



Sound Off Online Teacher's Guide

Sound Off is a free home fire safety program designed especially for grades 2-3 but adaptable to any elementary grade level. The program is built around four engaging Lessons supported by short videos that teach students the basics about:

- Smoke Alarms: the meaning of the sounds they make and how to install them in a home.
- Home Fire Dangers: how to recognize potential fire hazards and how to avoid them.
- Home Fire Escape: how to be prepared for a possible home fire with an escape plan and a safe outside meeting place
- Home Fire Drill: how to practice escaping a home fire in 2 minutes or less so your family is prepared if a home fire should happen

All the **Sound Off** lesson materials are available in English and Spanish, and include take-home activities to involve families in this life-saving learning experience. Plus, families can request to have free smoke alarms installed by local firefighters (where available).

Over the past decade, **Sound Off** has proven highly effective, increasing students' home fire safety knowledge an average of 52%. That is one reason why we have always made the program's digital classroom materials available to teachers at no cost. And now, to help even more teachers make **Sound Off** part of their class plans, we are proud to introduce **Sound Off Online**, a free program management website designed to link teachers with local firefighters in the **Sound Off** Safety Network.

Sound Off Online provides a communication channel that educators can use to schedule a firefighter classroom visit, coordinate installation of free smoke alarms in students' homes, or ask a question about home fire safety. In addition, **Sound Off Online** puts all the **Sound Off** classroom resources at teachers' fingertips, making implementation of the program easier than ever.

This Teacher's Guide provides step-by-step directions for getting started with **Sound Off Online** and using the website's Class Progress Tracker to access resources, track your students' completion of the **Sound Off** lessons, and stay in contact with members of the **Sound Off** Safety Network. At any time, should you need help or have a question, please do not hesitate to contact the **Sound Off Online** support team at soundoff@ymiclassroom.com.

www.sound-off-online.com

Signing On to Sound Off Online (SOO)

To get started with Sound Off Online, visit www.sound-off-online.com and click the **Get Started** button at the bottom of the screen.

This will take you to the SOO registration page. Fill in your first and last name, your email address, and your phone number (optional). Click **Teacher** at the top of the list of different SOO user-types, then click the **Next** button.

On this page, first click in the **Your State** box to open a drop-down menu and select your state from the list. Next, start typing your school's name in the **School** box to open a drop down menu of all the schools in your state. Click on your school to fill in the name and address boxes. If your school is not on the list, type in the name and address to add your school to our database.

Next, click in the **Class Grade** box to open a dropdown menu from which you can select your grade level. If you teach multiple grade levels, choose only one for now. You will be able to register additional classrooms later.

Now click in the **# of Students** box and use the counter arrows to input the number of students in the class.

SOUND OFF with the HOME FIRE SAFETY PATROL

RETURN TO PREVIOUS STEP

Join as a Teacher

Your Role*

School*
Start typing your school's name or address and select it from the drop-down list. If your school is not on the list, continue typing to add your school's name and address to our database.

School Address

Class Grade*

of Students*

• Add Another Class

Password*

Re-Enter Password*

SUBMIT

Last, create a password for your Sound Off Online account. The password can be anything — there are no requirements or restrictions. Enter your password again, for safety's sake, and click the **Submit** button to complete your registration.

Thank You For Your Submission

You will receive an email when your account is verified and approved.

First Name

Last Name

Email

Phone Number

School

3rd Columbia Avenue, New Haven, CT 06511

Class

LOGIN

A **Thank You** screen confirms your registration and shows the information you have submitted. Don't worry if you notice a typo; you'll be able to edit this information after you login.

This screen also alerts you to a welcome email you will receive from *support@sound-off-online.com*. But you don't have to wait for that email. You can click the Login button and start using Sound Off Online right away.

WELCOME TO SOUND OFF ONLINE

The Home Fire Safety Network for Teachers, Families, and Firefighters.

