
Welcome to Sound Off Online

www.sound-off-online.com



SOO Benefits

- **Direct email contact among Local, State, and National Team members** for program coordination.
- **Direct email contact with teachers and school administrators** for scheduling classroom visits, monitoring class progress, and responding to questions.
- **Immediate access to all Sound Off classroom and home safety visit resources.**
- **Standardized forms for reporting on classroom visits and home safety visits.**



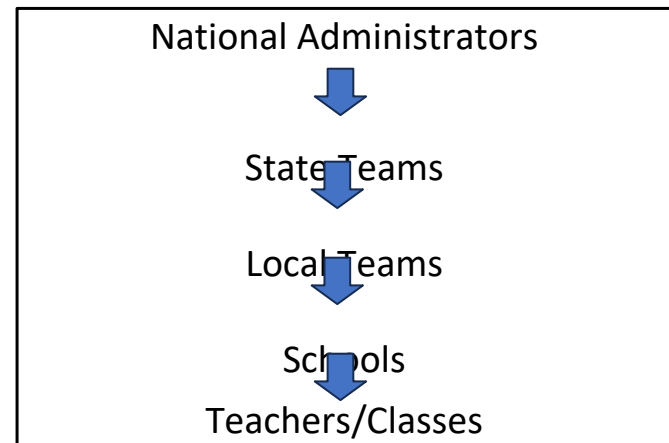
SOO Benefits

- **Detailed overview of Sound Off implementation**, providing real-time performance metrics on progress in the classroom and in the community.
- **Up-to-date count of smoke alarms installed** to assist with inventory management.
- **Comprehensive spreadsheet reports** on classroom progress, classroom visits, and home safety visits.



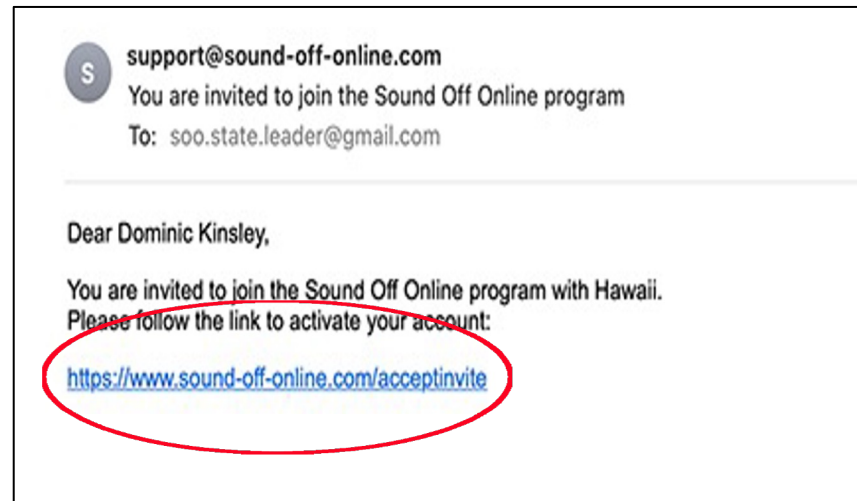
Platform Architecture

- SOO reflects the basic hierarchy of the Sound Off program.
- At each level in the hierarchy, users see only their own area of responsibility.
- Each level in the hierarchy invites the level below them to sign on.



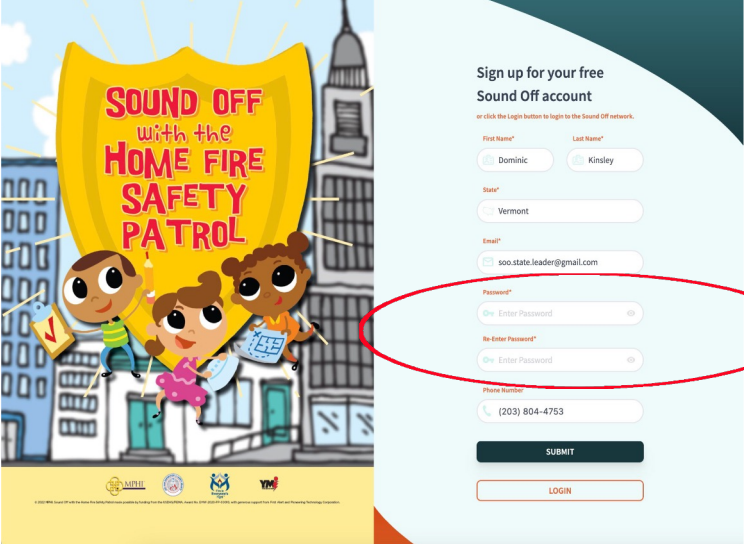
How to Sign On

- All Sound Off Team members must be invited to login.
- Only teachers can register on their own.
- Look for an email invitation from support@sound-off-online.com.
- Simply click the link to sign on.



How to Sign On

- Clicking the link takes you to the **SOO Sign Up** page.
- You will see that your user information has already been entered by the person who sent your invitation.
- You need only create a password and click **SUBMIT**.
- There are no password length or character requirements.



Sign up for your free Sound Off account

or click the Login button to login to the Sound Off network.

First Name* Last Name*

State*

Email*

Password*

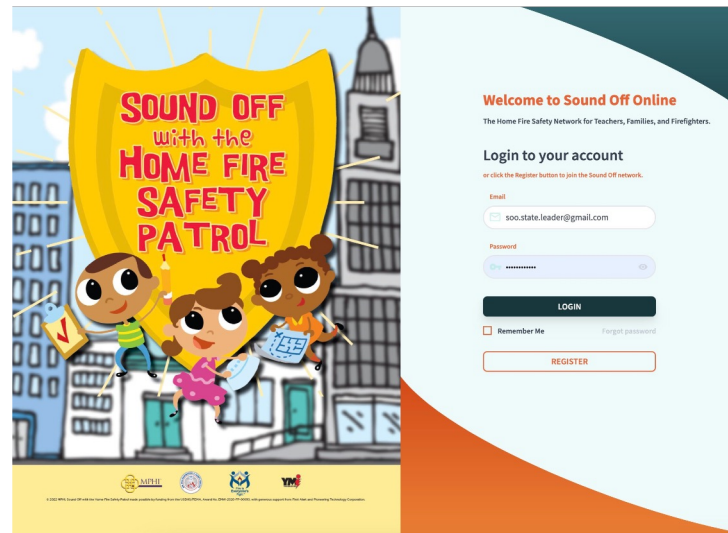
Re-Enter Password*

Phone Number



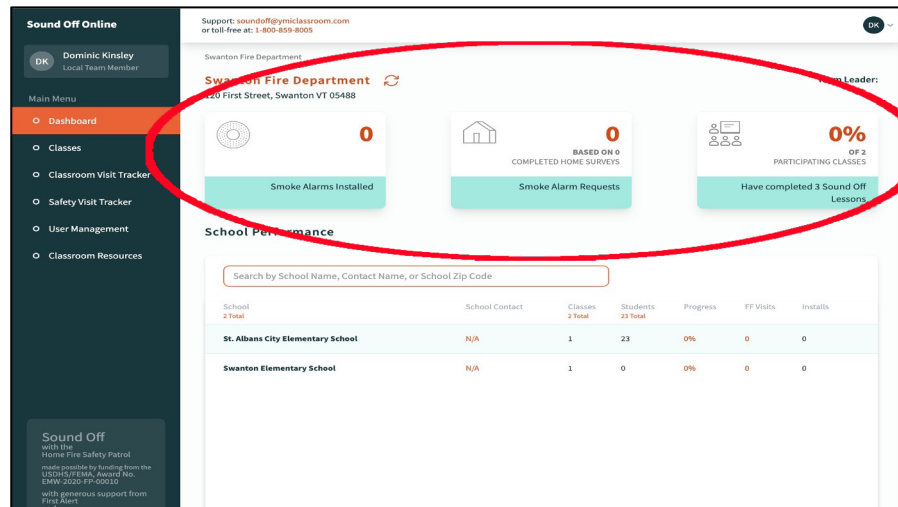
How to Sign On

- Clicking SUBMIT takes you to the **SOO Welcome** page where you must login.
- Your email address and password should be filled in already.
- Just click **LOGIN** to start using SOO.



