

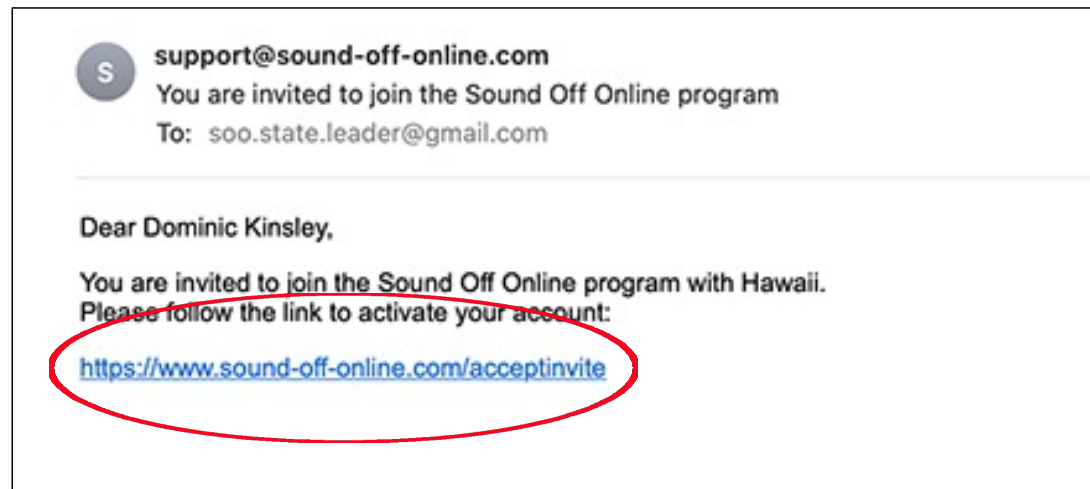
Sound Off Online

www.sound-off-online.com



How to Sign On

- State Team Leaders receive 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. Your information is already entered. You need only create a password and click “Submit”. There are no password restrictions or 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

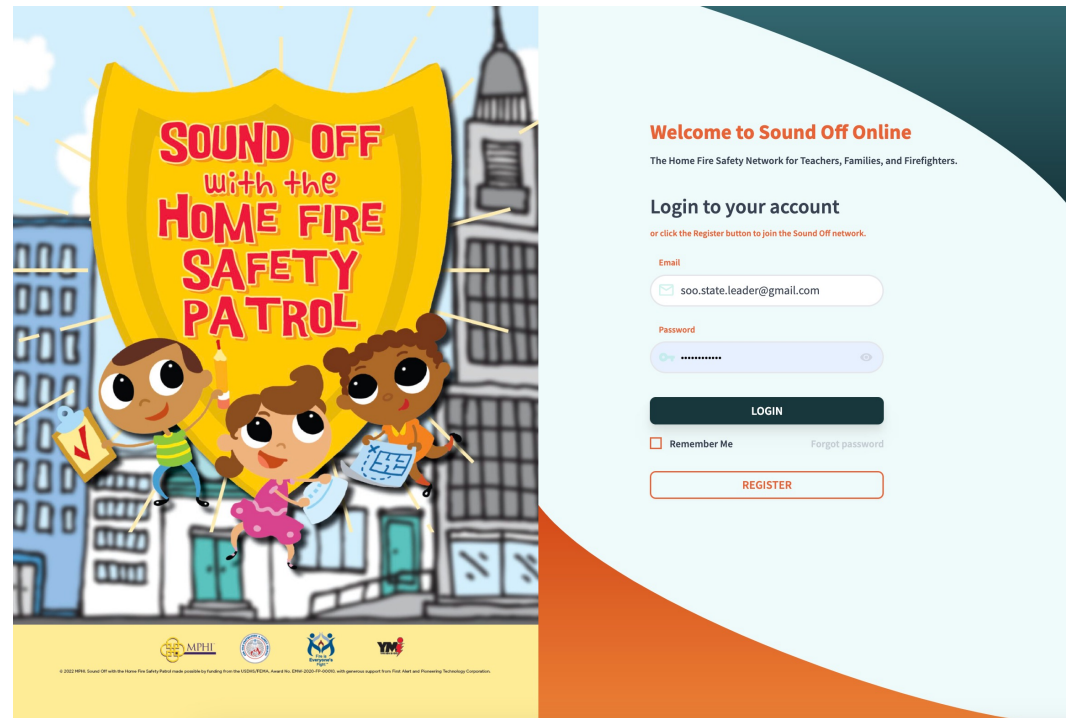
SUBMIT

LOGIN

© 2022 MPH. Sound Off with the Home Fire Safety Patrol made possible by funding from the VERMONT DNR, Award No. 2019-2020-FP-0005, with generous support from their staff and partnering technology companies.

How to Sign On

- Clicking “Submit” takes you to the Login page where your email address and password are already filled in. Click “Login” to start using SOO.



State Team Dashboard

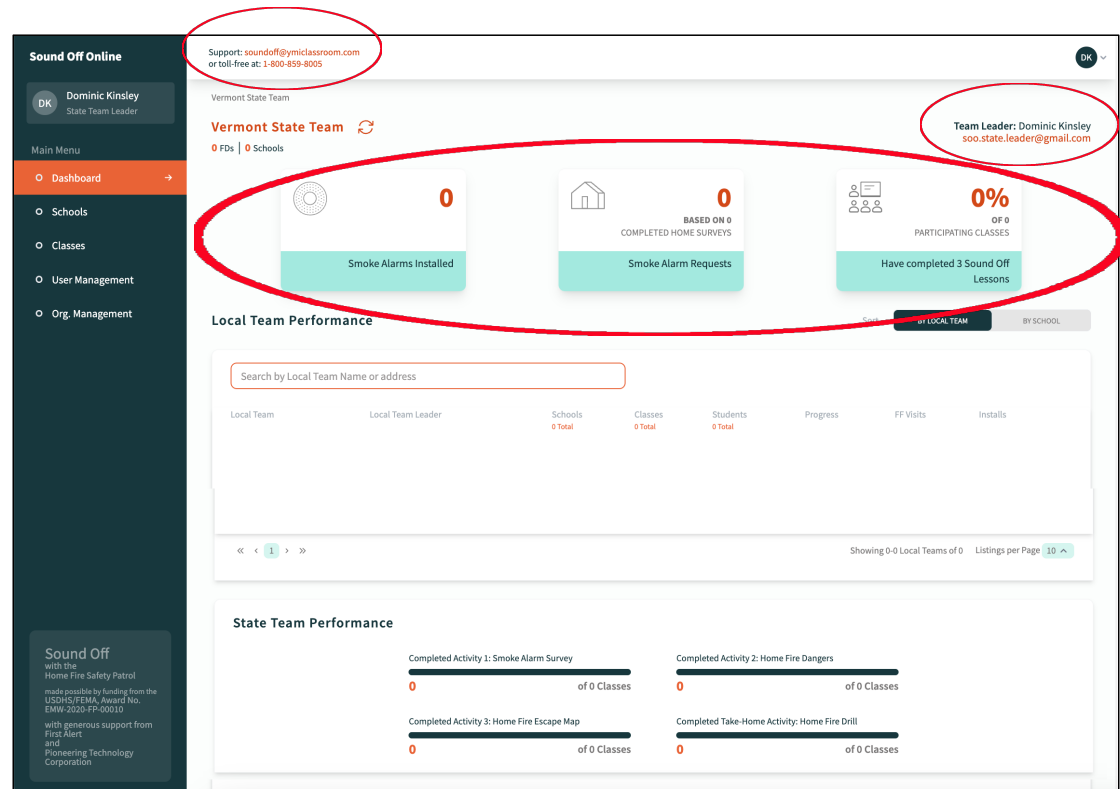
- Clicking “Login” takes you to your State Team Dashboard — which will probably be almost empty to start with. This page will fill up as you add users and they begin to make use of the system.

The screenshot shows the Sound Off Online State Team Dashboard for the Vermont State Team. The interface includes a dark sidebar with navigation options: Dashboard (selected), Schools, Classes, User Management, and Org. Management. The main content area displays the following information:

- Support:** soundoff@ymiclassroom.com or toll-free at: 1-800-859-8005
- Vermont State Team:** 0 FDs | 0 Schools
- Team Leader:** Dominic Kinsley (soo.state.leader@gmail.com)
- Key Metrics:**
 - Smoke Alarms Installed: 0
 - Smoke Alarm Requests: 0 (Based on 0 Completed Home Surveys)
 - Lesson Completion: 0% (Have completed 3 Sound Off Lessons out of 0 Participating Classes)
- Local Team Performance:** A table with columns for Local Team, Local Team Leader, Schools (0 Total), Classes (0 Total), Students (0 Total), Progress, FF Visits, and Installs. A search bar is provided above the table.
- State Team Performance:** Four progress bars showing 0% completion for:
 - Completed Activity 1: Smoke Alarm Survey (0 of 0 Classes)
 - Completed Activity 2: Home Fire Dangers (0 of 0 Classes)
 - Completed Activity 3: Home Fire Escape Map (0 of 0 Classes)
 - Completed Take-Home Activity: Home Fire Drill (0 of 0 Classes)

State Team Dashboard: Features

- Email link to SOO support team.
- Email link to the State Team Leader.
- **Tabulators** show the number of smoke alarms installed, the number of families requesting smoke alarms, and the percentage of students who have completed all three SO lessons in your state.



State Team Dashboard: Features

- At the bottom of the dashboard, **State Team Performance meters** show the percentage of classes in your state that have completed each SO lesson and a home fire drill.

The screenshot displays the 'Sound Off Online' dashboard for the Vermont State Team. The interface includes a sidebar with navigation options like 'Dashboard', 'Schools', and 'Classes'. The main content area shows three performance cards: 'Smoke Alarms Installed' (0), 'Smoke Alarm Requests' (0), and 'Have completed 3 Sound Off Lessons' (0%). Below these is a 'Local Team Performance' table with columns for Local Team, Local Team Leader, Schools, Classes, Students, Progress, FF Visits, and Installs. At the bottom, the 'State Team Performance' section features four progress bars for activities: 'Completed Activity 1: Smoke Alarm Survey', 'Completed Activity 2: Home Fire Dangers', 'Completed Activity 3: Home Fire Escape Map', and 'Completed Take-Home Activity: Home Fire Drill'. A red oval highlights the State Team Performance section.

| Local Team | Local Team Leader | Schools 0 Total | Classes 0 Total | Students 0 Total | Progress | FF Visits | Installs |
|------------|-------------------|--------------------|--------------------|---------------------|----------|-----------|----------|
|------------|-------------------|--------------------|--------------------|---------------------|----------|-----------|----------|

| Activity | Completed | Total |
|---|-----------|--------------|
| Completed Activity 1: Smoke Alarm Survey | 0 | of 0 Classes |
| Completed Activity 2: Home Fire Dangers | 0 | of 0 Classes |
| Completed Activity 3: Home Fire Escape Map | 0 | of 0 Classes |
| Completed Take-Home Activity: Home Fire Drill | 0 | of 0 Classes |

State Team Dashboard: Local Teams

- Once they have been registered, **Local Teams** appear in the middle of the dashboard, listed alphabetically.

The screenshot displays the 'Sound Off Online' dashboard for the Vermont State Team. The interface includes a sidebar menu with options like Dashboard, Schools, Classes, User Management, and Org. Management. The main content area shows three summary cards: 'Smoke Alarms Installed' (0), 'Smoke Alarm Requests' (0), and 'Have completed 3 Sound Off Lessons' (0%). Below these is a 'Local Team Performance' section with a search bar and a table listing local teams. A red circle highlights the table area.

| Local Team | Local Team Leader | Schools 0 Total | Classes 0 Total | Students 0 Total | Progress | FF Visits | Lessons |
|------------------------------------|-------------------|--------------------|--------------------|---------------------|----------|-----------|---------|
| Highgate Volunteer Fire Department | N/A | 0 | 0 | 0 | 0% | 0 | 0 |
| Swanton Fire Department | N/A | 0 | 0 | 0 | 0% | 0 | 0 |

Below the table is a 'State Team Performance' section with four progress bars for activities: 'Completed Activity 1: Smoke Alarm Survey' (0 of 0 Classes), 'Completed Activity 2: Home Fire Dangers' (0 of 0 Classes), 'Completed Activity 3: Home Fire Escape Map' (0 of 0 Classes), and 'Completed Take-Home Activity: Home Fire Drill' (0 of 0 Classes).

State Team Dashboard: Local Teams

- For each Local Team the dashboard shows the **Local Team Leader**, the number of **Schools, Classes, and Students** the team is working with, the schools' **Progress** through the three SO lessons, the number of firefighter **Visits** to those schools, and the number of smoke alarms **installed** for families at those schools.

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

Vermont State Team
 2 FDs | 0 Schools

Team Leader: Dominic Kinsley
s00.state.leader@gmail.com

Smoke Alarms Installed: 0

Smoke Alarm Requests: 0
BASED ON 0 COMPLETED HOME SURVEYS

Progress: 0%
OF 0 PARTICIPATING CLASSES
 Have completed 3 Sound Off Lessons

| Local Team Leader | Schools 0 Total | Classes 0 Total | Students 0 Total | Progress | FF Visits | Installs |
|------------------------------------|--------------------|--------------------|---------------------|----------|-----------|----------|
| Local Team | | | | | | |
| Highgate Volunteer Fire Department | N/A | 0 | 0 | 0 | 0% | 0 |
| Swanton Fire Department | N/A | 0 | 0 | 0 | 0% | 0 |

State Team Performance

Completed Activity 1: Smoke Alarm Survey
 0 of 0 Classes

Completed Activity 2: Home Fire Dangers
 0 of 0 Classes

Completed Activity 3: Home Fire Escape Map
 0 of 0 Classes

Completed Take-Home Activity: Home Fire Drill
 0 of 0 Classes

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

State Team Dashboard: Local Team Profile

- Clicking the name of any Local Team opens a **Profile** page, with tabulators that show how many smoke alarms the local team has installed, how many families have requested smoke alarms, and the percentage of students at their schools who have completed the three SO lessons.

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

Vermont State Team / Swanton Fire Department
Swanton Fire Department
120 First Street, Swanton VT 05488

Team Leader: DK

Main Menu:
Dashboard
Schools
Classes
User Management
Org. Management

Smoke Alarms Installed: 0
Smoke Alarm Requests: 0 (BASED ON 0 COMPLETED HOME SURVEYS)
Lessons Completed: 3 OF 8 (0% PARTICIPATING CLASSES)

School Performance

Search by School Name, Contact Name, or School Zip Code

| School | School Contact | Classes | Students | Progress | FF Visits | Installs |
|---------------------------|----------------|---------|----------|----------|-----------|----------|
| 1 Total | | 0 Total | 0 Total | | | |
| Swanton Elementary School | N/A | 0 | 0 | 0% | 0 | 0 |

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

State Team Dashboard: Local Team Profile

- The Local Team profile page also lists the schools the team is working with, showing the **School Contact**, the number of **Classes** and **Students** participating in SO at the school, the school's **Progress** through the three SO lessons, the number of firefighter **Visits** to the school, and the number of smoke alarms **Installed** for families at the school

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

Vermont State Team / Swanton Fire Department

Swanton Fire Department

120 First Street, Swanton VT 05488

Team Leader:

0 Smoke Alarms Installed

0 BASED ON 0 COMPLETED HOME SURVEYS
Smoke Alarm Requests

0% OF 8 PARTICIPATING CLASSES
Have completed 3 Sound Off Lessons

School Performance

Search by School Name, Contact Name, or School Zip Code

| School | School Contact | Classes | Students | Progress | FF Visits | Installs |
|---------------------------|----------------|---------|----------|----------|-----------|----------|
| Total | | | | | | |
| Swanton Elementary School | N/A | 0 | 0 | 0% | 0 | 0 |

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

State Team Dashboard: State Schools

- Clicking the **“By Schools”** tab on the dashboard changes the display to show all schools in the state listed in alphabetical order. SOO comes pre-loaded with information for all schools in the U.S., but you will likely find some schools missing and some address information out of date.