Login to your account

or click the Register button to join the Sound Off network.

Email

Password

LOGIN

☐ Remember Me Forgot password

REGISTER

Back on the Login page, fill in your email address and password, click the **Remember Me** box to save time later, and this time click the black **Login** button.

Sound Off Online

Suggest: soundoff@micclassroom.com or call from 410-250-5805

Dominic Educator
 2nd Grade | 25 Students | 0 FF Visits

Use this tracker to record student progress through the Sound Off program. The carousel at the bottom of this page shows the sequence of the program's Lessons and provides immediate access to all the resources you will need. As the class completes each lesson, click the appropriate button below to update your progress.

If you are presenting Sound Off to multiple classes, please register each class with the "Add a Class" button to the right. You will then have access to separate Tracker pages for each class. Use the "Edit Class" button below to update information about a class.

Class Progress Tracker

Click the appropriate button as you complete each Lesson with your class. Buttons with thunderbolts require reporting.

LESSON 1 LESSON 2 LESSON 3 LESSON 4 **SHORE ALARM REQUEST LETTER**

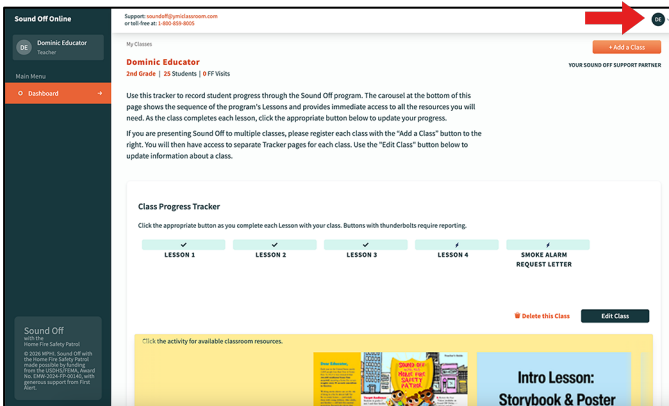
Delete this Class Edit Class

Click the activity for available classroom resources.

Intro Lesson: Storybook & Poster

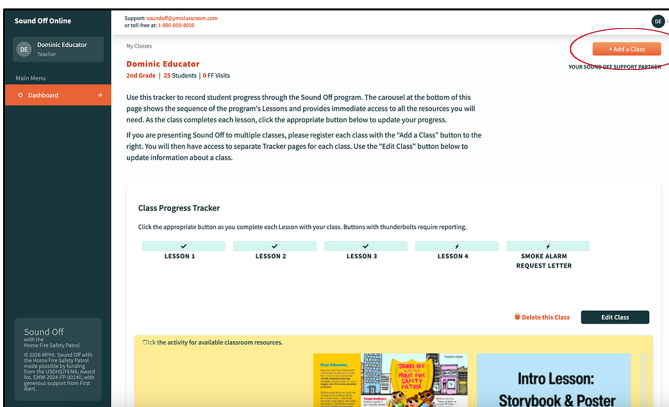
Logging in takes you to the **Class Progress Tracker** page, your base of operations for Sound Off Online. Here you'll find:

- An email address and phone number to contact the Sound Off Online support team.
- Your name, the class name, the number of students in the class, and the number of visits local firefighters have made to the class.
- A brief introduction explaining how to use the Class Progress Tracker.



Your SOO Profile

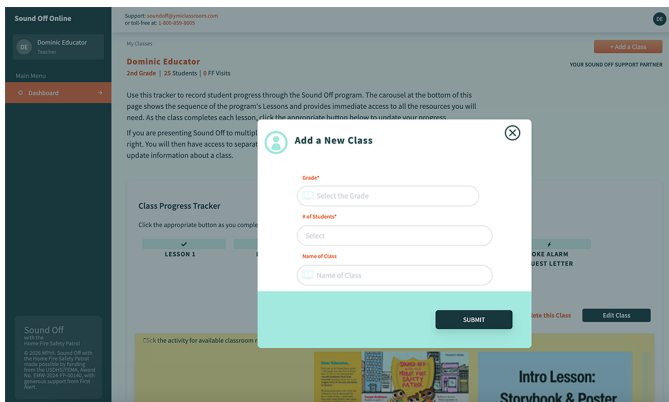
The circular button at the upper right corner of the page can be used to edit your SOO profile. Click the button and choose **Your Profile** from the drop-down menu to open a pop-up form where you can update your name, email address, and phone number, and change your SOO password.