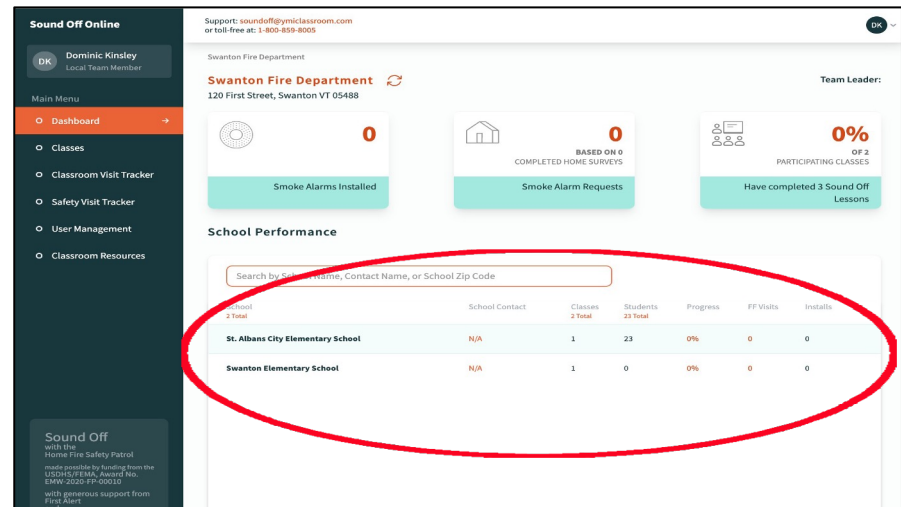
Local Team Dashboard

- You come to your **Local Team Dashboard**.
- At the top, there are tabulators that show how many **smoke alarms** your Local Team has installed, how many **smoke alarm requests** you have received, and what **percentage of classes** at your schools have completed all the Sound Off lessons.



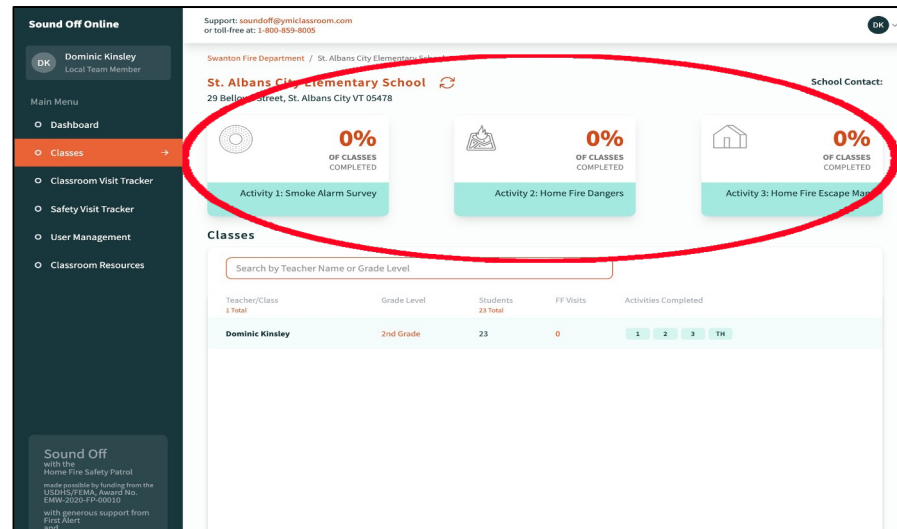
Local Team Dashboard

- The dashboard also lists all the schools working with your Local Team.
- You can see how many classes and students your team is reaching at each school and the percentage of classes at each school that have completed all the Sound Off lessons.
- You can also see the number of classroom visits and smoke alarm installs for each school.



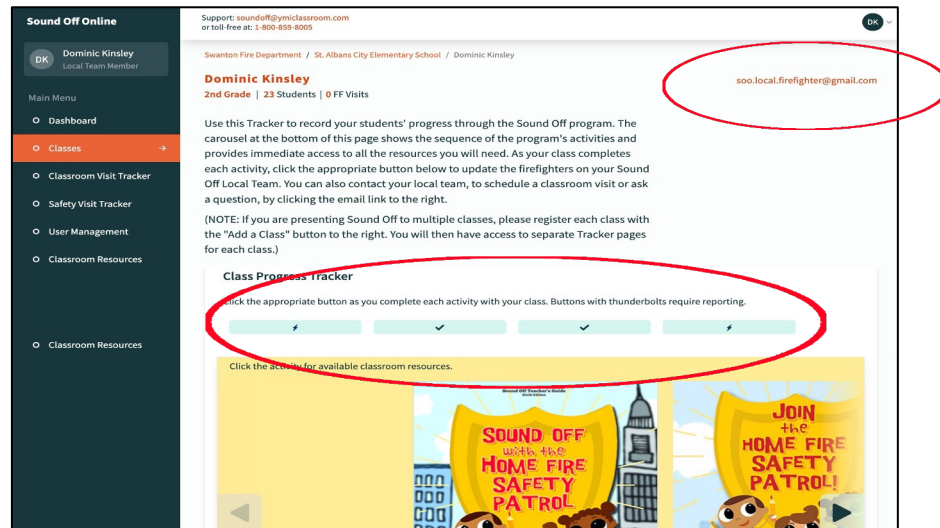
Local Team: School Close-Up

- Clicking the name of any school on the list provides similar data for the classes at that school.
- Tabulators at the top show the percentage of classes that have completed each of the three Sound Off activities.
- The school's classes are listed separately, showing their grade level, number of students, how many visits your team has made to the class, and which activities the class has completed.



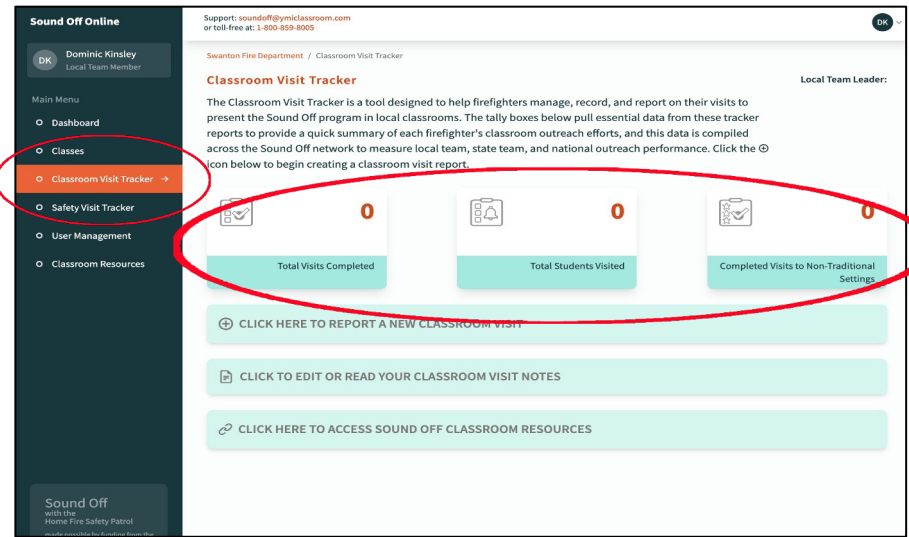
Local Team: Class Close-Up

- Clicking the name of a class opens the **Class Progress Tracker** for that class.
- This is the teacher's dashboard, where they click buttons to report which activities the class has completed.
- Teachers use the resource carousel at the bottom to access to all Sound Off classroom materials.
- You can send an **email** to this teacher by clicking the link at the upper right.