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

Vermont State Team

Vermont State Team

2 FDs | 0 Schools

Team Leader: Dominic Kinsley
soo.state.leader@gmail.com

Smoke Alarms Installed: 0

Smoke Alarm Requests: 0
BASED ON 0 COMPLETED HOME SURVEYS

Have completed 3 Sound Off Lessons: 0% OF 0 PARTICIPATING CLASSES

Local Team Performance

Sort: BY LOCAL TEAM | **BY SCHOOL**

Search by Local Team Name, School Name, or School address

| School | Local Team Leader | Classes 0 Total | Students 0 Total | Progress | FF Visits | Installs |
|------------------------------|-------------------|--------------------|---------------------|----------|-----------|----------|
| Bellows Falls Middle School | N/A | 0 | 0 | 0% | 0 | 0 |
| Bennington Elementary School | N/A | 0 | 0 | 0% | 0 | 0 |
| Bethel Elementary School | N/A | 0 | 0 | 0% | 0 | 0 |
| Bingham Memorial School | N/A | 0 | 0 | 0% | 0 | 0 |
| Brewster Pierce School | N/A | 0 | 0 | 0% | 0 | 0 |
| Bridport Central School | N/A | 0 | 0 | 0% | 0 | 0 |
| Brookside Primary School | N/A | 0 | 0 | 0% | 0 | 0 |
| Castleton Elementary School | N/A | 0 | 0 | 0% | 0 | 0 |

Showing 1-10 Schools of 78 | Listings per Page 10

State Team Dashboard: State Schools

- For each school, the dashboard shows the **Local Team Leader** associated with the school, the number of **Classes** and **Students** participating in SO at the school, the school's **Progress** through the three SO lessons, the number of firefighter **Visits** to the school, and the number of smoke alarms **Installed** for families at the school.

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

Vermont State Team
Vermont State Team
2 FDs | 0 Schools

Team Leader: Dominic Kinsley
soo.state.leader@gmail.com

Smoke Alarms Installed: 0
Smoke Alarm Requests: 0 (BASED ON 0 COMPLETED HOME SURVEYS)
Have completed 3 Sound Off: 0% (OF 0 PARTICIPATING CLASSES)

| School | Local Team Leader | Classes 0 Total | Students 0 Total | Progress | FF Visits | Installs |
|------------------------------|-------------------|--------------------|---------------------|----------|-----------|----------|
| Bellevue Falls Middle School | N/A | 0 | 0 | 0% | 0 | 0 |
| Bennington Elementary School | N/A | 0 | 0 | 0% | 0 | 0 |
| Bethel Elementary School | N/A | 0 | 0 | 0% | 0 | 0 |
| Bingham Memorial School | N/A | 0 | 0 | 0% | 0 | 0 |
| Brewster Pierce School | N/A | 0 | 0 | 0% | 0 | 0 |
| Bridport Central School | N/A | 0 | 0 | 0% | 0 | 0 |
| Brookside Primary School | N/A | 0 | 0 | 0% | 0 | 0 |
| Castleton Elementary School | N/A | 0 | 0 | 0% | 0 | 0 |

Showing 1-10 Schools of 78 | Listings per Page: 10

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

State Team Dashboard: School Profile

- Clicking the name of any school opens a **Profile** page, with tabulators that show the percentage of classes at the school that have completed each of the three SO lessons.

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

Swanton Fire Department / St. Albans City Elementary School

St. Albans City Elementary School
26 Berows Street, St. Albans City VT 05478

School Contact:

Activity 1: Smoke Alarm Survey **0%** OF CLASSES COMPLETED

Activity 2: Home Fire Dangers **0%** OF CLASSES COMPLETED

Activity 3: Home Fire Escape Map **0%** OF CLASSES COMPLETED

Classes

Search by Teacher Name or Grade Level

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

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

State Team Dashboard: School Profile

- The School Profile page also lists the participating **Teachers/Classes** in the school, the **Grade Level** and number of **Students** for each class, the number of firefighter **Visits** to each class, and which of the SO **Activities** the class has completed.

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

Swanton Fire Department / St. Albans City Elementary School

St. Albans City Elementary School

29 Bellows Street, St. Albans City VT 05478

School Contact:

0% OF CLASSES COMPLETED
Activity 1: Smoke Alarm Survey

0% OF CLASSES COMPLETED
Activity 2: Home Fire Dangers

0% OF CLASSES COMPLETED
Activity 3: Home Fire Escape Map

Classes

Search by Teacher Name or Grade Level

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

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

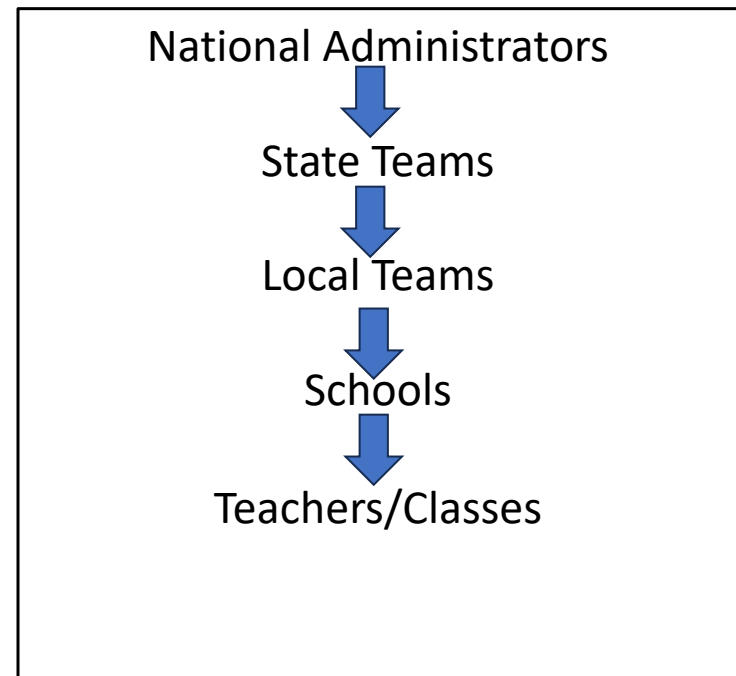
Sound Off Online Benefits

- Detailed overview of Sound Off implementation in your state with deep insight down to the classroom level.
- Real-time performance metrics to help identify Local Teams and Schools that are exceeding expectations and those that may need additional support.
- Tabulator count of smoke alarms installed to assist with inventory management.
- Direct email contact with all Local Team and School Team members.



How to Get Started

- SOO reflects the basic hierarchy of the Sound Off program.
- Each level in the hierarchy invites the level below them to sign on.
- This process may need a kick-start as we launch SOO.
- State Teams can provide this kick-start by reaching down through the hierarchy to invite any Sound Off participant.



User Management

- To send out invitations, click the “User Management” tab in the navigation pane on the left.

The screenshot displays the Sound Off Online dashboard. On the left, a dark navigation pane contains the following menu items: Dashboard (highlighted in orange), Schools, Classes, User Management (highlighted in green and circled in red), and Org. Management. The main content area shows the Vermont State Team dashboard with three summary cards: Smoke Alarms Installed (0), Smoke Alarm Requests (0), and Have completed 3 Sound Off Lessons (0%). Below these is a Local Team Performance table with a search bar and columns for Local Team, Local Team Leader, Schools, Classes, Students, Progress, FF Visits, and Installs. The table lists Highgate Volunteer Fire Department and Swanton Fire Department, both with 0 progress. At the bottom, State Team Performance is shown with four progress bars for activities: Smoke Alarm Survey, Home Fire Dangers, Home Fire Escape Map, and Home Fire Drill, all at 0% completion.

| Local Team | Local Team Leader | Schools 0 Total | Classes 0 Total | Students 0 Total | Progress | FF Visits | Installs |
|------------------------------------|-------------------|--------------------|--------------------|---------------------|----------|-----------|----------|
| Highgate Volunteer Fire Department | N/A | 0 | 0 | 0 | 0% | 0 | 0 |
| Swanton Fire Department | N/A | 0 | 0 | 0 | 0% | 0 | 0 |

How to Invite New Users

- On this page, you can see all users in your state at every level of the hierarchy by clicking the buttons at the top of the page.
- And you can invite users to join at any level by clicking the **“Add a New...User”** button on the right.

Support: soundoffonlineclassroom.com or toll free 1-800-859-8005

DK

State Team Users Local Team Users School Admins SO Teachers Public Teachers

Search by User Name, State or Email Address

+ Add a New State Team User

State Team Users

1 State Team Users

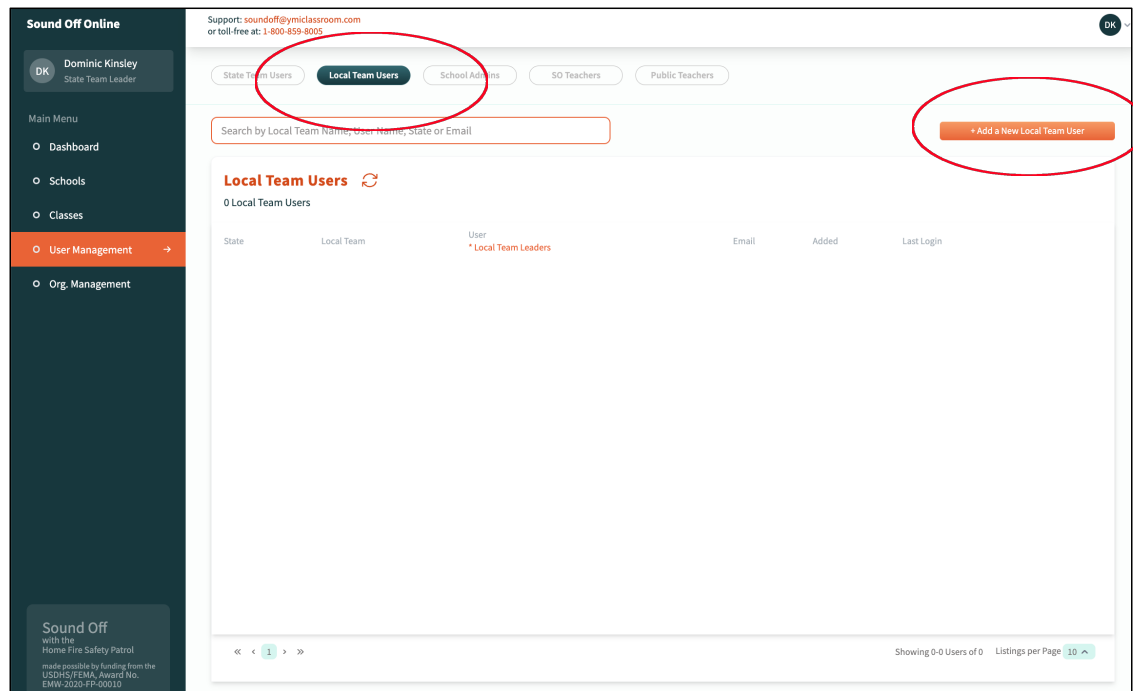
| State | User | Email | Added | Last Login | |
|-------|------------------|----------------------------|-----------|------------|---|
| VT | Dominic Kinsley* | soo.state.leader@gmail.com | 7/13/2023 | 7/13/2023 | 1 |

Showing 1-1 Users of 1 Listings per Page 10

Sound Off with the Home Fire Safety Patrol made possible by funding from the USDHS/FEMA, Award No. EFW-2020-FP-00010

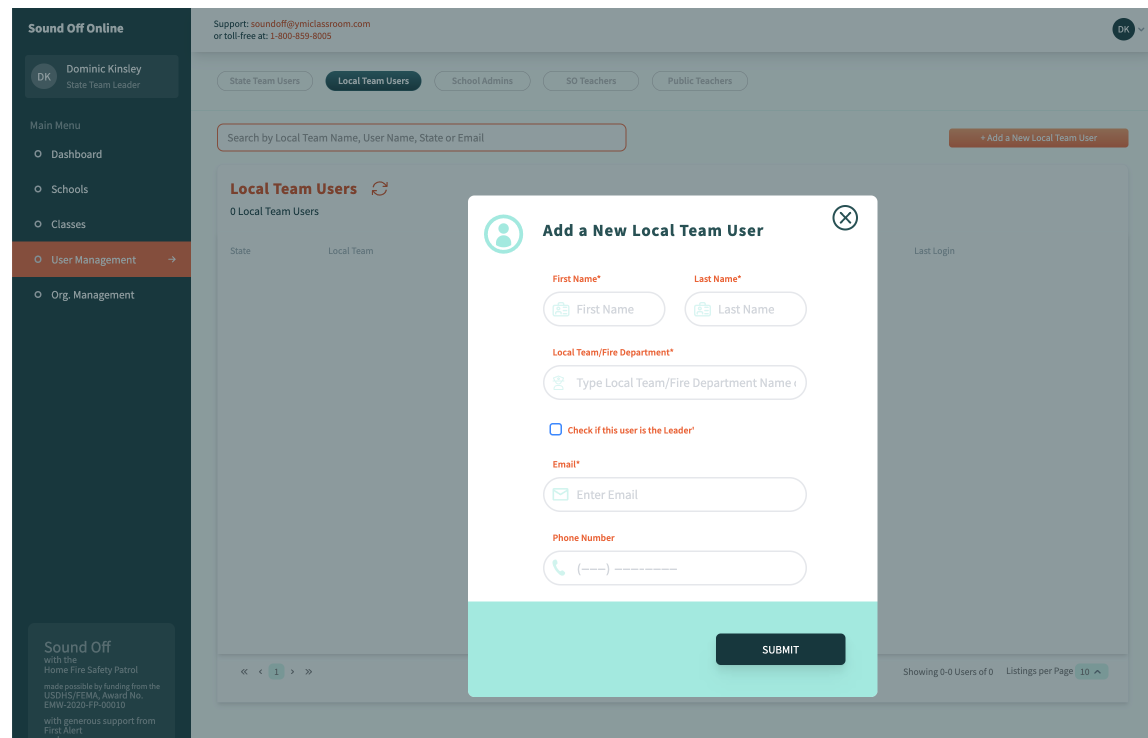
Inviting Local Team Members

- For example, to add a Local Team member, first click the “Local Team User” button at the top, then click the “Add a New Local Team User” button on the right.



