



## Get Ready for Sound Off! Classroom Visit Planning Form

The classroom teacher is your Sound Off partner. Meet with or phone the teacher **before** you make your first classroom visit. Use this planning form to gather information from the classroom teacher that will help you plan for productive Sound Off classroom visits. Give a copy of the completed form to the classroom teacher so you both have the details. **NOTE:** Each Sound Off classroom lesson is designed to no more than 30 minutes long.

1. How many students are in the class? \_\_\_\_\_
2. How many students/families will want materials in Spanish? \_\_\_\_\_
3. Which version of the Activity Sheets would work best for the class?
  - The Standard version is for students who read on grade level.
  - The Simplified version is for students who read below grade level.
4. Who will photocopy the Sound Off Activity Sheets for the class?
  - Teacher
  - Firefighter
5. Do any students have a sensitivity to loud noises, like the sound of a smoke alarm? If yes, what can we do to help those students? \_\_\_\_\_
6. Have any of the students experienced a home fire or had a serious burn injury?
  - Yes
  - No
7. Sound Off videos and audio files require WIFI access. Can the teacher arrange for you to show the Videos and play the safety sounds? Or will you need to bring a laptop/tablet and access the school WIFI as a guest?
  - Teacher will make arrangements
  - Firefighter will bring a laptop/tablet
8. Does the classroom have access to a digital whiteboard/smartboard? If so, will the teacher use it to take students through the Sound Off online game, *Smoke Alarm Smarts*, after the firefighter's visits to help reinforce the Sound Off lessons? (Click "More Multimedia" at [ymiclassroom.com/sound-off-teams](http://ymiclassroom.com/sound-off-teams) to access the game.)
  - Yes
  - No
9. If using the Sound Off Storybook to kick off the program, which version will be used? (To see choices, click "Intro Lesson: Storybook & Poster" at [ymiclassroom.com/sound-off-teams](http://ymiclassroom.com/sound-off-teams))
  - Read-Aloud Storybook (printable PDF or printed version)
  - Narrated Storybook (online flipbook)Which language?  English  Spanish
10. How will the Storybook be shared with students?
  - Teacher will read/share the Storybook before the firefighter's first classroom visit.
  - Firefighter will read/share the Storybook as part of the first classroom visit.
11. Sound Off works best when each child has a copy of the Storybook. Can the teacher make copies for all the students?
  - Yes
  - NoIf NO, will the firefighter make copies for all the students?
  - Yes
  - No
12. [If you or the teacher has a printed copy of the Sound Off Poster Teaching Guide] Can the teacher display the Sound Off Wall Poster in the classroom before the firefighter's first visit?
  - Yes
  - No