Classroom Visit Tracker

- Local Team members can access a similar tracking tool by clicking the **Classroom Visit Tracker** tab in the navigation pane on the left.
- The tabulators at the top of this page show your Local Team's total visits and the total number of students you have reached, with a breakout of visits to non-traditional settings.
- The buttons at the bottom provide access to a **classroom visit report form**.



Classroom Visit Reports

- Local Team members should fill out a separate report form for each classroom visit.
- The form asks for basic details about the visit: **date**, **visit number** (first, second, etc.), **type** of visit (in-person or virtual), the **school**, **teacher**, and **class** visited, and the **number of students**.
- There is a similar section for reporting on visits to summer camps, scout troops, and other **non-traditional settings**.

Sound Off Online

Support: soundoff@ymclassroom.com
or toll-free at: 1-800-858-8005

Swanton Fire Department / Classroom Visit Tracker

Classroom Visit Tracker

Local Team Leader:

+ Create a Classroom Visit Report

Fill out and submit this form to report a completed classroom visit or visit to a non-traditional educational setting. Use the Note Tracker at the bottom of the page to keep an ongoing record of your visits to each classroom.

Site Details

Date of Visit: 07/17/2023 This is the: visit

For School Visits

Type of Visit: Click to select School Name: Click to select

Teacher Name: Click to select Class: Click to select

Number of Students: #

For Visits to Non-Traditional Settings

Type of Visit: Click to select Organization/Group Name: Type the organization/group name here

What was the setting (short description)?
Type a short description of the setting here

Number of Children (approximate, use numerals): ## Children's Age (approximate, use numerals): ##-##

What did you present on this visit? (Select all that apply)



Classroom Visit Reports

- The second half of the form provides **checkboxes** you can use to indicate which elements of Sound Off were presented at the visit — everything from pre-testing through post-testing and showing off the Sound Off Safety App.
- The long orange button under the form opens a space where you can take **notes** on the class visit — for example, you might want to note that one student in the class has experienced a home fire.

Main Menu

- Dashboard
- Classes
- Classroom Visit Tracker →
- Safety Visit Tracker
- User Management
- Classroom Resources

Sound Off with the Home Fire Safety Patrol made possible by funding from the USDHS/FEMA, Award No. EMW-2020-FP-00010, with generous support from First Alert and Pioneering Technology Corporation

Click to select

Teacher Name

Class

Click to select

Click to select

Number of Students

For Visits to Non-Traditional Settings

Type of Visit

Organization/Group Name

Click to select

Type the organization/group name here

What was the setting (short description)?

Type a short description of the setting here

Number of Children (approximate, use numerals)

Children's Age (approximate, use numerals)

#

aa-aa

What did you present on this visit? (Select all that apply)

- Pre-Test
- Sound Off Classroom Poster
- Sound Off Storybook
- Video 1: Safety Soundst
- Activity 1: Smoke Alarms
- Smoke Alarm Smarts Digital Activity
- Video 2: Home Fire Dangers
- Activity 2: Fire Dangers
- Video 3: Home Fire Escape Map
- Activity 3: Home Fire Escape Map
- Video 4: Home Fire Drills
- Take-Home Activity: Home Fire Drill
- Post-Test
- The Sound Off Safety App

SUBMIT REPORT

Click to keep notes on your visits to this classroom



Classroom Visit Reports

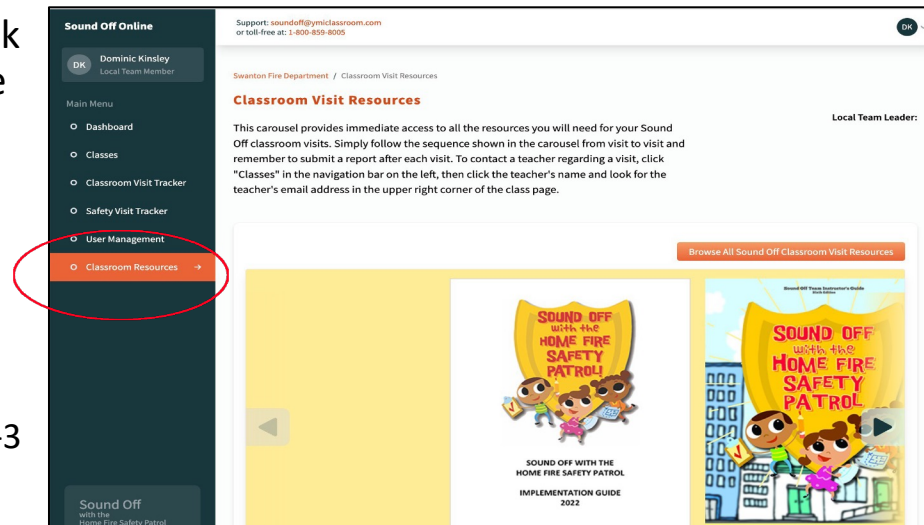
- When you click the **SUBMIT REPORT** button, the system prompts you to review the form for typos and missing information. You must click the button again to actually submit your report.
- We added this extra step because the information you provide through this form is compiled to produce the real-time performance metrics visible on SOO dashboards at all levels.

The screenshot shows a web interface for submitting a classroom visit report. On the left is a dark sidebar menu with options: Dashboard, Classes, Classroom Visit Tracker (selected), Safety Visit Tracker, User Management, and Classroom Resources. The main form area contains several input fields and checkboxes. At the bottom right, the 'SUBMIT REPORT' button is highlighted with a red circle. Below the form is a footer bar with a document icon and the text 'Click to keep notes on your visits to this classroom'.