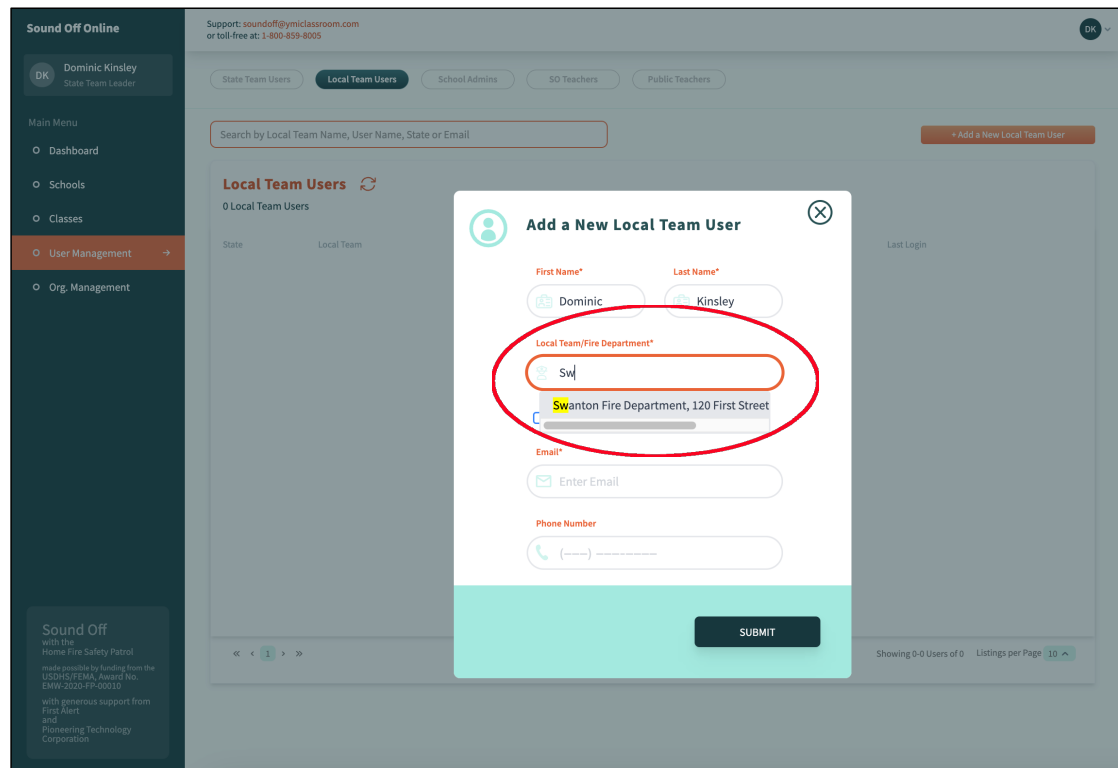
Inviting Local Team Members

- This will open a pop-up form that asks for the new user's **First** and **Last** name, the name and address of their **Local Team/Fire Department**, and their **Email** address. You can also include their **Phone Number** and indicate if they are the **Local Team Leader**.



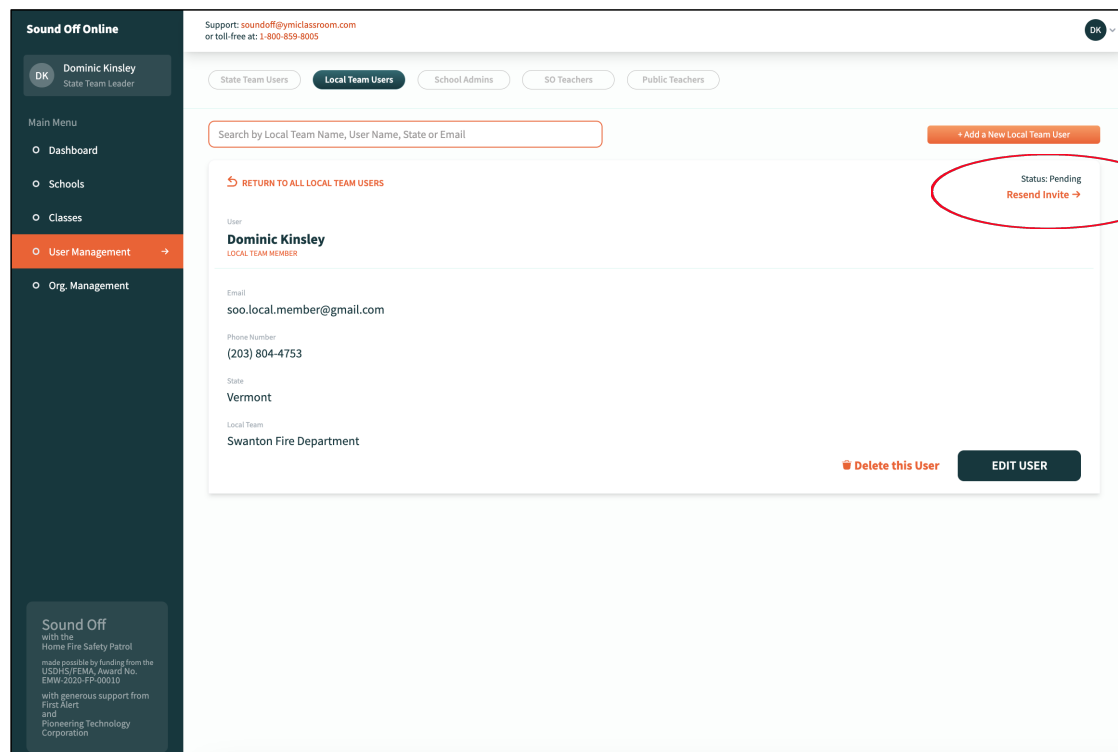
Inviting Local Team Members

- Notice that, for Fire Departments already registered in the system, you need only type a few letters of the name or address to trigger a drop-down menu from which you can select the information you want.
- **Important:** You must register Fire Departments using the **Org. Management** tab before you can invite Local Team users from those departments. This helps assure database consistency.



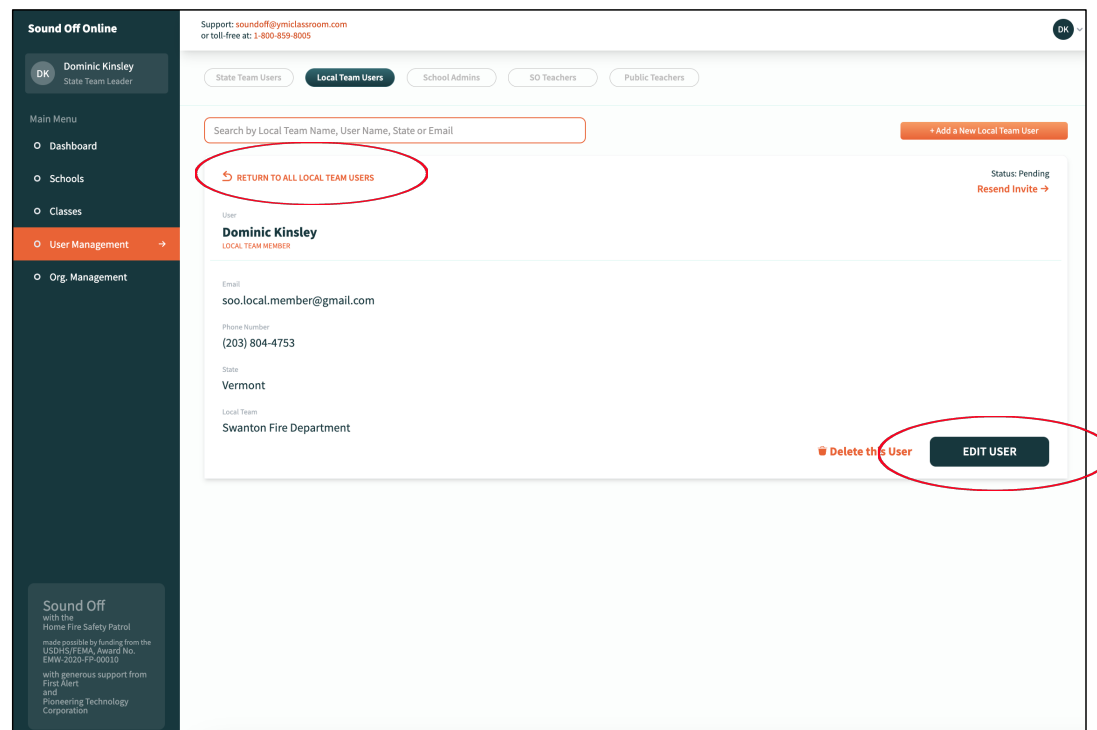
Local Team Member Profile Page

- When you click the “Submit” button, you will see your new user’s Profile page. At the same time, the new user will receive an email invitation with a link to sign on to SOO. If need be, you can send another invitation by clicking the orange link on the right.



Local Team Member Profile Page

- Notice that you can use the “**Edit User**” button at the lower right to change Profile information when necessary — for example, if a Local Team member moves to a different fire station.
- To return to your list of all the Local Team Users in your state, click the orange link just under the search box.



Local Team Member List

- You should now see your new Local Team member on the list of all Local Team members in your state.
- Notice that the last column in the listing shows the user's most recent login to SOO. "N/A" indicates that this user has never logged in and may need a second invitation. Click the user's name to open their Profile page, where you can click the "Resend Invite" link.

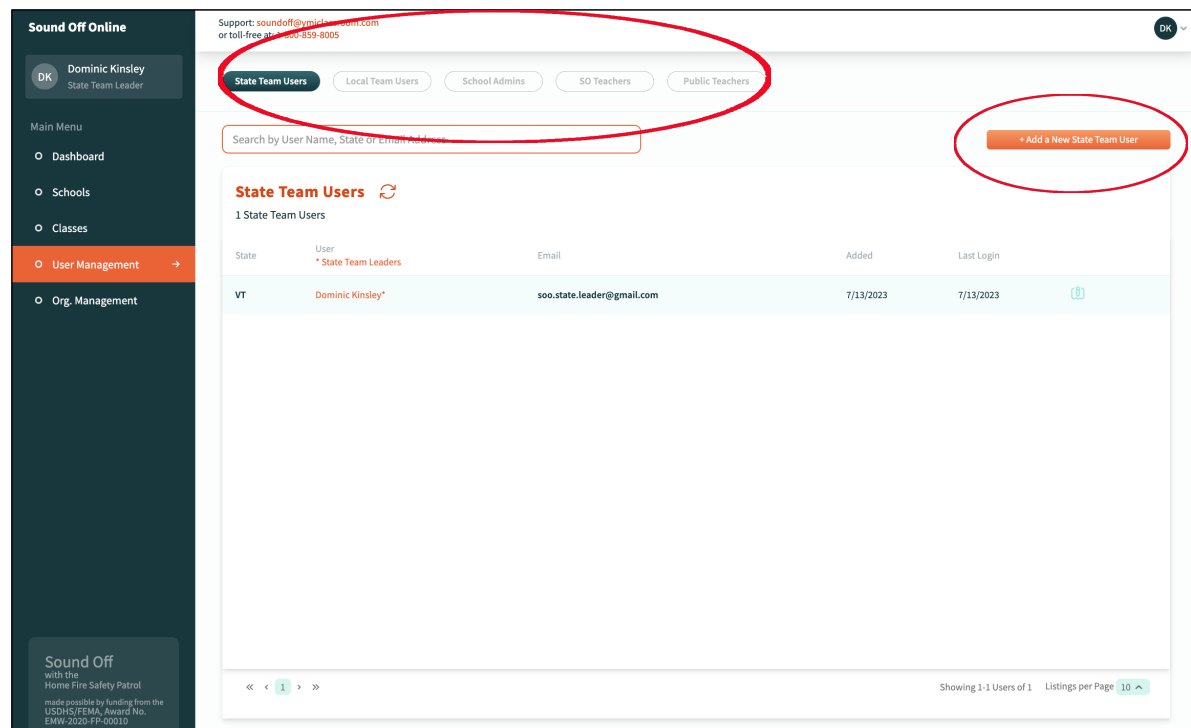
The screenshot displays the 'Sound Off Online' web application interface. The left sidebar shows the user 'Dominic Kinsley' as the State Team Leader, with a main menu including Dashboard, Schools, Classes, User Management (selected), and Org. Management. The main content area is titled 'Local Team Users' and shows a search bar and a '+ Add a New Local Team User' button. Below is a table with one entry:

| State | Local Team | User * Local Team Leaders | Email | Added | Last Login |
|-------|-------------------------|------------------------------|----------------------------|-----------|------------|
| VT | Swanton Fire Department | Dominic Kinsley | soo.local.member@gmail.com | 7/13/2023 | N/A |

At the bottom of the page, there is a footer for 'Sound Off with the Home Fire Safety Patrol' and a pagination bar showing 'Showing 1-1 Users of 1' and 'Listings per Page 10'.

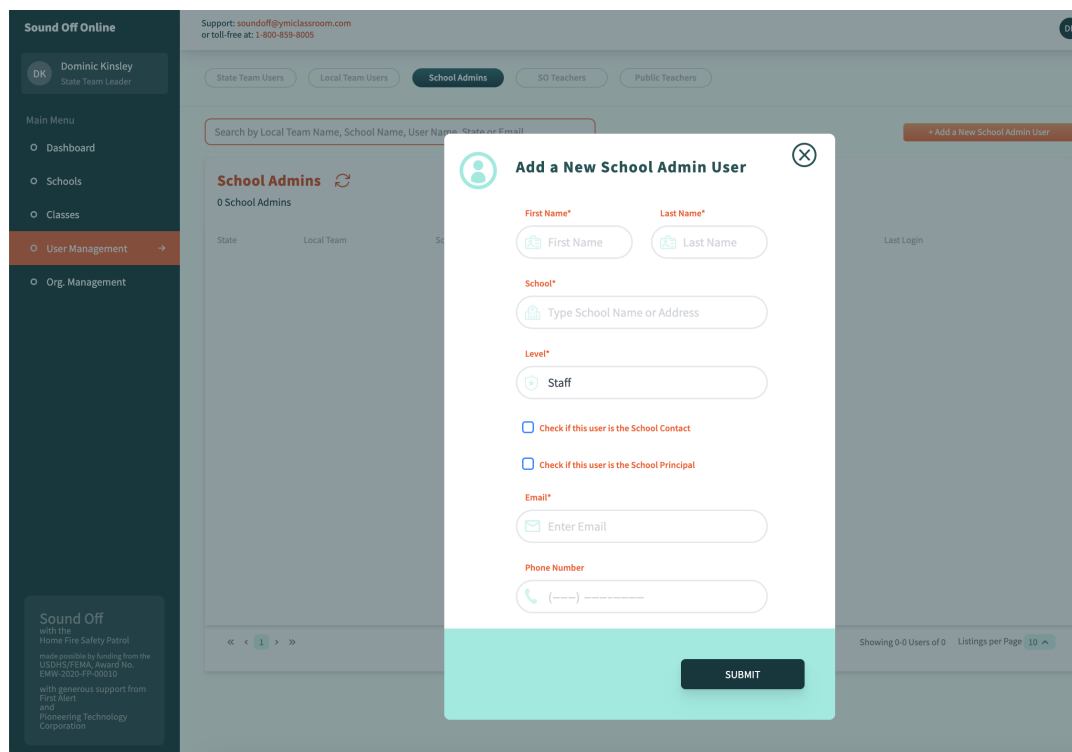
Inviting Educators

- The procedure is basically the same for inviting **School Administrators** and **Teachers** to sign up for SOO. Click the appropriate button at the top of the User Management page, then click the “**Add a New...User**” button on the right.