13. Can the teacher help the firefighter conduct a pre-test and a post-test to gauge the effectiveness of the Sound Off program? [Pre/post testing may be recommended by your State or Local Sound Off Team. Click "Pre/Post Test: How-to, Forms, and Tabulator" at [ymiclassroom.com/sound-off-teams](http://ymiclassroom.com/sound-off-teams) for more information.]
- Yes, the teacher will help the firefighter with pre/post-testing
- No, there will be no pre/post-testing
14. Can the teacher share the Sound Off digital resources with students and families by sending home this link: [ymiclassroom.com/soundoffathome?](http://ymiclassroom.com/soundoffathome?) (Check those resources the teacher will share.)
- The Sound Off Safety App for tablets and smartphones – downloadable for Android or Apple
- The Sound Off videos
- The Sound Off Storybook – available in all versions (see #9 above)
- The Sound Off online game, *Smoke Alarm Smarts*, which can be played on a desktop or tablet computer
15. Will the teacher make the Sound Off digital resources listed above available for students on digital device(s) in the classroom after the firefighter’s classroom visits?
- Yes                       No
16. Would the teacher permit the firefighter to conduct a home safety visit to their home, to install free smoke alarms as needed and help the teacher’s family make a home fire escape plan? [This will help the teacher understand what happens during a home fire safety visit so they can answer questions students and families may have about home safety visits by local firefighters. And it is a way to thank teachers for their help with Sound Off.]
- Yes, the teacher will permit a home safety visit    Date: \_\_\_\_\_    Time: \_\_\_\_\_
- No, the teacher would prefer not to participate in a home safety visit
17. Is there a classroom parent, school counselor, or someone else who works with the class who might permit the firefighter to conduct a home fire safety visit in their home, to install free smoke alarms as needed and help their family make a home fire escape plan? [This is a way to reassure other families that a firefighter visit is safe and that local fire department personnel are non-judgmental.]
- Yes, there is a classroom aid/supporter who might want to participate in a home safety visit.  
Name(s) and Contact Info: \_\_\_\_\_
- No
18. Can the fire department and teacher host a celebration for students at the conclusion of the program? [Popular options include pizza parties, popsicle treats, photos with firefighters, visits from a safety trailer, etc.]
- Yes                       No
19. What is the best way for the teacher and firefighter to communicate?
- Email — Teacher email: \_\_\_\_\_    Firefighter email: \_\_\_\_\_
- Text — Teacher text #: \_\_\_\_\_    Firefighter text #: \_\_\_\_\_
- Phone — Teacher phone: \_\_\_\_\_    Firefighter phone: \_\_\_\_\_

**NOTE: When creating a Sound Off classroom visit plan, follow a schedule that works best for the teacher. Some Sound Off Teams visit the classroom once a week for 3 weeks to present the lessons, followed by a final celebration visit. Others kick off the program in person, then students watch the videos in class and at home, followed by a big event at which students showcase their Sound Off knowledge. Sound Off is flexible! Choose an approach that works best for you and your teachers.**

## Sound Off Classroom Presentation Scheduler

Confirm with the teacher dates/times for the following:

1. Send home the Firefighter Letter to Families with Smoke Alarm Offer co-signed by Teacher and Firefighter. (Letter available at: [ymiclassroom.com/sound-off-teams](http://ymiclassroom.com/sound-off-teams))  
**Date:** \_\_\_\_\_
2. Firefighter's first classroom visit to present Lesson 1: Safety Sounds!  
**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_
3. Students take home Activity Sheet 1 to return the following day after they have watched Video 1: *Safety Sounds!* with their families and completed the home smoke alarm survey.  
**Activity Sheet Return Date:** \_\_\_\_\_
4. Firefighter picks up the Firefighter Letter to Families with Smoke Alarm Offer returned by families requesting Home Fire Safety Visits to begin scheduling home fire safety visits.  
**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_
5. Firefighter's second classroom visit to present Lesson 2: Home Fire Dangers.  
 Option: Check here if the teacher will present Lesson 2 on their own instead.  
**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_
6. Students take home Activity Sheet 2 and watch Video 2: *Home Fire Dangers* with their families.  
**Date:** \_\_\_\_\_
7. Firefighter's third classroom visit to present Lesson 3: Home Fire Escape Map AND Lesson 4: Home Fire Drills.  
 Option: Check here if the teacher will present Lessons 3 and 4 on their own instead.  
**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_
8. Students take home Activity Sheet 3 and Activity Sheet 4 (Family Take-home Activity), with directions to watch Video 3: *Home Fire Escape Map* and Video 4: *Home Fire Drills* with their families.  
**Date:** \_\_\_\_\_
9. Families use Activity Sheet 4 to plan and practice a home fire drill, then fill out the clip-off form at the bottom of Activity Sheet 4 and return it to class for the firefighter to collect.  
**Clip-Off Form Return Date:** \_\_\_\_\_
10. Sound Off Celebration Day! Recognize the students' accomplishments by awarding copies of the Sound Off Student Certificate of Completion. Have students share stories of their home fire drill experiences. (Firefighter may collect the home fire drill clip-off forms at this time.)  
**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_