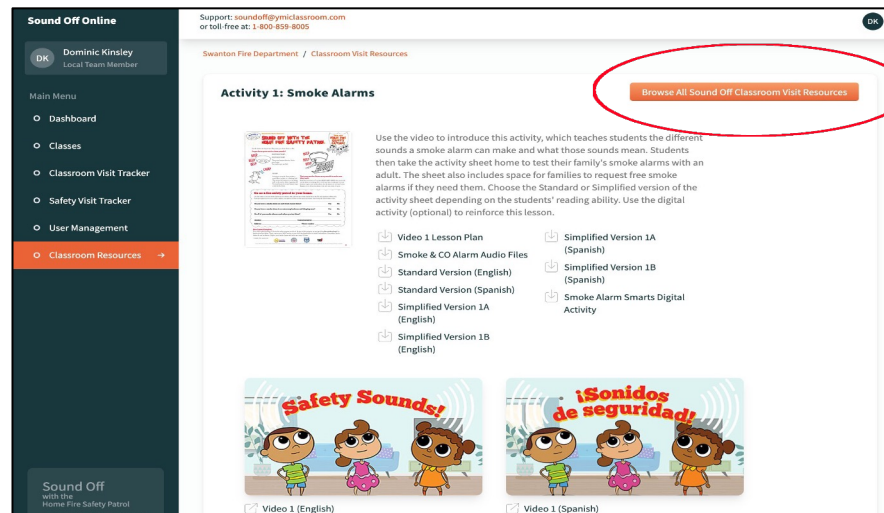
Classroom Visit Resources

- To prepare for a classroom visit, click the **Classroom Resources** tab on the left to open a carousel where you can access:
 - Program Implementation Guide
 - Firefighter Instructor's Guide and Classroom Poster
 - Sound Off Storybooks
 - Worksheets and Videos for Activities 1-3
 - Home Fire Drill Activity
 - Pre/Post Tests and Teacher Survey
 - Additional Resources



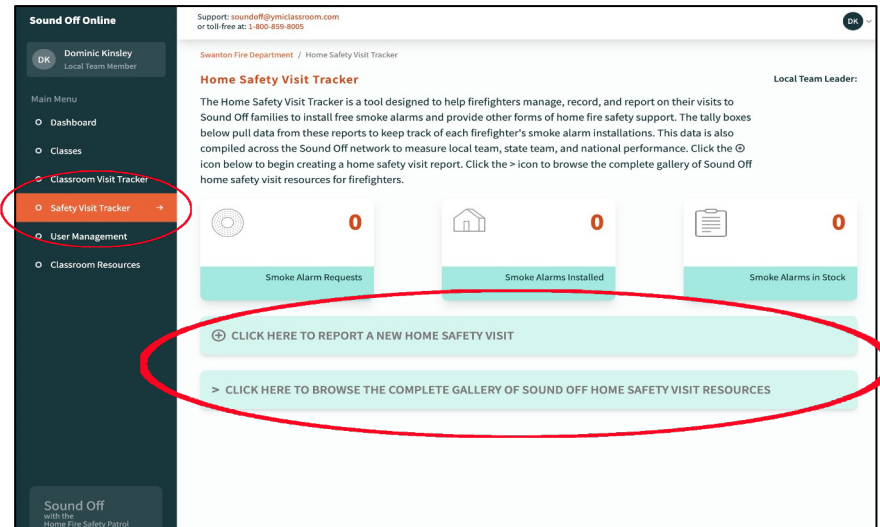
Classroom Visit Resources

- Click an image in the carousel to open a page that describes how to use and choose among the listed resources.
- Click the **bullet points** in these lists to download any item.
- Click the **picture links** below the list to launch a video in a separate page.
- Or click the button at the upper right to access the Sound Off microsite you already know and love.



Home Safety Visit Tracker

- SOO also includes a tool for reporting on Home Safety Visits — just click the **Safety Visit Tracker** tab on the left.
- The tabulators on this page show how many families have requested smoke alarms, how many alarms have been installed, and how many are still in stock.
- Use the buttons at the bottom to open the **Home Safety Visit Report Form** or to visit the **Home Safety Visit Resources** microsite.



Home Safety Visit Reports

- Local Team members should fill out a report form for every home safety visit.
- The form asks for the **date** of the visit, the **number of working smoke alarms** on site, and the **number of smoke alarms and CO alarms installed**.
- There are also checkboxes for reporting on the **safety topics** you discussed during the visit.

The screenshot shows the 'Sound Off Online' interface for a 'Home Safety Visit Tracker'. The left sidebar contains a navigation menu with options: Dashboard, Classes, Classroom Visit Tracker, Safety Visit Tracker (highlighted), User Management, and Classroom Resources. The main content area is titled 'Home Safety Visit Tracker' and includes a 'Local Team Leader' field. Below this is a 'Create a Home Safety Visit Report' section with instructions. The 'Site Details' section includes a 'Date of Visit' field (07/17/2023) and three input fields for 'Number of Working Smoke Alarms Already on Site*', 'Number of Smoke Alarms Installed*', and 'Number of CO Alarms Installed*'. The 'Safety Education' section has checkboxes for 'Smoke Alarms', 'Child Fire Safety', 'Electrical Safety', 'CO Alarms', 'Cooking Safety', 'Smoking Safety', 'Home Fire Escape Planning', 'Heating Safety', and 'Candle Safety'. The 'Home Fire Drill' section asks if the family has a home fire escape plan and includes checkboxes for 'Home Fire Drill Observed' and 'Home Fire Drill NOT Observed'. A 'SUBMIT REPORT' button is at the bottom right. A footer link says 'Click here to download the home safety visit questionnaire (optional)'.



Home Safety Visit Reports

- At the bottom of the form, there is a reminder to confirm that the family has a **home fire escape plan** and to ask them to demonstrate their plan with a quick **home fire drill**.
- Use the checkboxes to report whether you observed their home fire drill or not.

Sound Off Online
DK Dominic Kinsey
Local Team Member

Support: soundoff@gymclassroom.com
or toll-free at: 1-800-659-8000

Swanton Fire Department / Home Safety Visit Tracker

Local Team Leader:

Home Safety Visit Tracker

Create a Home Safety Visit Report

Fill out and submit this form to report a completed home safety visit. Note that Sound Off Online does not collect any personal information about families that receive a home safety visit. Should you wish to record details of this sort, please use the Sound Off Home Safety Visit Questionnaire, which you can download by clicking the button at the bottom of this page.

Site Details (* required) Date of Visit: 07/17/2023

Smoke Alarm/CO Alarm Installation Details (Use numerals)

Number of Working Smoke Alarms Already on Site* Number of Smoke Alarms Installed*

Number of CO Alarms Installed*

Safety Education

Safety Topics Discussed (check all that apply):

<input type="checkbox"/> Smoke Alarms	<input type="checkbox"/> CO Alarms	<input type="checkbox"/> Home Fire Escape Planning
<input type="checkbox"/> Child Fire Safety	<input type="checkbox"/> Cooking Safety	<input type="checkbox"/> Heating Safety
<input type="checkbox"/> Electrical Safety	<input type="checkbox"/> Smoking Safety	<input type="checkbox"/> Candle Safety

Home Fire Drill

If the family has a home fire escape plan, ask:
Would you show me how your escape plan works by conducting a quick home fire drill?

Home Fire Drill Observed Home Fire Drill NOT Observed

[Click here to download the home safety visit questionnaire \(optional\)](#)



Home Safety Visit Reports

- You may notice that no personal information is recorded on the Home Safety Visit Report Form. **SOO has been designed to exclude all personal information about families and students from its database.**
- Teams who wish to record such information for home safety visits can click the button at the bottom of the Report Form to download the **Home Safety Visit Questionnaire** that has been used in the past.

Sound Off Online
Support: soundoff@ymciclassroom.com or toll-free at 1-800-859-8000

DK Dominic Kinsley Local Training
Swanton Fire Department / Home Safety Visit Tracker

Sound Off Home Safety Visit Questionnaire

Assistance to Firefighters Grant Program – Fire Prevention and Safety Grants
Sound Off with the Home Safety Patrol, Michigan Public Health Institute

Date of visit: _____ Time home safety visit starts: _____
Name of occupant: _____ Home phone: _____
Street address: _____ Apt. #: _____
City and state: _____ ZIP: _____
 REVISIT? Check if this is a revisit to a home for which a form was previously submitted (e.g., when no one was home at first).