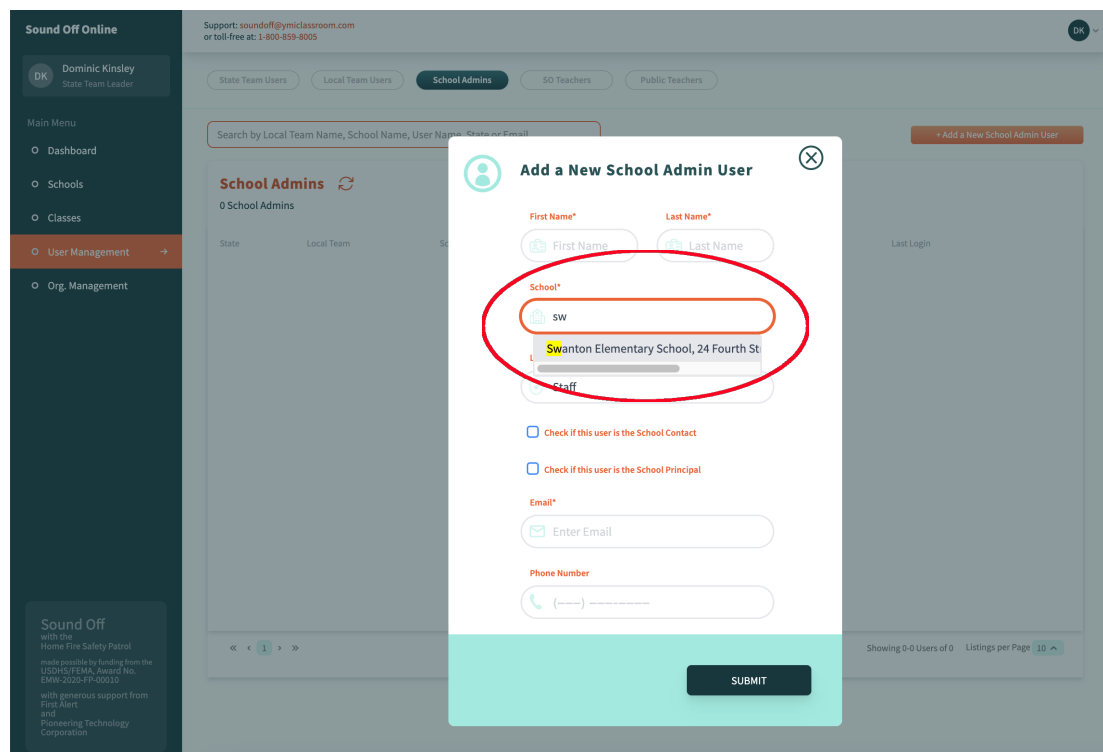
Inviting School Administrators

- The pop-up form for School Administrators asks for their **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 there are check boxes to indicate if the user is your **School Contact** and/or the **School Principal**.



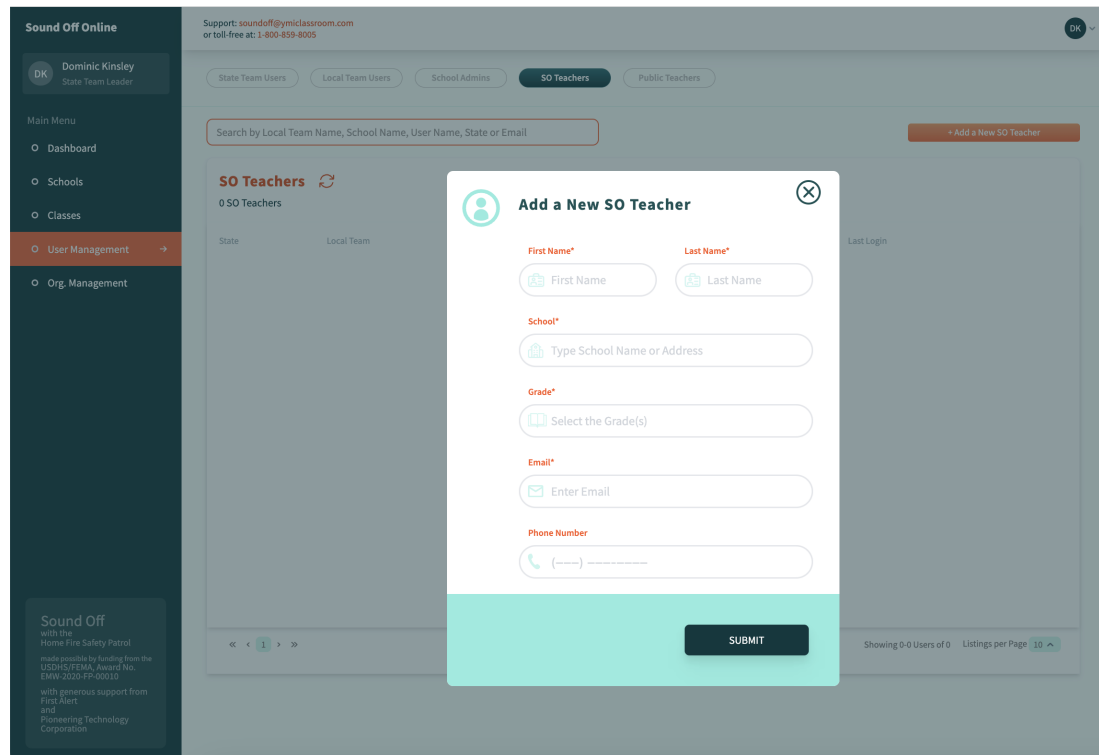
Inviting School Administrators

- Notice that, as with the Local Team pop-up form, typing a few letters into the **School** field will trigger a drop-down menu from which you can select the school name and address you are looking for — assuming that school is in our database, of course.



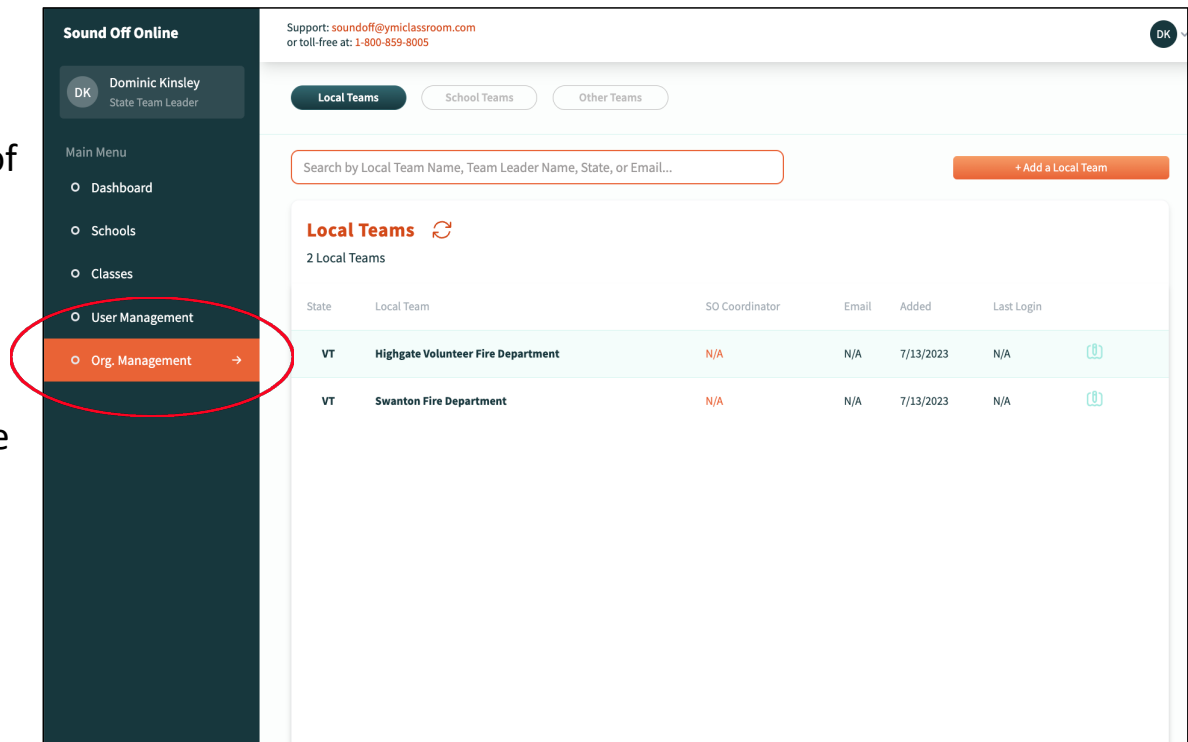
Inviting Teachers

- The pop-up form for inviting Teachers asks for their **First** and **Last** name, their **School** name and address, their Grade (with a drop-down menu for Pre-K through Grade 5), and their **Email** address. You can also include their **Phone Number**.



Organization Management

- In addition to building a network of Users, State Teams need to set up their network of participating Organizations — the fire departments and schools where your Users are located.
- To begin this process, click the “**Org. Management**” tab in the navigation pane on the left.



How to Add Organizations

- Like the User Management page, the **Org. Management** page has buttons across top for choosing which type of organization you want to add — a **Local Team**, **School Team**, or some **Other** type of team, such as a youth group.
- Click the “**Add a..Team**” button on the right to start building your organizational network.

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

Local Teams School Teams Other Teams

Search by Local Team Name, Team Leader Name, State, or Email...

+ Add a Local Team

Local Teams

2 Local Teams

| State | Local Team | SO Coordinator | Email | Added | Last Login | |
|-------|------------------------------------|----------------|-------|-----------|------------|--|
| VT | Highgate Volunteer Fire Department | N/A | N/A | 7/13/2023 | N/A | |
| VT | Swanton Fire Department | N/A | N/A | 7/13/2023 | N/A | |

How to Add Local Teams

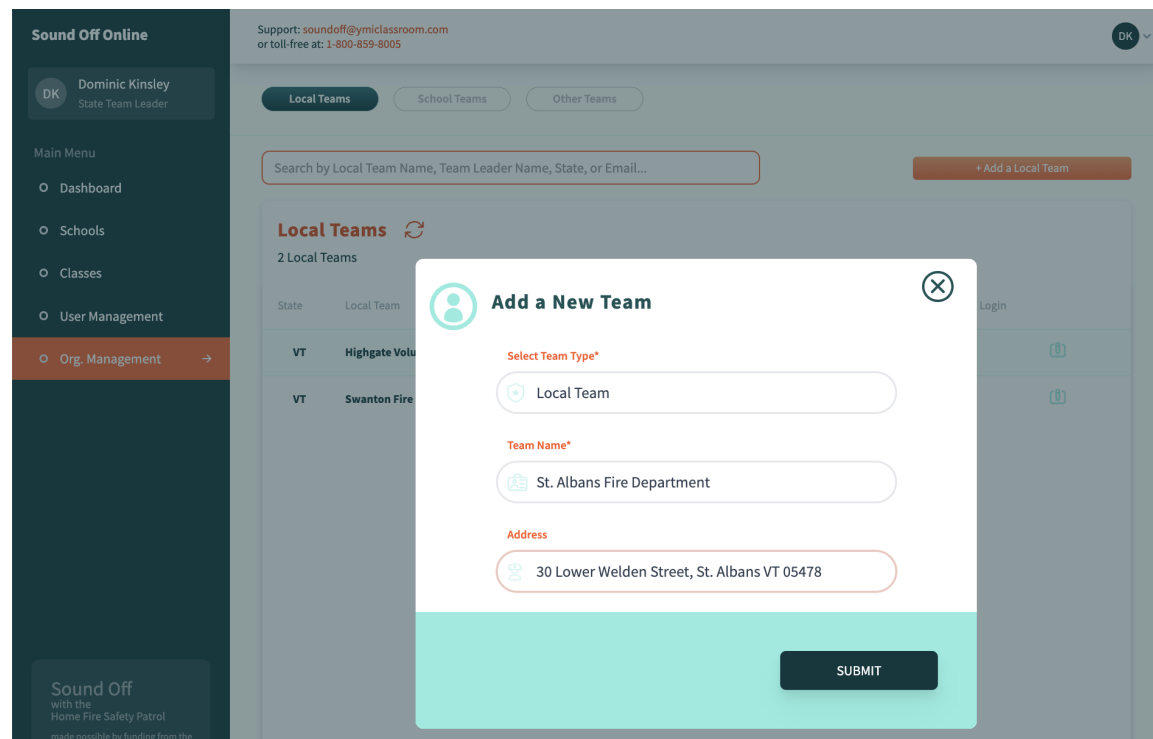
- When you click the “**Local Teams**” button at the top, you see a list of all the fire departments and fire safety offices participating in your state’s Sound Off program.
- Notice that there are no Team Leaders listed for these two Local Teams. To correct that, you would return to the User Management page and send invitations to the Team Leaders at these fire departments.

The screenshot shows the 'Sound Off Online' interface. The user is logged in as Dominic Kinsley, State Team Leader. The 'Local Teams' tab is selected. A search bar is present with the text 'Search by Local Team Name, Team Leader Name, State, or Email...'. Below the search bar, there are 2 Local Teams listed in a table. A red oval highlights the table content.

| State | Local Team | SO Coordinator | Email | Added | Last Login | |
|-------|------------------------------------|----------------|-------|-----------|------------|--|
| VT | Highgate Volunteer Fire Department | N/A | N/A | 7/13/2023 | N/A | |
| VT | Swanton Fire Department | N/A | N/A | 7/13/2023 | N/A | |

How to Add Local Teams

- To add another fire department, click the orange **“Add a Local Team”** button on the left, then fill out the pop-up form.
- For **Team Type**, choose “Local Team” from the drop-down menu, then fill in the **Team Name** — usually the name of the fire department — and the **Address**. For database consistency, **please spell out the street address and use the two-letter postal abbreviation for the state.**



How to Add & Assign School Teams

- The process is similar when you click the **“School Teams”** button at the top. In this case, however, you will see the SOO pre-loaded list of all schools in your state.
- To find the schools where you are presenting Sound Off, type a school name in the **search box** near the top of the page.
- If that school is not on the list, click the orange **“Add a School Team”** button on the left.

The screenshot shows the 'Sound Off Online' interface. The top navigation bar includes 'Local Teams', 'School Teams', and 'Other Teams'. The 'School Teams' button is highlighted in red. Below it is a search box with the placeholder text 'Search by School Name, SOO Coordinator Name, State, or Email...'. To the right of the search box is an orange button labeled '+ Add a School Team', also highlighted in red. Below the search box is a table titled 'School Teams' with 79 entries. The table has columns for State, School, SO Coordinator, Email, Local Team, Added, and Last Login. The first few rows are highlighted in light green.

| State | School | SO Coordinator | Email | Local Team | Added | Last Login |
|-------|------------------------------|----------------|-------|------------|------------|------------|
| VT | Bellows Falls Middle School | N/A | N/A | N/A | 12/19/2022 | N/A |
| VT | Bennington Elementary School | N/A | N/A | N/A | 12/19/2022 | N/A |
| VT | Bethel Elementary School | N/A | N/A | N/A | 12/19/2022 | N/A |
| VT | Bingham Memorial School | N/A | N/A | N/A | 12/19/2022 | N/A |
| VT | Brewster Pierce School | N/A | N/A | N/A | 12/19/2022 | N/A |
| VT | Bridport Central School | N/A | N/A | N/A | 12/19/2022 | N/A |
| VT | Brookside Primary School | N/A | N/A | N/A | 12/19/2022 | N/A |
| VT | Brown River Middle School | N/A | N/A | N/A | 12/19/2022 | N/A |
| VT | Camels Hump Middle School | N/A | N/A | N/A | 12/19/2022 | N/A |

How to Add & Assign School Teams

- If a school is not on the list, click the orange “**Add a School Team**” button on the left and fill out the pop-up form.
- Choose “School Team” from the drop-down menu for **Team Type**, enter the school’s name for **Team Name** and the school’s **Address**, spelling out the street address and using the two-letter postal abbreviation for the state.
- Last, assign the school to a **Local Team**. As you type in the team’s name, a drop-down menu will allow you to choose the fire department you are looking for.