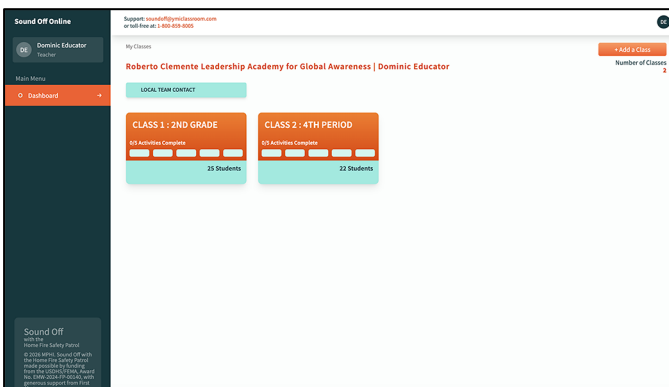
Class Management

As mentioned above, if you teach multiple classes, SOO is designed to let you track students' progress in each class separately.

Just click the **+Add a Class** button at the upper right and fill out a pop-up registration form for each class to whom you are teaching Sound Off.

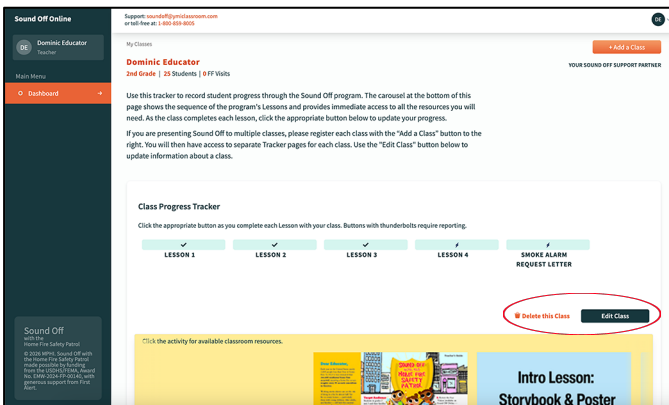


To complete the form, select the grade level of the new class from the drop-down menu and use the counter to input the number of students in the class. Then assign a unique name to the new class (e.g., Third Period) and click Submit.



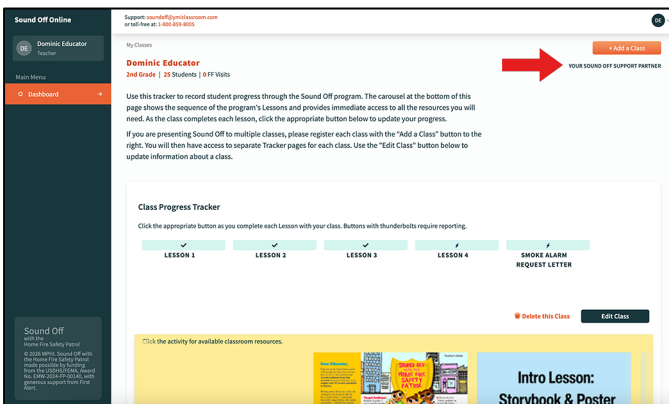
Once you click Submit, you'll see your class management page, with separate panels for each class. The panels show how many Sound Off activities each class has completed, and they function as buttons for accessing the separate Progress Tracker for each class.

Note: If you are teaching multiple classes, you will always start off at this class management page when you login to Sound Off Online.