*** PLEASE DO NOT LEAVE ANY QUESTIONS BLANK *
IF THE ANSWER TO A QUESTION IS "0" OR "NONE", ENTER "0".**

1. Type of home
 Detached house Mobile home Duplex
 Multifamily Townhouse Other _____

2. If entry to residence was not possible, why not? (primary reason only)
 No one home Occupant refused entry (Why? Fill in.)
 Only minor at home
 Language barrier Other _____
 Vacant home/lot

3. Names of those conducting safety visit: _____

4. Positions of fire department representatives making the visit (check all that apply)
 Firefighter (not in prevention bureau)
 Social worker Health care worker
 Prevention Bureau Community volunteer
 Other _____

PRIVATE FIRE ALARM SYSTEM
5. Was a private fire alarm system present? (do not test) Yes No
If Yes:
5a. Did the private fire alarm system appear to be working? Yes No
5b. # of smoke alarms in the private fire alarm system _____

NUMBER OF SMOKE ALARMS ON ARRIVAL
6. # of working (sounds when tested) smoke alarms (exclude private fire alarm system) _____
7. # of non-working smoke alarms (excluding private fire alarm system) _____

Visit you alone the hour your escape plan works or contacting a work home in a unit
 Home Fire Drill Observed Home Fire Drill NOT Observed

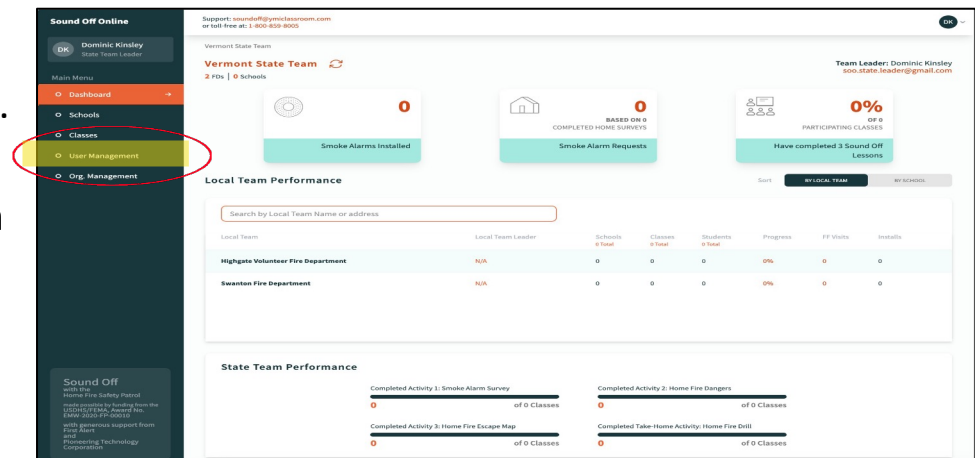
Submit Report

Click here to download the home safety visit questionnaire (optional)



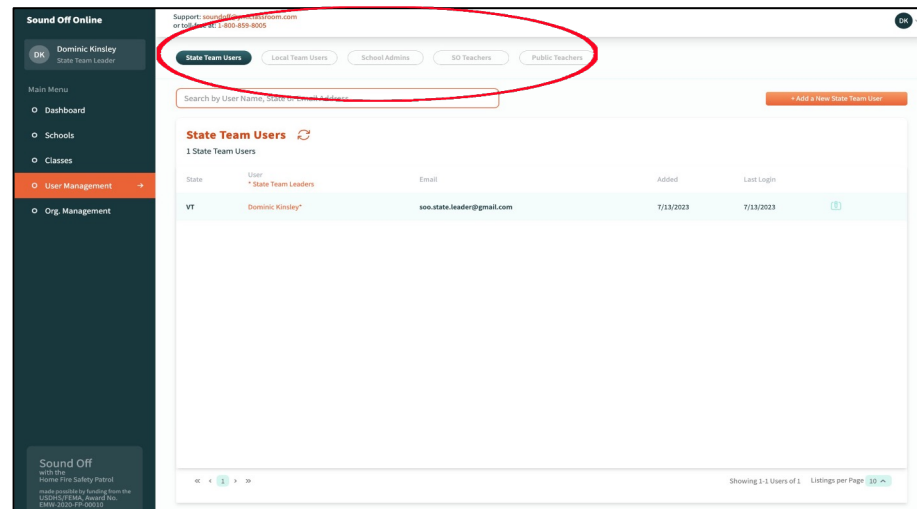
Engaging Schools and Teachers

- Any Local Team member can invite teachers and school administrators to sign on to SOO.
- You could do this with a phone call or email, since educators can register for SOO on their own.
- To simplify the process, however, you should send an invitation.
- Start by clicking the **User Management** tab on the left.



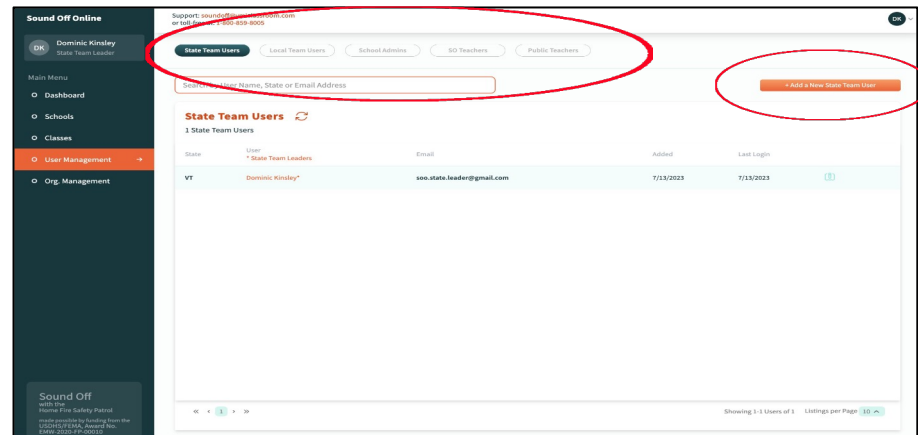
Engaging Schools and Teachers

- The User Management page lists all the SOO users connected with your Local Team.
- Click the buttons at the top to see lists of the School Administrators and Teachers using SOO at participating schools in your area.
- There is also a button for “Public” teachers, which lists teachers using SOO at non-participating schools, such as home schools.



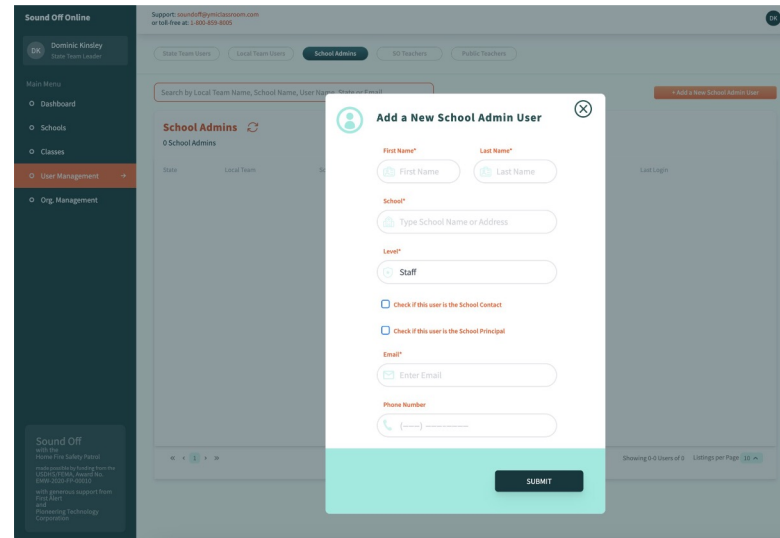
How to Invite Educators

- Before you can send an invitation, you will need to know the educator's name, school name, and email address.
- Start by choosing the appropriate button at the top, then click the **Add a New...User** button on the right.