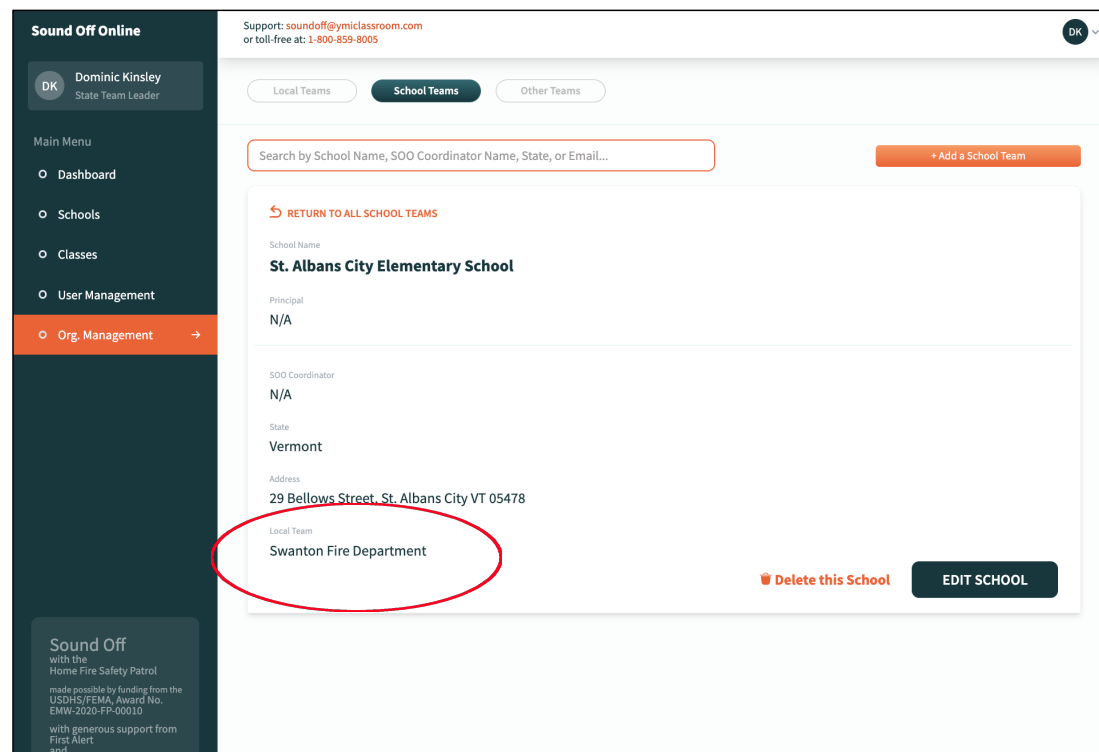
The screenshot shows the 'Sound Off Online' interface. On the left is a dark sidebar with a user profile for 'Dominic Kinsley, State Team Leader' and a 'Main Menu' with options: Dashboard, Schools, Classes, User Management, and Org. Management (highlighted). The main content area is titled 'School Teams' and shows a list of 79 school teams. A search bar is at the top. An 'Add a School Team' button is in the top right. A modal window titled 'Add a New Team' is open, containing the following fields:

- Select Team Type***: A dropdown menu with 'School Team' selected.
- Team Name***: A text input field with 'Name of the Organization' as a placeholder.
- Address**: A text input field with 'Name of the Organization' as a placeholder.
- Local Team**: A section highlighted in orange, containing a dropdown menu with 'sw' entered. A list of suggestions is visible, including 'Swanton Fire Department, 120 First Street, Swanton VT'.

A 'SUBMIT' button is at the bottom right of the modal. The background shows a table of school teams with columns for State, School, and other details.

How to Add & Assign School Teams

- After you click the “Submit” button on the form, you will see the school’s Profile page, where it’s a good idea to double-check that the school is assigned to the correct Local Team.
- **This Local Team assignment is the critical link that will allow Teachers and Local Team Members to communicate by email and allow Local Teams to monitor student progress at their schools.**



How to Add & Assign School Teams

- Notice also that in this case there is no **Principal** or **SOO Coordinator** listed for the school. Use the “**School Admins**” button on the **User Management** page to send them invitations.

The screenshot displays the 'Sound Off Online' web application interface. On the left is a dark sidebar with a 'Main Menu' containing 'Dashboard', 'Schools', 'Classes', 'User Management', and 'Org. Management' (highlighted in orange). The top right shows the user 'Dominic Kinsley, State Team Leader' and support contact information. The main content area is titled 'School Teams' and features a search bar and a '+ Add a School Team' button. Below this, a card for 'St. Albans City Elementary School' is shown with the following details: School Name, Principal (N/A), SOO Coordinator (N/A), State (Vermont), Address (29 Bellows Street, St. Albans City VT 05478), and Local Team (Swanton Fire Department). The 'Principal' and 'SOO Coordinator' fields are circled in red. At the bottom right of the card are buttons for 'Delete this School' and 'EDIT SCHOOL'. A footer in the bottom left corner provides funding information.

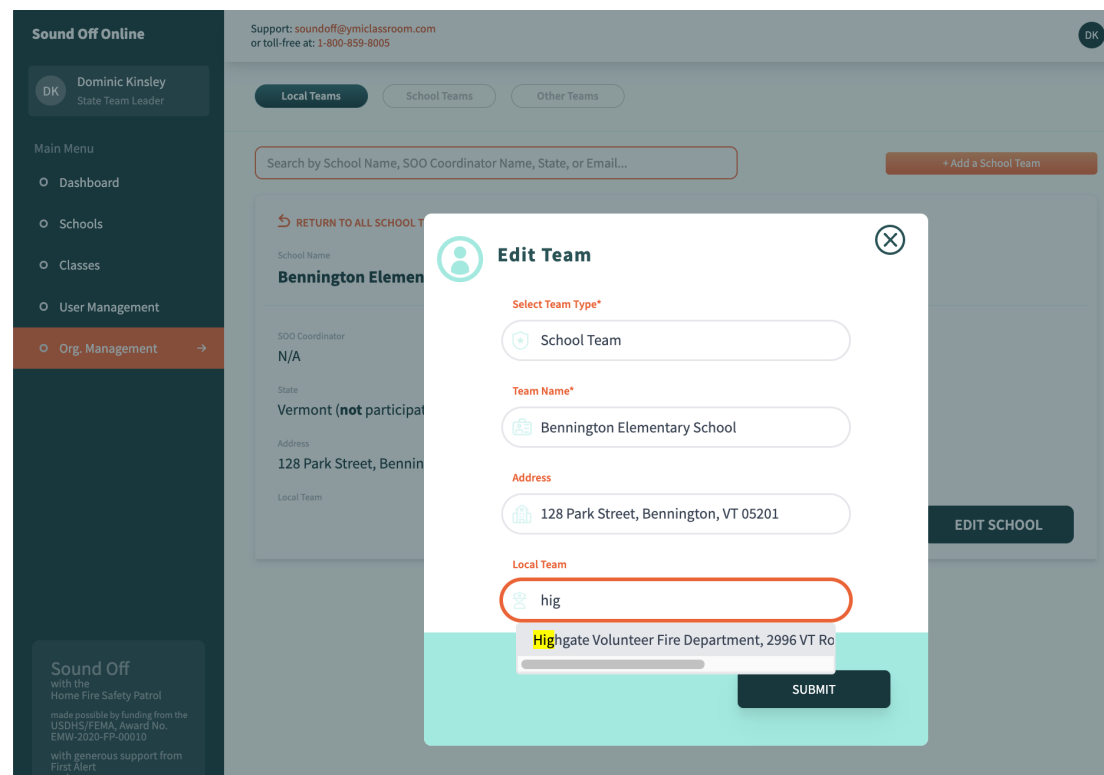
How to Assign School Teams

- If the school you are looking for does appear on the list, click the school's name to open its Profile page.
- You will probably find that the school is not yet assigned to a Local Team. Click the **“Edit School”** button at the lower left to create the necessary School/Local Team link.

The screenshot displays the 'Sound Off Online' web application interface. On the left is a dark sidebar with a user profile for 'Dominic Kinsley, State Team Leader' and a 'Main Menu' containing 'Dashboard', 'Schools', 'Classes', 'User Management', and 'Org. Management' (which is highlighted with an orange bar and a right-pointing arrow). The main content area has a top header with support contact information and a user dropdown. Below this are three tabs: 'Local Teams', 'School Teams' (which is active), and 'Other Teams'. A search bar contains the text 'benn' and an 'Add a School Team' button is to its right. A 'RETURN TO ALL SCHOOL TEAMS' link is positioned above the school details. The details for 'Bennington Elementary School' include fields for School Name, Principal (N/A), SGO Coordinator (N/A), State (Vermont), and Address (128 Park Street, Bennington, VT 05201). At the bottom of the details section, the 'Local Team' field is empty and circled in red. To the right of this field are two buttons: 'Delete this School' and 'EDIT SCHOOL', both of which are circled in red.

How to Assign School Teams

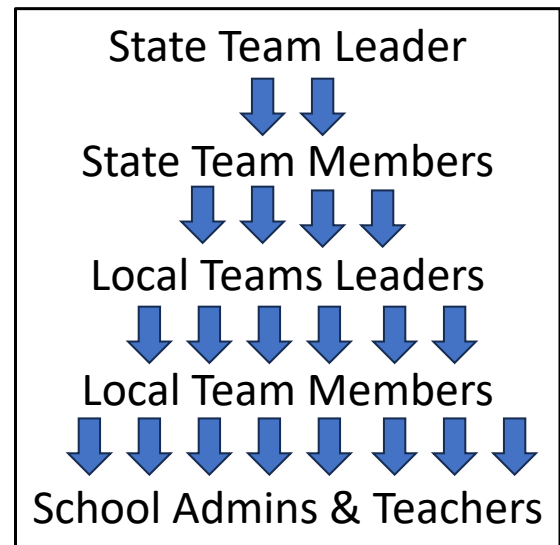
- Select the correct **Local Team** name from the drop-down menu that appears as you type the first few letters.
- Notice that you cannot add the names of the school **Principal** or **SOO Coordinator** in this form. They must be added by sending invitations from the **User Management** page.



SOO Set-Up: Use Teamwork

- By this point, you are probably thinking that getting SOO set up could be a monumental task. And it can be if you try to do everything yourself. But, as mentioned earlier, the system is designed hierarchically, and you can use the hierarchies to generate teamwork. For example —
 - ▶ The State Team Leader invites/recruits State Team Members
 - ▶ State Team Members invite/recruit Local Team Leaders
 - ▶ Local Team Leaders invite/recruit their Local Team Members
 - ▶ Local Team Members invite/recruit School Admins and Teachers

With this approach, the set-up process becomes much more manageable, and everyone who will be using SOO gets involved from the start.



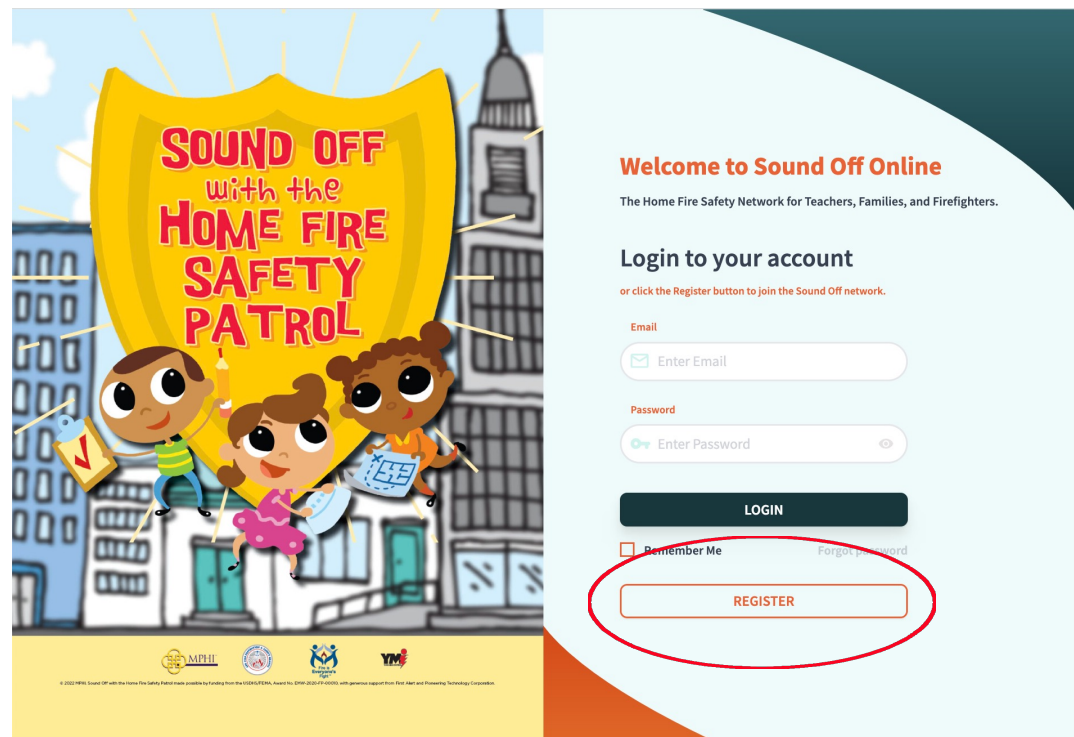
SOO Set-Up: Ask Teachers to Register

- A second way to speed up the process is to encourage teachers to register for SOO on their own. **Teachers are the only Sound Off participants who can join the network without an invitation.** This is because they have no access to the metrics SOO produces and no access to the SOO database of fire safety professionals. Their contact information is limited to the Local Team Member with whom they are collaborating.
- We have prepared an **email template** that you can customize and send to teachers at the schools you have been working with and at schools you would like to work with. Or you can borrow language from the template to include in flyers, social media postings, or any other recruiting methods you are using now.



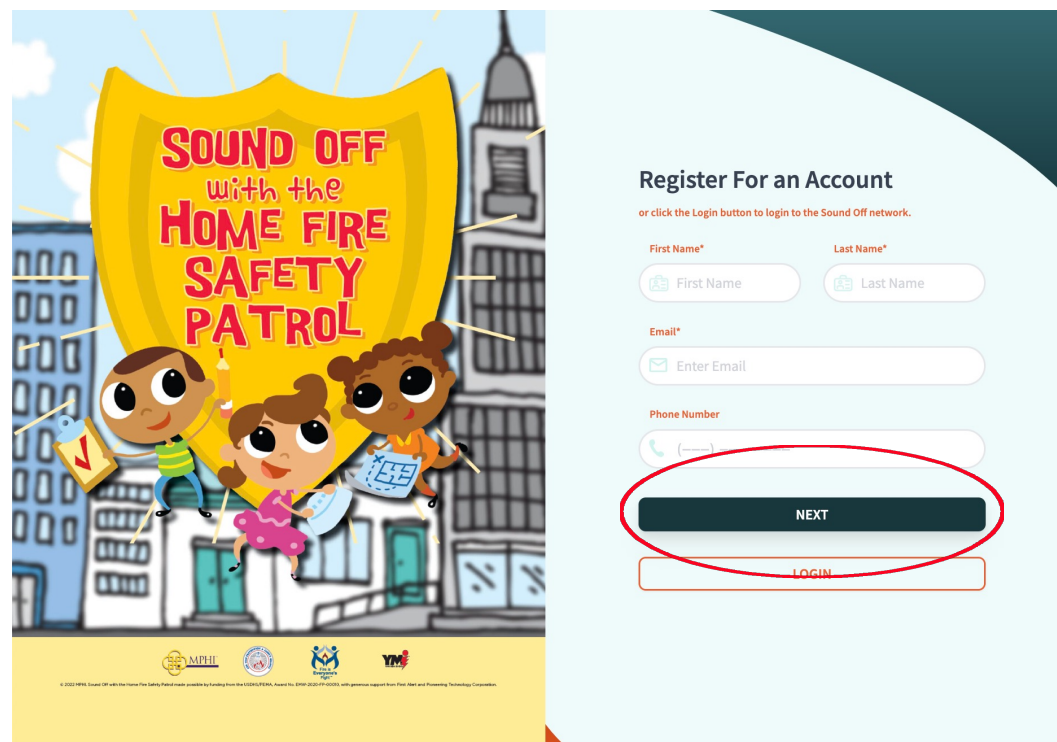
How Teachers Sign Up

- To sign up on their own, teachers go to the SOO login page at sound-off-online.com and click the “Register” button at the bottom of the page.



