Teacher survey
	  • End of Project summary
	• Discuss potential hurdles and how to negotiate them	

7. Visit classrooms • Deliver letters, pre- and post-tests, and other materials • Make classroom presentations	• Deliver Dear Families (intro to Sound Off) Letter, pre- and post-tests, and other materials (see ymiclassroom.com/sound-off) • Make classroom presentations • Adhere to school policy for visits. Know the preferred time and procedure for leaving materials or talking with the teacher(s) • Ask that teacher remain in the classroom when making presentations to the students • Stick to the script – lessons are based on latest research and designed to be short and focused	
8. Make home visits	• See Resources at ymiclassroom.com/sound-off: How-To Guide for Home Safety Visits, Home Safety Visit apps for Apple and Android devices, Learn About Smoke Alarms (family leave-behind piece) • Collect Activity 1 homework with requests for visits • Contact homes to arrange time for your visit • Schedule crews for the visits (have at least 2 people per visit) • Collect materials and tools needed for smoke alarm installation • Copy leave-behind educational materials	

	• You might increase the response for home visits if you can arrange additional contact with parents and caregivers • Make an effort to include representatives on the safety team who share the cultural background of families you most want to reach • Consider making a short presentation at parent meetings, field days, back-to-school night (see Fire Safety Educators' Tip Sheet at www.ymiclassroom/sound-off for more in-depth discussion of safety messages for adults) • If possible, be available during morning drop-off or afternoon pick-up to personally speak to parents	
9. Wrap up • Complete delivery to students and homes	• Post-test students • Record scores and knowledge gain • Gather feed-back from teachers, parents, administrators, your support team • Submit forms and other data to Project Manager • Celebrate! • Reward teachers, students, and members of your team	
10. Plan for expansion	• Meet with your team • Review student scores and feedback from others involved in the Program • Prepare final report • Consider additional partners who can help with Program delivery or facilitation as you expand	

11. Extend the benefit	Alternative Delivery
	• Discuss ideas presented on page 12 in the Program Guide for presenting the program in non-classroom settings such as at after-school programs, camps, and through other organized programs that serve the high-risk families you want to reach.
	
	Expanded Home Visits
	• Consider the "sweep" or "blitz" approach - visiting school neighborhoods with apparatus and a crew to conduct unscheduled home visits
	  • Promote the date and time that fire safety teams will visit a selected neighborhood to offer free smoke alarm tests and install new alarms in homes that need them
	  • Work within the fire department to integrate smoke alarm testing and installation by on-duty fire service personnel as part of emergency response, when appropriate.	