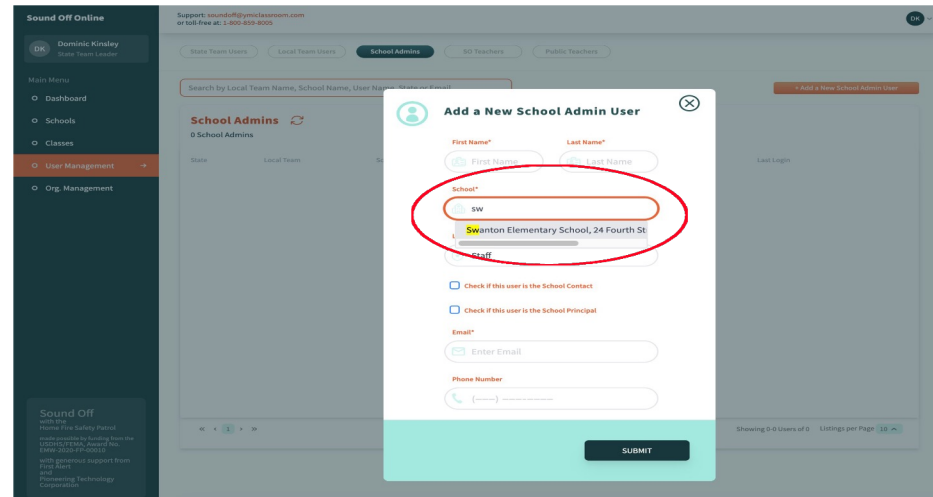
Inviting School Administrators

- For example, click the **School Admins** button to invite a school principal, staff member, or the teacher serving as your Sound Off contact/coordinator.
- When you click the **Add a New School Admin User** button, a pop-up form appears asking for the person's **First** and **Last** name, their **School** name and address, their **Level** (Staff or Admin), and their **Email** address.
- You can also include their **Phone Number** and check a box to indicate that the person is your **School Contact** and/or the **School Principal**.

The image shows a screenshot of the 'Sound Off Online' web application. A dark sidebar on the left contains a navigation menu with options like 'Dashboard', 'Schools', 'Classes', 'User Management', and 'Org. Management'. The main content area is titled 'School Admins' and features a search bar. A modal window titled 'Add a New School Admin User' is open in the foreground. This form includes fields for 'First Name', 'Last Name', 'School', 'Level' (with a dropdown menu), 'Email', and 'Phone Number'. There are also two checkboxes: 'Check if this user is the School Contact' and 'Check if this user is the School Principal'. A 'SUBMIT' button is located at the bottom right of the form.

Inviting School Administrators

- You will find that typing a few letters into the **School** field will trigger a drop-down menu from which you can select the school you are looking for.
- SOO is pre-loaded with the names and addresses of most schools in the US, but there are bound to be omissions. If you need to add a school to our database, click the **Support** link and let us know. We will take care of it for you.



Inviting School Administrators

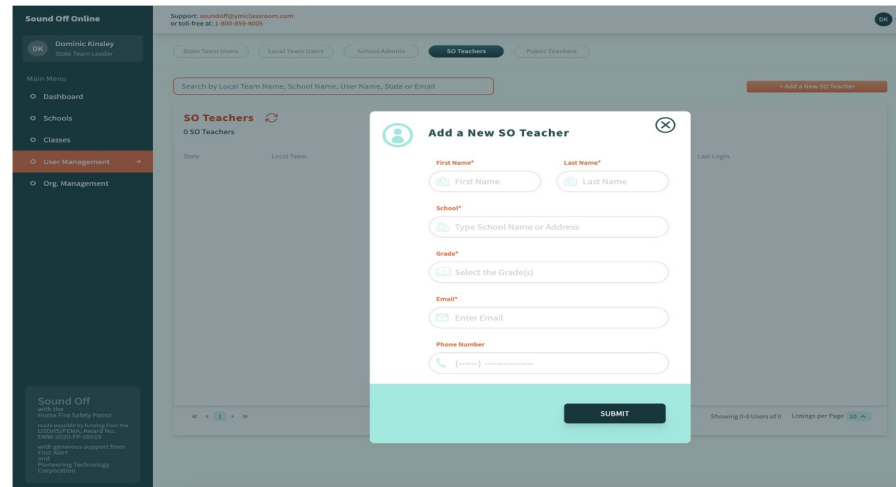
- Once you have filled out the form, click the **SUBMIT** button.
- This will send an invitation email to the educator, with a link they can use to set their password and login to SOO.

The screenshot displays the 'Sound Off Online' user management interface. A modal window titled 'Add a New School Admin User' is open, showing a form with the following fields: 'First Name*', 'Last Name*', 'School*' (with a dropdown menu showing 'SW' and 'Swanton Elementary School, 24 Fourth St'), 'Staff', 'Email*' (with a sub-field 'Enter Email'), and 'Phone Number'. There are two checkboxes: 'Check if this user is the School Contact' and 'Check if this user is the School Principal'. A red circle highlights the 'SUBMIT' button at the bottom right of the form.



Inviting Teachers

- The pop-up form for inviting **Teachers** is nearly the same.
- Fill in the teacher's **First** and **Last** name, select their **School** from the drop-down menu, select their **Grade** from a drop-down menu, and fill in their **Email** address. You can also include their **Phone Number**.
- Then click **SUBMIT** to send the teacher an invitation email.



The screenshot displays the 'Sound Off Online' web application interface. A dark sidebar on the left contains a navigation menu with options like 'Dashboard', 'Schools', 'Classes', 'User Management', and 'Org. Management'. The main content area shows a search bar and a table for 'SO Teachers'. A white pop-up form titled 'Add a New SO Teacher' is overlaid on the screen. The form includes input fields for 'First Name', 'Last Name', 'School', 'Grade', 'Email', and 'Phone Number', along with a 'SUBMIT' button at the bottom.



School Team Management

- A few days after you send an invitation, you should check that the educator has signed on.
- Click the **User Management** tab, then click the appropriate button at the top of the page and use the search box if necessary to find the educator you have invited.
- On the far right, check the date when the educator last logged in to SOO. If you see N/A instead of a date, that means the educator has not yet accepted your invitation.