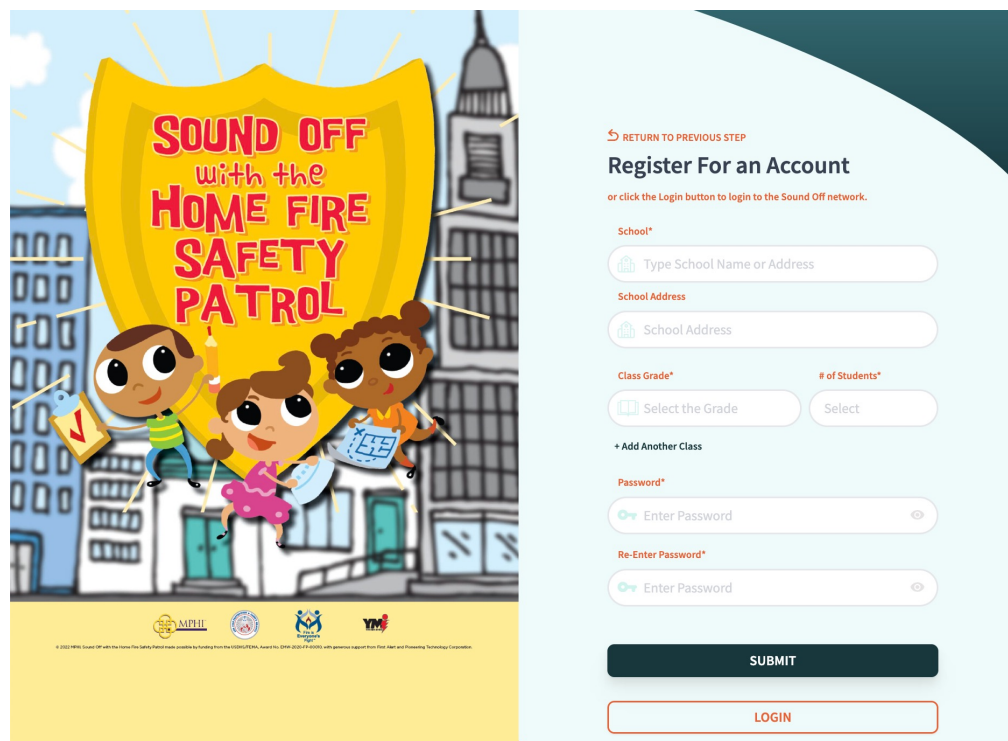
How Teachers Sign Up

- This opens a registration page where teachers enter their First and Last **Name** and their **Email** address. They can also enter their **Phone Number** if they choose. Then they click the “**Next**” button.



How Teachers Sign Up

- This opens a second registration page that asks the teacher for their **School** name and **School Address**, their **Class Grade** (that is, the grade of the class they teach) and the **Number of Students** in the class. Educators who teach more than one class can click the “**Add Another Class**” link to register additional classes, which can be at any grade level and have any number of students. The teacher then creates a **Password** and clicks the “**Submit**” button.



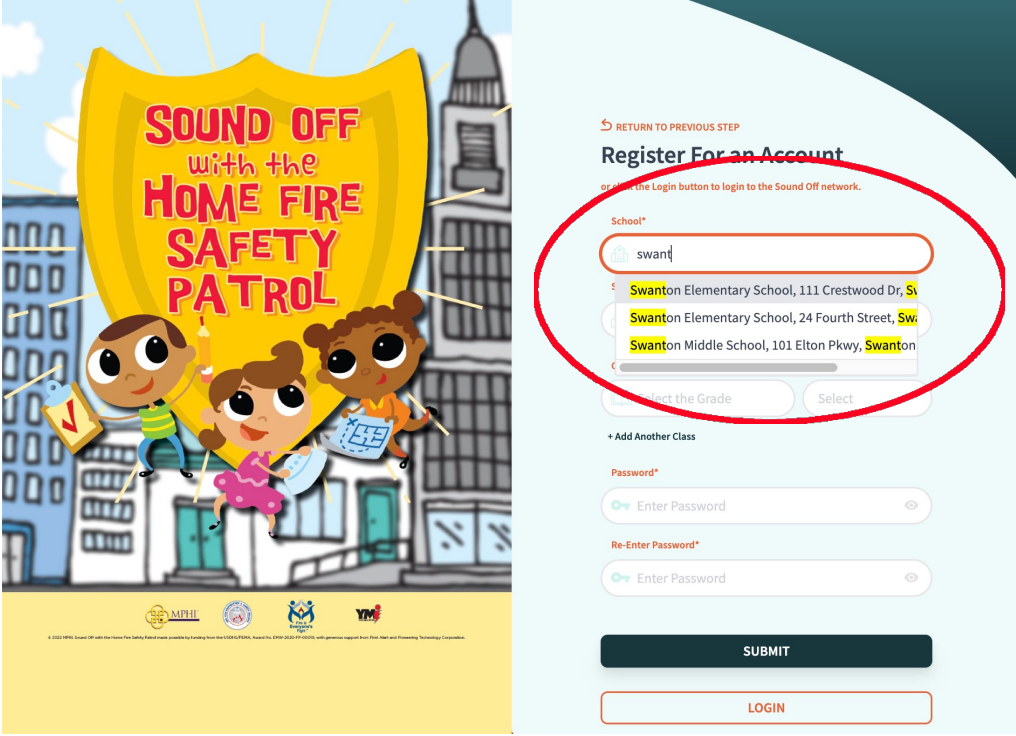
The image is a composite of two parts. On the left is a colorful graphic for 'Sound Off With the Home Fire Safety Patrol'. It features three cartoon children (two boys and one girl) holding a large yellow shield with the text 'SOUND OFF With the HOME FIRE SAFETY PATROL'. The background shows a city street with buildings. At the bottom of the graphic are logos for AMPL, the City of New York, and YIM, along with a copyright notice: '© 2021 NYC Sound Off with the Home Fire Safety Patrol made possible by funding from the USDOJ/DOJ, Award No. 2018-2021-FY-0000, with generous support from First Alert and Promoting Technology Corporation.'

On the right is a registration form titled 'Register For an Account'. At the top left of the form area is a link: 'RETURN TO PREVIOUS STEP'. Below the title is a sub-header: 'or click the Login button to login to the Sound Off network.' The form contains the following fields:

- School***: A text input field with a house icon and placeholder text 'Type School Name or Address'.
- School Address**: A text input field with a house icon and placeholder text 'School Address'.
- Class Grade***: A dropdown menu with placeholder text 'Select the Grade'.
- # of Students***: A dropdown menu with placeholder text 'Select'.
- + Add Another Class**: A link to add more classes.
- Password***: A text input field with placeholder text 'Enter Password' and an eye icon to toggle visibility.
- Re-Enter Password***: A text input field with placeholder text 'Enter Password' and an eye icon to toggle visibility.
- SUBMIT**: A dark green button.
- LOGIN**: A white button with a red border.

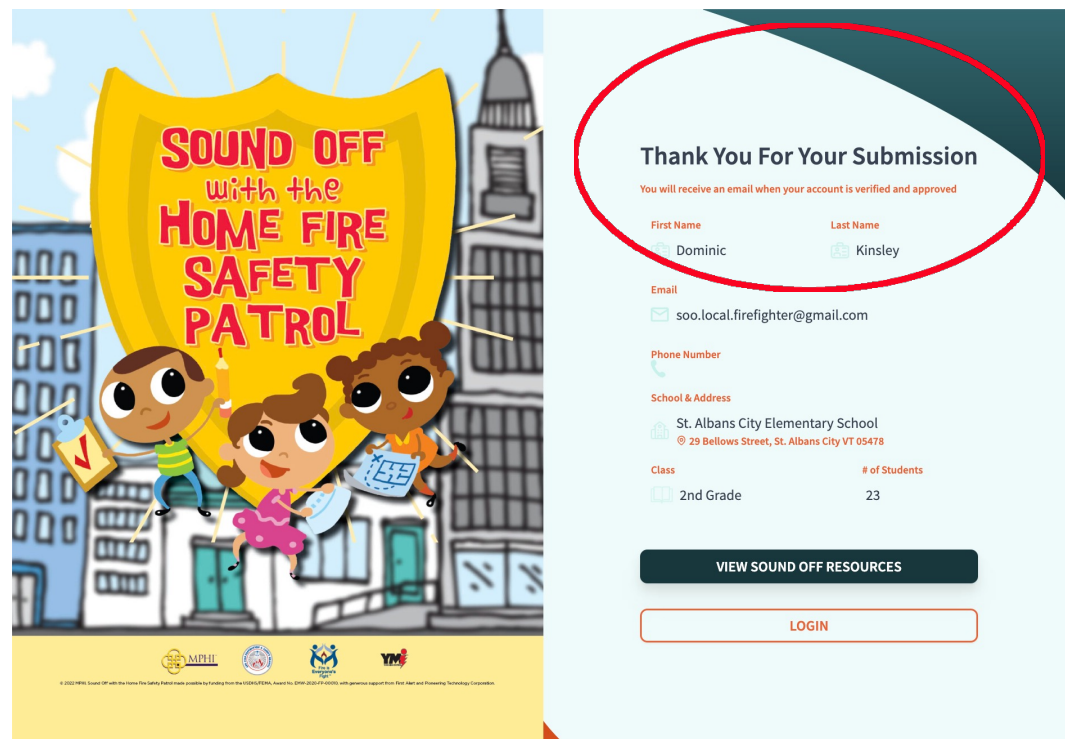
How Teachers Sign Up

- As usual, when the teacher begins typing their school's name, the system will display a drop-down menu of possible matches to choose from. If the educator selects a school name from the list, the system includes the school address automatically.



How Teachers Sign Up

- After they click the “Submit” button, the educator receives a **Thank You** and this message: **“You will receive an email when your account is verified and approved.”**
- In fact, this confirmation email is sent as soon as the educator clicks **“Submit”** and comes with a link they can use to login.
- Once they login, the educator arrives at the **Class Progress Tracker** page for their class.



SOO Tools for Local Teams and Teachers

- So far, we have focused on the structure of SOO, how it organizes and connects all the participants in the Sound Off program, linking Team Leaders to the firefighters and teachers who deliver Sound Off safety lessons and free smoke alarms to students and their families.
- Now, to wrap up, we will take a look at the tools and resources SOO provides to Local Teams and teachers, which enable the system to gather data about what's happening in Sound Off classrooms and homes.
- The way SOO is configured, these tools and resources are visible primarily to Local Team members and teachers — everyone on the system sees only what is relevant to their role. But in many ways these are the most important features of SOO, since they feed directly into the real-time performance metrics.



Local Team Dashboard

- Here is the dashboard visible to Local Team members.
- Like other dashboards, it features tabulators showing how many **smoke alarms** the Local Team has installed, how many **smoke alarm requests** they have received, and what **percentage of classes** at their schools have completed the Sound Off lessons.
- The dashboard also lists the schools working with the Local Team, showing how many **classes** and **students** the team is reaching, the **progress** of each class, and the number of firefighter **visits** and smoke alarm **installs** they have provided for each class.

Sound Off Online

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

DK Local Team Member

Swanton Fire Department
120 First Street, Swanton VT 05488

Team Leader:

Smoke Alarms Installed: 0

Smoke Alarm Requests: 0
BASED ON 0 COMPLETED HOME SURVEYS

Have completed 3 Sound Off Lessons: 0% OF 2 PARTICIPATING CLASSES

School Performance

Search by School Name, Contact Name, or School Zip Code

| School | School Contact | Classes | Students | Progress | FF Visits | Installs |
|-----------------------------------|----------------|----------------|-----------------|----------|-----------|----------|
| 2 Total | | 2 Total | 23 Total | | | |
| St. Albans City Elementary School | N/A | 1 | 23 | 0% | 0 | 0 |
| Swanton Elementary School | N/A | 1 | 0 | 0% | 0 | 0 |

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

Local Team: School Close-Up

- Clicking the name of any school on the dashboard list provides similar data for that school and for each Sound Off class at the school.
- Local Team members can see the **teachers** participating the in program, the **grades** they teach and the **number of students** in their class, how many **visits** a firefighter has made to the class, and how many **smoke alarms** the Local Team has installed for the students' families.

The screenshot shows the 'Sound Off Online' dashboard for a local team member, Dominic Kinsley. The dashboard is for St. Albans City Elementary School, located at 29 Bellows Street, St. Albans City VT 05478. It displays three activity progress cards, each showing 0% completion: Activity 1: Smoke Alarm Survey, Activity 2: Home Fire Dangers, and Activity 3: Home Fire Escape Map. Below these is a 'Classes' section with a search bar and a table of class data.

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

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

Swanton Fire Department / St. Albans City Elementary School

School Contact:

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

Local Team: Class Close-Up

- Clicking the name of any teacher on the class list opens the **Class Progress Tracker** page for that class, where the teacher clicks buttons to indicate that Sound Off lessons have been completed.
- At the bottom of the page there is a resource carousel that the teacher uses to access the Sound Off activity sheets, videos, storybooks, and other teaching materials.
- Local Team members can send an **email** to the teacher by clicking the link at the upper right.

The screenshot shows the 'Sound Off Online' interface. On the left is a dark sidebar with a 'Main Menu' containing: Dashboard, Classes (highlighted), Classroom Visit Tracker, Safety Visit Tracker, User Management, Classroom Resources, and Classroom Resources. The main content area is for 'Dominic Kinsley', a Local Team Member at Swanton Fire Department / St. Albans City Elementary School. It shows '2nd Grade | 23 Students | 0 FF Visits'. An email link 'soo.local.firefighter@gmail.com' is circled in red. Below is the 'Class Progress Tracker' section with a row of four buttons: a lightning bolt, a checkmark, a checkmark, and a lightning bolt. This row is also circled in red. Below the buttons is a carousel of classroom resources, including a 'Sound Off Teacher's Guide' and a 'JOIN the HOME FIRE SAFETY PATROL!' poster.

Local Team: Classroom Visit Tracker

- Local Team members can open a similar tracking tool by clicking the **Classroom Visit Tracker** tab in the navigation pane on the left.
- The introduction explains the purpose of the Classroom Visit Tracker and how to use it.
- The page also shows classroom visit metrics for this individual Local Team member and provides buttons to access the **classroom visit report form** and the **resources** needed to present Sound Off to students.

The screenshot shows the 'Sound Off Online' interface for a Local Team member, Dominic Kinsley. The left sidebar contains a 'Main Menu' with the following items: Dashboard, Classes, Classroom Visit Tracker (highlighted with a red circle), Safety Visit Tracker, User Management, and Classroom Resources. The main content area is titled 'Classroom Visit Tracker' and includes a 'Local Team Leader' field. A descriptive paragraph explains the tool's purpose. Below this are three summary cards: 'Total Visits Completed' (0), 'Total Students Visited' (0), and 'Completed Visits to Non-Traditional Settings' (0). Three large buttons are visible: 'CLICK HERE TO REPORT A NEW CLASSROOM VISIT', 'CLICK TO EDIT OR READ YOUR CLASSROOM VISIT NOTES', and 'CLICK HERE TO ACCESS SOUND OFF CLASSROOM RESOURCES'. The bottom of the page features the 'Sound Off with the Home Fire Safety Patrol' logo and a note that the program is made possible by funding from the state.

Local Team: Classroom Visit Tracker

- Clicking the top button under the tabulators opens a somewhat lengthy form Local Team members will use to report on each classroom visit.
- The first section of the form asks for basic information about the visit: **date**, the **visit number** (first, second, etc.), the **type** of visit (in-person or virtual), the **school, teacher, class** visited, and the **number of students**.
- There is a similar section for visits to **non-traditional settings**, such as summer camps, scout troops, etc.

The screenshot shows the 'Classroom Visit Tracker' web application. On the left is a dark sidebar with the 'Sound Off Online' logo and a user profile for 'Dominic Kinsley, Local Team Member'. The sidebar contains a 'Main Menu' with options: Dashboard, Classes, Classroom Visit Tracker (highlighted), Safety Visit Tracker, User Management, and Classroom Resources. The main content area has a header with support contact information and a user profile. Below the header, it shows the current page: 'Swanton Fire Department / Classroom Visit Tracker'. The main heading is 'Classroom Visit Tracker' with a 'Local Team Leader:' label. A '+ Create a Classroom Visit Report' button is present. Below this is a brief instruction: 'Fill out and submit this form to report a completed classroom visit or visit to a non-traditional educational setting. Use the Note Taker at the bottom of the page to keep an ongoing record of your visits to each classroom.' The form itself is titled 'Site Details' and includes a 'Date of Visit' field set to '07/17/2023' and a 'This is the:' dropdown menu set to 'visit'. The form is divided into two sections: 'For School Visits' and 'For Visits to Non-Traditional Settings'. The 'For School Visits' section includes fields for 'Type of Visit' (dropdown), 'School Name' (dropdown), 'Teacher Name' (dropdown), 'Class' (dropdown), and 'Number of Students' (text input). The 'For Visits to Non-Traditional Settings' section includes fields for 'Type of Visit' (dropdown), 'Organization/Group Name' (text input), 'What was the setting (short description)?' (text input), 'Number of Children (approximate, use numerals)' (text input), and 'Children's Age (approximate, use numerals)' (text input). At the bottom of the form, there is a question: 'What did you present on this visit? (Select all that apply)'. The bottom of the sidebar features the 'Sound Off With the Home Fire Safety Patrol' logo.

Local Team: Classroom Visit Tracker

- The second half of the reporting form provides **checkboxes** the Local Team member can use to indicate which elements of Sound Off were presented at the visit. The list includes every step from a pre-test to a post-test, plus the Sound Off Safety App.
- The button at the bottom of the form opens a space where the Local Team member can take **notes** on the class visit — for example, a note that one student in the class has experienced a home fire.

The screenshot shows a web-based reporting form for classroom visits. On the left is a dark sidebar menu with the following items: Main Menu, Dashboard, Classes, Classroom Visit Tracker (highlighted in orange), Safety Visit Tracker, User Management, and Classroom Resources. The main form area contains several sections: a top section with dropdown menus for 'Click to select' and 'Class'; a 'Teacher Name' dropdown; a 'Number of Students' text input; a section titled 'For Visits to Non-Traditional Settings' with a 'Type of Visit' dropdown and an 'Organization/Group Name' text input; a 'What was the setting (short description)?' text input; 'Number of Children' and 'Children's Age' text inputs; and a section titled 'What did you present on this visit? (Select all that apply)' with two columns of checkboxes for various activities like 'Pre-Test', 'Sound Off Classroom Poster', 'Video 1: Safety Sounds!', etc. A 'SUBMIT REPORT' button is located at the bottom right of the form. A red circle highlights a button at the bottom of the page that says 'Click to keep notes on your visits to this classroom'.

Local Team: Classroom Visit Tracker

- When a Local Team member clicks the “**Submit Report**” button at the lower right they are prompted to provide any missing information and encouraged to double-check their data.
- All this information is collected to provide real-time performance metrics through the SOO dashboards and can be compiled in downloadable spreadsheets by Team Leaders.

Main Menu

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

Click to select

Teacher Name

Class

Number of Students

For Visits to Non-Traditional Settings

Type of Visit

Organization/Group Name

What was the setting (short description)?

Number of Children (approximate, use numerals)

Children's Age (approximate, use numerals)

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

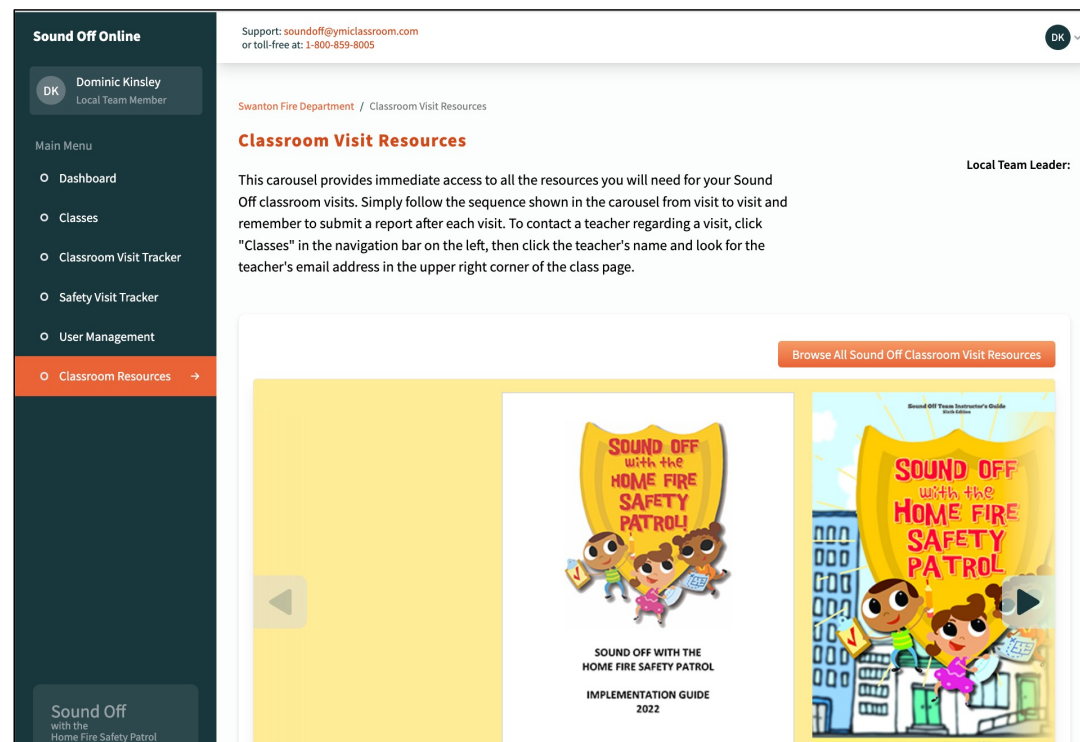
- Pre-Test
- Sound Off Classroom Poster
- Sound Off Storybook
- Video 1: Safety Sounds!
- Activity 1: Smoke Alarms
- Smoke Alarm Smarts Digital Activity
- Video 2: Home Fire Dangers
- Activity 2: Fire Dangers
- Video 3: Home Fire Escape Map
- Activity 3: Home Fire Escape Map
- Video 4: Home Fire Drills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

Click to keep notes on your visits to this classroom

SUBMIT REPORT

Local Team: Classroom Visit Tracker

- Clicking the bottom button on the **Classroom Visit Tracker** homepage opens a carousel where Local Team members can find the materials they will need for their visit:
 - 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



Local Team: Classroom Visit Tracker

- Clicking any image in the carousel opens a separate page that describes how to use and choose among the selected resources.
- The bullet points in the list of resources are **download links** that provide immediate access to whatever the Local Team member needs.
- The video links at the bottom of the page immediately open the selected video on the YMI Sound Off microsite.
- There is also a button at the upper right for access to the microsite itself.

The screenshot shows the 'Sound Off Online' interface. On the left is a dark sidebar with a 'Main Menu' containing links for Dashboard, Classes, Classroom Visit Tracker, Safety Visit Tracker, User Management, and Classroom Resources (highlighted). The top right of the sidebar shows the user 'Dominic Kinsley, Local Team Member'. The main content area is titled 'Swanton Fire Department / Classroom Visit Resources' and features 'Activity 1: Smoke Alarms'. A red circle highlights a button labeled 'Browse All Sound Off Classroom Visit Resources'. Below the activity title is a video thumbnail and a list of download links: Video 1 Lesson Plan, Smoke & CO Alarm Audio Files, Standard Version (English), Standard Version (Spanish), Simplified Version 1A (English), Simplified Version 1B (English), Simplified Version 1A (Spanish), Simplified Version 1B (Spanish), and Smoke Alarm Smarts Digital Activity. At the bottom are two video thumbnails: 'Safety Sounds!' (English) and '¡Sonidos de seguridad!' (Spanish).

Local Team: Home Safety Visit Tracker

- Local Team members can open a similar tool for reporting smoke alarm installations by clicking the **Safety Visit Tracker** tab in the navigation pane on the left.
- The introduction explains the purpose of the Safety Visit Tracker and how to use it.
- The tabulators here show key **installation metrics** for this Local Team member and the number of **smoke alarms still in stock**.
- The buttons at the bottom access the Home Safety Visit **reporting form** and the **resources** needed for a Home Safety Visit.

Sound Off Online

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

DK

Swanton Fire Department / Home Safety Visit Tracker

Home Safety Visit Tracker Local Team Leader:

The Home Safety Visit Tracker is a tool designed to help firefighters manage, record, and report on their visits to Sound Off families to install free smoke alarms and provide other forms of home fire safety support. The tally boxes below pull data from these reports to keep track of each firefighter's smoke alarm installations. This data is also compiled across the Sound Off network to measure local team, state team, and national performance. Click the ⓘ icon below to begin creating a home safety visit report. Click the > icon to browse the complete gallery of Sound Off home safety visit resources for firefighters.

| | | |
|----------------------|------------------------|-----------------------|
| 0 | 0 | 0 |
| Smoke Alarm Requests | Smoke Alarms Installed | Smoke Alarms in Stock |

⊕ CLICK HERE TO REPORT A NEW HOME SAFETY VISIT

> CLICK HERE TO BROWSE THE COMPLETE GALLERY OF SOUND OFF HOME SAFETY VISIT RESOURCES

Sound Off
with the
Home Fire Safety Patrol

Local Team: Home Safety Visit Tracker

- Clicking the top button under the tabulators opens the **Home Safety Visit Tracker reporting form**.
- The Local Team member enters the **date** of the visit, the **number of working smoke alarms** on site, and the **number of smoke and CO alarms installed**.
- Checkboxes prompt the Local Team member to report on the **safety topics** discussed during the visit.
- At the bottom of the form, the Local Team member is prompted to ask the family about their **home fire escape plan** and to ask them to demonstrate the plan with a **home fire drill**.

The screenshot shows the 'Sound Off Online' interface for a 'Home Safety Visit Tracker' report. The user is identified as Dominic Kinsley, a Local Team Member. The form is for the Swanton Fire Department and is titled 'Home Safety Visit Tracker'. It prompts the user to 'Create a Home Safety Visit Report' and provides instructions on how to use the form. The form includes sections for 'Site Details' (with a date of 07/17/2023), 'Smoke Alarm/CO Alarm Installation Details' (with input fields for 'Number of Working Smoke Alarms Already on Site', 'Number of Smoke Alarms Installed', and 'Number of CO Alarms Installed'), 'Safety Education' (with checkboxes for various topics like Smoke Alarms, Child Fire Safety, Electrical Safety, CO Alarms, Cooking Safety, Smoking Safety, Home Fire Escape Planning, Heating Safety, and Candle Safety), and 'Home Fire Drill' (with a question about demonstrating the escape plan and checkboxes for 'Home Fire Drill Observed' and 'Home Fire Drill NOT Observed'). A 'SUBMIT REPORT' button is at the bottom right. A footer note mentions funding from the USDHS/FEMA and support from FIRST Alert and Pioneerling Technology Corporation. A link at the bottom offers to download the questionnaire.

Local Team: Home Safety Visit Tracker

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

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

DK Dominic Kinsley
Local Team Manager

Main Menu
o Dashboard
o Classes
o Classroom Visit
o **Safety Visit Tracker**
o User Management
o Classroom Resources

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) _____

Home Fire Drill Observed Home Fire Drill NOT Observed

SUBMIT REPORT

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

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

Local Team: Home Safety Visit Tracker

- In addition, clicking the bottom button on the Home Safety Visit Tracker homepage provides immediate access to the YMI **Home Safety Visit Resources** microsite and the wide range of materials available there.

The screenshot shows the 'Home Safety Visit Resources' page. On the left is a dark sidebar with the 'Sound Off Online' logo and a user profile for 'Dominic Kinsley, Local Team Member'. Below the profile is a 'Main Menu' with options: Dashboard, Classes, Classroom Visit Tracker, Safety Visit Tracker (highlighted in orange), User Management, and Classroom Resources. The main content area has a light blue header with the title 'Home Safety Visit Resources' and sub-headers for 'Grades: Elementary (2-3)', 'Subject Area: Health & Safety, Math, Language Arts', and 'Made Possible By: Michigan Public Health Institute with a grant from USDHS/FEMA'. A paragraph describes the microsite's purpose. Below the text are logos for YMI, MPH, and FEMA. A red text prompt says 'Click the images below to download these resources.' Two preview cards are shown: one for 'Sound Off Home Safety Visit Questionnaire' and another for 'A HOW-TO GUIDE'. At the bottom, two buttons are visible: 'CLICK HERE TO REPORT A NEW HOME SAFETY VISIT' and 'CLICK HERE TO BROWSE THE COMPLETE GALLERY OF SOUND OFF HOME SAFETY VISIT RESOURCES', with the latter button circled in red.

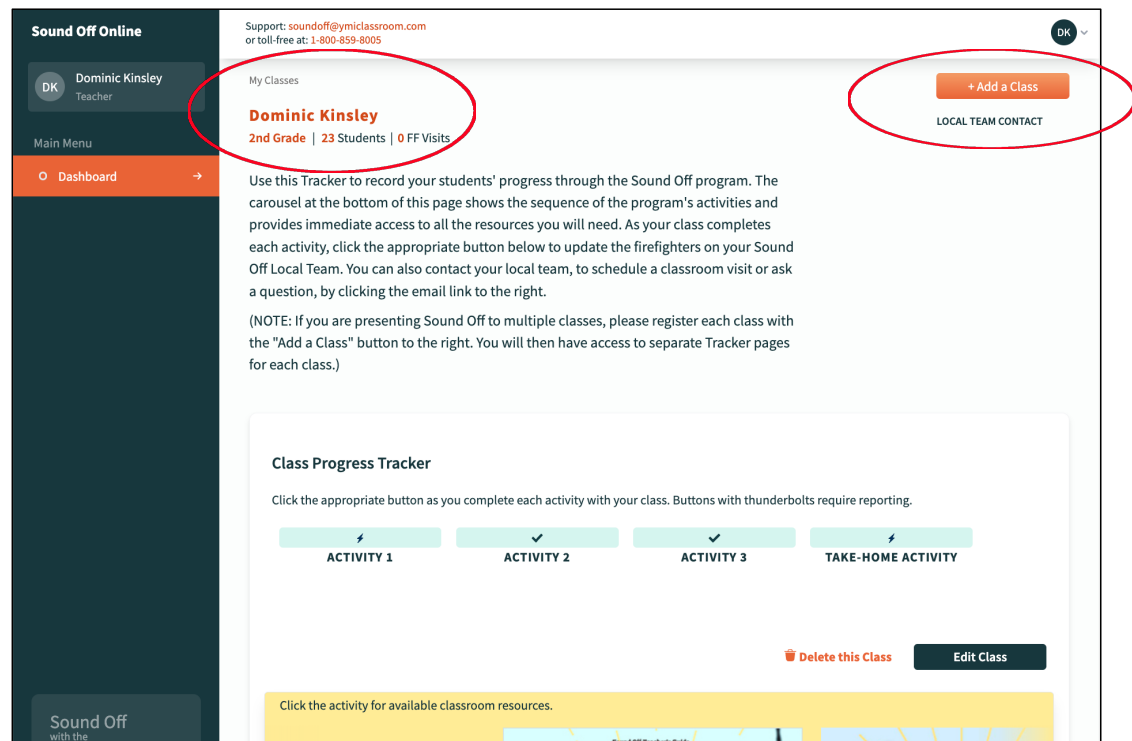
Local Team: Classroom Resources

- Last, clicking the **Classroom Resources** tab in the navigation panel on the left provides immediate access to the all the educational resources Local Team members may need.