Support: soundoff@ymiclassroom.com
or toll-free at: 1-800-859-8005

School Admins **SO Teachers** Public Teachers

Search by Local Team Name, School Name, User Name, State or Email [+ Add a New SO Teacher](#)

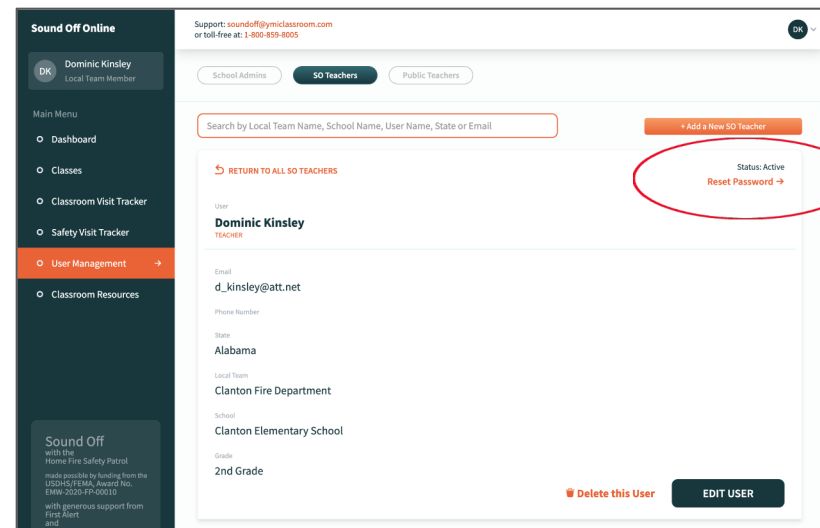
SO Teachers [Refresh](#)
1 SO Teachers

State	Local Team	School	User	Email	Added	Last Login
AL	Clanton Fire Department	Clanton Elementary School	Dominic Kinsley	d_kinsley@att.net	8/29/2023	8/29/2023



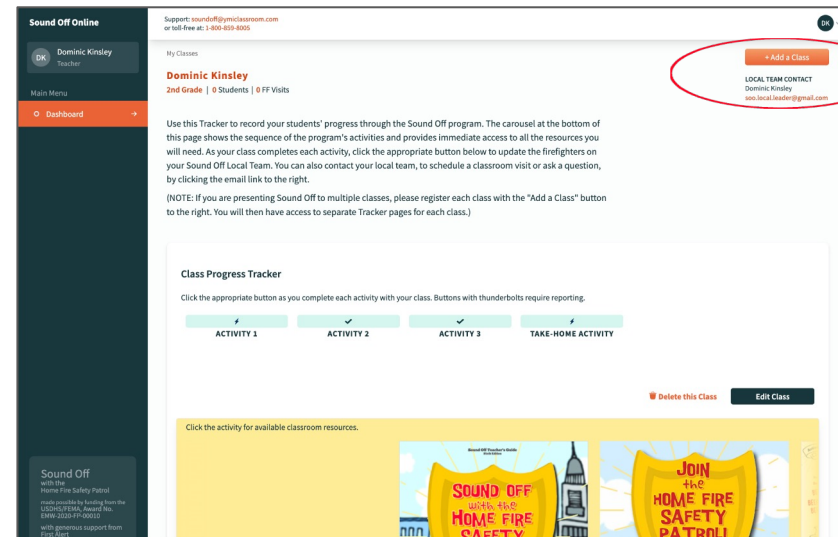
School Team Management

- When this happens, click the educator's name (in orange) to open their **Profile Page**. Then click the orange **Resend Invitation** link on the right.
- The Profile Page also shows which Local Team the educator's school has been assigned to. If this assignment is not correct, contact your State Team or click the orange **Support** link at the top of the page to have it corrected.



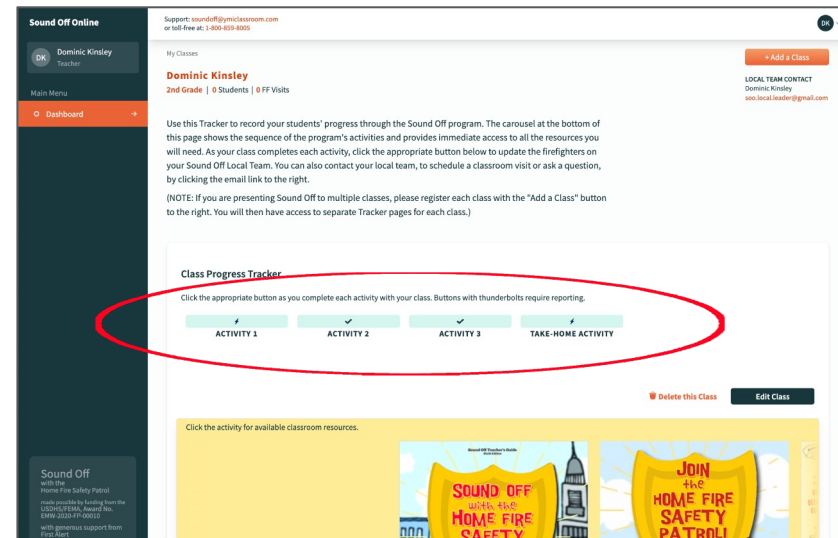
How Teachers Use SOO

- To wind up, let's see what SOO looks like to a classroom teacher.
- As mentioned earlier, the SOO dashboard for teachers is the **Class Progress Tracker** page.
- Top right, they have an email link for connecting with their **Local Team Contact**.
- Also top right there is an **Add a Class** button which enables teachers who cover several classes to set up progress tracker pages for each class.



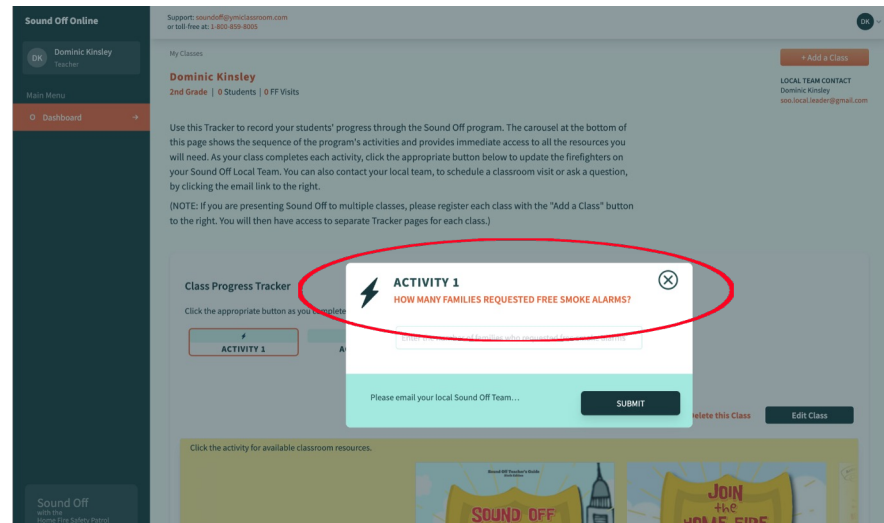
How Teachers Use SOO

- Midway down the page are four **tracker buttons** that teachers click as they complete each Sound Off activity with their class.
- Note that two of the tracker buttons are marked with **lightning bolts**. These open pop-ups that ask the teacher for additional information.