The screenshot shows the 'Sound Off Online' interface. On the left is a dark navigation sidebar with a 'Main Menu' containing several options: Dashboard, Classes, Classroom Visit Tracker, Safety Visit Tracker, User Management, and Classroom Resources. The 'Classroom Resources' option is highlighted with a red circle and a right-pointing arrow. The main content area has a header with support information and a user profile for 'Dominic Kinsley, Local Team Member'. Below the header, the page title is 'Swanton Fire Department / Classroom Visit Resources' and the section is 'Classroom Visit Resources'. A paragraph explains that the carousel provides access to resources for classroom visits and instructs users on how to contact teachers. Below the text is a carousel of resource cards. The first card is titled 'SOUND OFF WITH THE HOME FIRE SAFETY PATROL IMPLEMENTATION GUIDE 2022'. The second card is titled 'SOUND OFF WITH THE HOME FIRE SAFETY PATROL' and features a cartoon illustration of children and a dog. A 'Browse All Sound Off Classroom Visit Resources' button is located above the carousel. At the bottom left of the sidebar, there is a logo for 'Sound Off with the Home Fire Safety Patrol'.

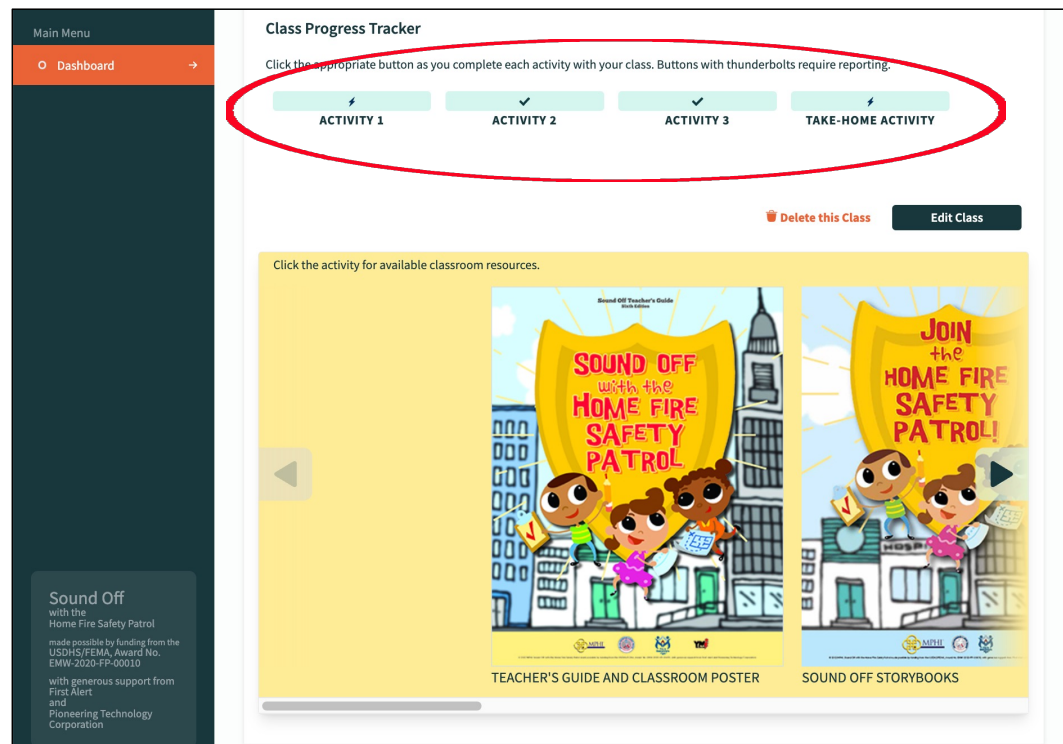
Teacher: Class Progress Tracker

- To wind up, let's see what SOO looks like to a classroom teacher.
- Here is the **teacher dashboard**, which shows at the top left the teacher's name, grade, number of students, and the number of firefighter visits to this class.
- At the top right is an **email link** for communicating with the teacher's Local Team contact.
- Also top right is a button the teacher can use to set up a tracker page for **another class**, if they are covering several classes.



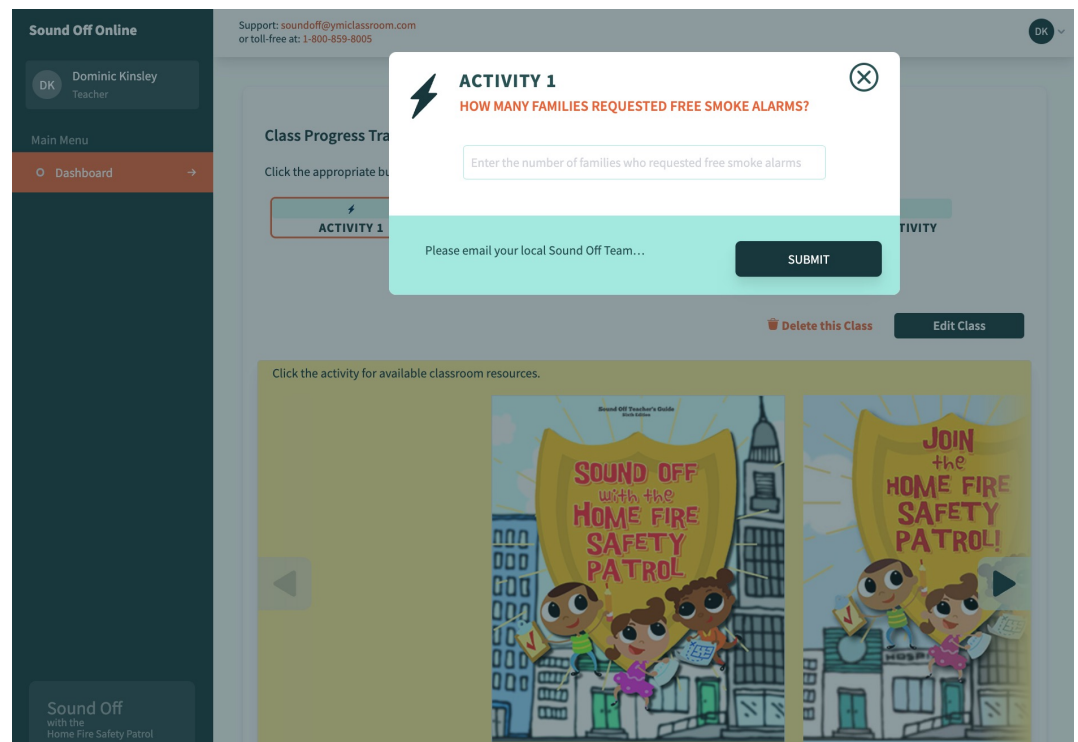
Teacher: Class Progress Tracker

- Scrolling down we come to the **Class Progress Tracker buttons** and the **classroom resources carousel**.
- SOO asks teachers to click the appropriate button as their class completes each activity.
- Notice that two buttons are marked with **lightning bolts**. These open pop-ups that ask the teacher for additional information.



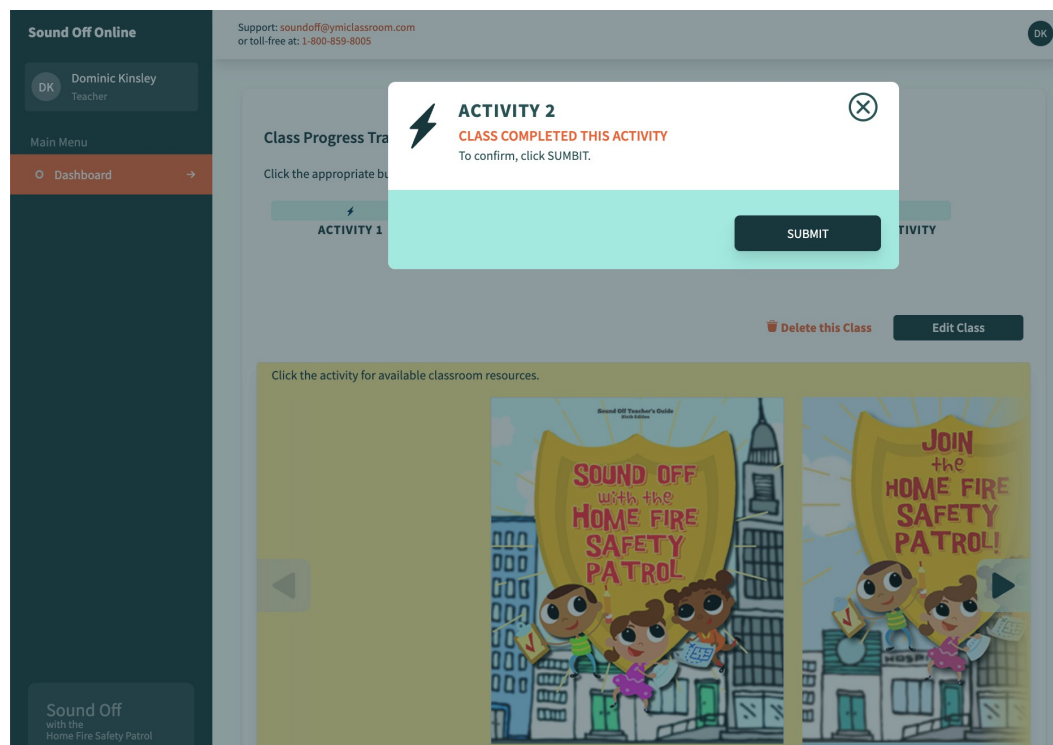
Teacher: Class Progress Tracker

- The pop-up for the Activity 1 button asks the teacher **how many families have requested free smoke alarms**.
- The teacher finds this information by reviewing the activity sheets the students have brought back to class and counting how many have family contact information filled in.
- When this number is submitted, it will show up on the Local Team dashboard, prompting a Local Team member to contact the teacher to gather the family contact information.
- The pop-up also prompts the teacher to email their Local Team contact with the information.



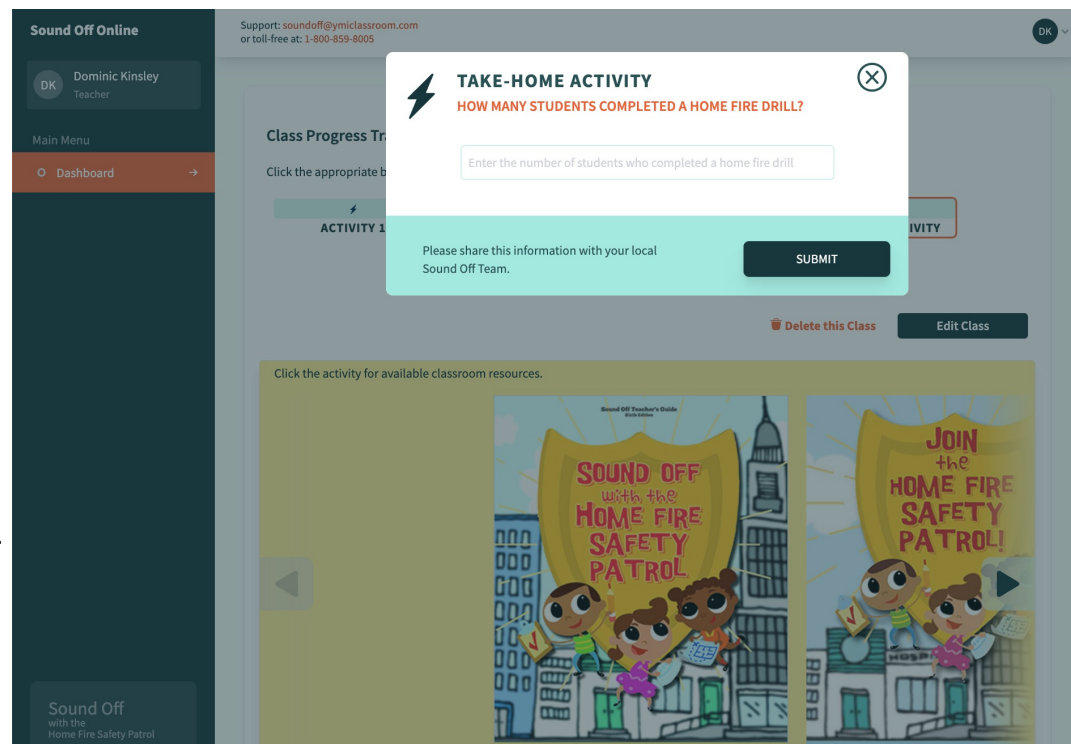
Teacher: Class Progress Tracker

- Clicking the buttons for Activities 2 and 3 open a pop-up that simply asks teachers to confirm that the class has completed the activity by clicking the **Submit** button.



Teacher: Class Progress Tracker

- The pop-up for the Take-Home Activity asks the teacher **how many students completed a home fire drill**.
- The teacher finds this information by reviewing the reporting slips the students bring back to class.
- When this number is submitted, it will show up on the Local Team dashboard.
- The pop-up also prompts the teacher to email their Local Team contact with the information.



Teacher: Class Progress Tracker

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

The screenshot shows the 'Sound Off Online' interface. On the left is a dark sidebar with the user's name 'Dominic Kinsley, Teacher' and a 'Main Menu' containing a 'Dashboard' link. The main content area is titled 'Class Progress Tracker' and includes support contact information. Below the title, a row of four buttons shows progress: 'ACTIVITY 1' (light green with a lightning bolt icon), 'ACTIVITY 2' (dark green with a checkmark), 'ACTIVITY 3' (light green with a checkmark), and 'TAKE-HOME ACTIVITY' (dark green with a checkmark). Below these buttons are 'Delete this Class' and 'Edit Class' options. At the bottom, a carousel of two posters for 'Sound Off with the Home Fire Safety Patrol' is visible, featuring cartoon children and a fire station.

Local Team Dashboard

- Simultaneously, on the Local Team dashboard, the **“Activities Complete”** indicators for this class darken to show the Local Team member what the class has accomplished.
- In this case, the Local Team member will want to contact the teacher to ask why they have skipped Activities 1 and 3 (perhaps they just neglected to click the buttons) and to ask how many families completed the Take-Home Activity with a home fire drill.

Sound Off Online

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

Swanton Fire Department / St. Albans City Elementary School

St. Albans City Elementary School School Contact:

29 Bellows Street, St. Albans City VT 05478

0% OF CLASSES COMPLETED
Activity 1: Smoke Alarm Survey

100% OF CLASSES COMPLETED
Activity 2: Home Fire Dangers

0% OF CLASSES COMPLETED
Activity 3: Home Fire Escape Map

Classes

Search by Teacher Name or Grade Level

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

Sound Off
with the
Home Fire Safety Patrol

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

- This was probably a too-exhaustive tour of the structure and features of Sound Off Online.
- On the other hand, we have only glimpsed at the ways SOO collects, compiles, and displays performance metrics for the program.
- Those benefits of the platform will become apparent as you build your networks by recruiting firefighters and teachers to help you bring Sound Off to classrooms across the country.