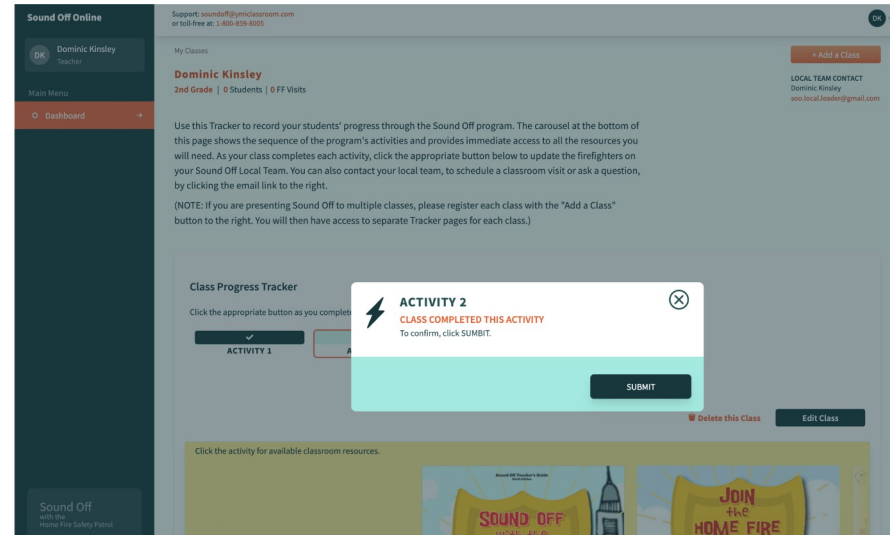
How Teachers Use SOO

- The pop-up for Activity 1 asks **How many families have requested free smoke alarms?**
- Teachers find this information by counting how many families have provided contact information on the activity sheet their child brought back to class.
- When the teacher clicks **SUBMIT**, this number shows up on the Local Team's dashboard, prompting them to gather the information so they can schedule Home Safety Visits.



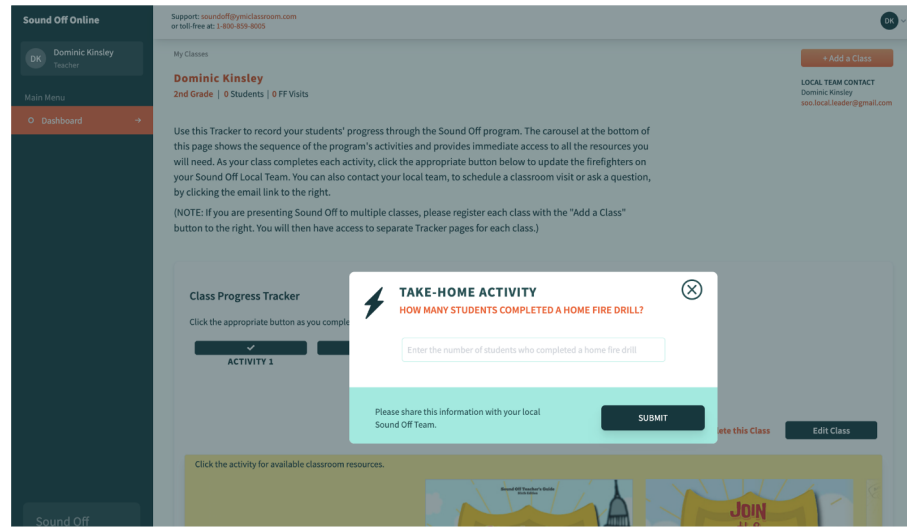
How Teachers Use SOO

- The pop-ups for Activities 2 and 3 ask teachers to confirm that the class has completed the activity by clicking the **SUBMIT** button.



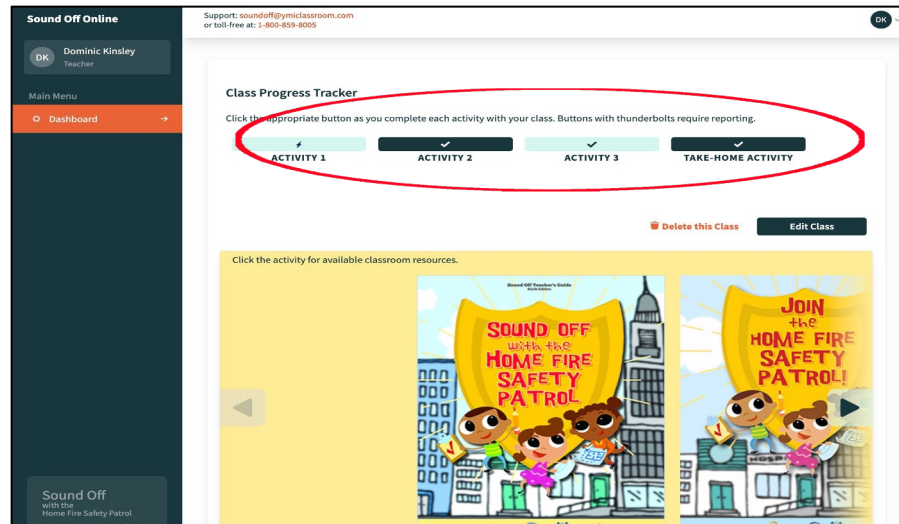
How Teachers Use SOO

- The pop-up for the Take-Home Activity asks **How many students completed a home fire drill?**
- Teachers find this information by reviewing the reporting slips the students bring back to class.
- When teachers report this number, it shows up on the Local Team's dashboard.



How Teachers Use SOO

- Notice that as the activities are completed, the **buttons darken** to give the teacher a quick overview of the class's progress.



How Teachers Use SOO

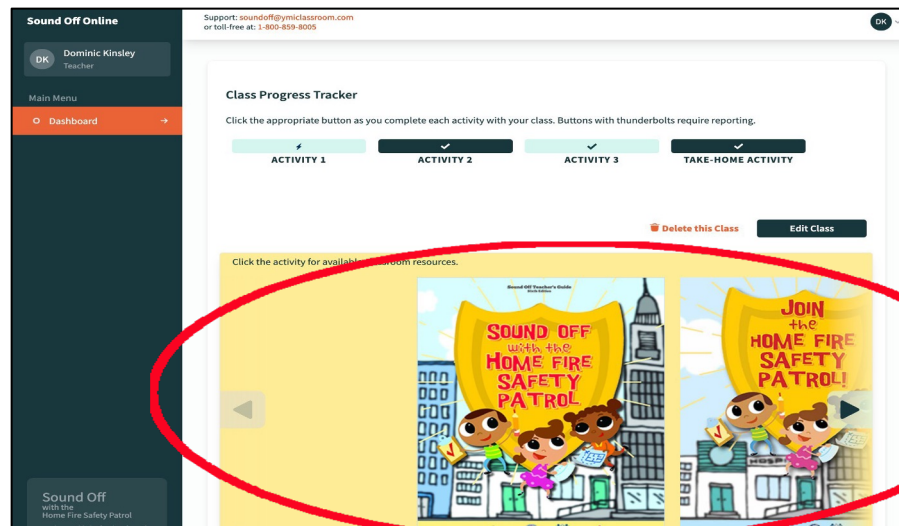
- Simultaneously, on the Local Team's Classes page, the **Activities Complete** indicators for this class darken to show what the class has accomplished.

Teacher/Class	Grade Level	Students	FF Visits	Activities Completed
Dominic Kinsley	2nd Grade	23	0	1 2 3 TH



How Teachers Use SOO

- Last, as mentioned earlier, teachers use the carousel at the bottom of the page to access all the Sound Off teaching resources.



Sound Off Online: www.sound-off-online.com

- We have focused today on how Local Teams and educators can use SOO to stay in contact, collaborate, and track their progress through all stages of the Sound Off program.
- We have only glanced at some of the ways SOO collects, compiles, and displays performance metrics, and have not even examined the management tools SOO provides to Team Leaders at the State and National levels.
- **So stay tuned!**