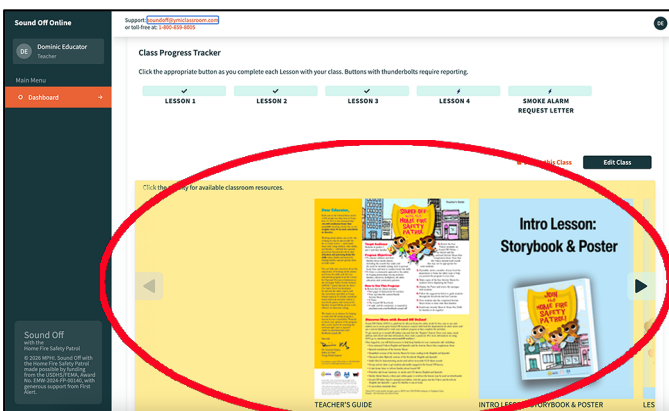
There are two other class management tools on the Class Progress Tracker.

- **Delete this Class** removes the class named at the upper left of the page from the Sound Off Online system. A pop-up appears to confirm that you really want to delete the class to help avoid mistakes.
- The **Edit Class** button opens a pop-up similar to the "Add a Class" pop-up shown above, enabling you to change the grade level of the class, the number of students in the class, and to give the class a new name.



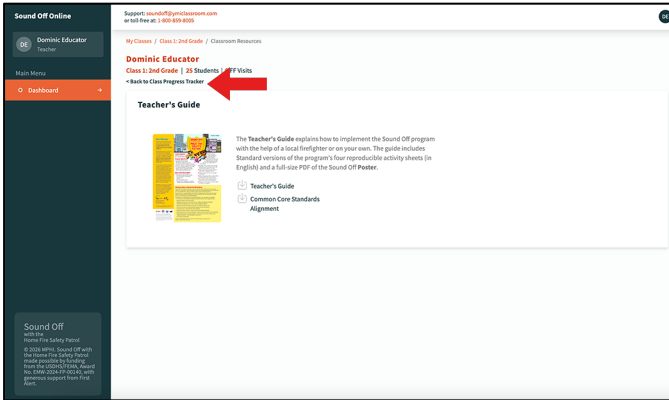
Your Local Firefighter Contact

Last, at the upper right, the Class Progress Tracker provides an email link you can use to contact your Sound Off firefighter partner. You can use this link to ask a question, share a special moment from a Sound Off lesson, confirm arrangements for a class visit, etc.



The Sound Off Resource Selector

The remaining parts of the Class Progress Tracker page are designed to help you present Sound Off to your students. The carousel at the bottom shows the sequence of the program's lessons and provides access to all the resources you will need. Just click a picture to open a page with links to the Sound Off storybook, poster, videos, activity sheets, take-home materials, apps, and digital games.

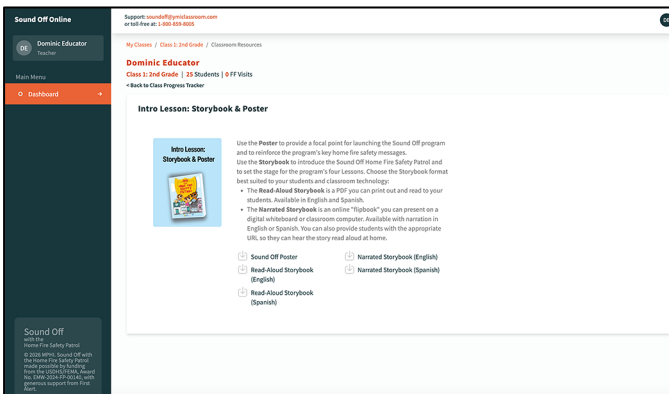


Resources to Get Started

Clicking the first carousel picture opens a page with links to all the resources needed to launch the program:

- The Sound Off Teacher's Guide provides suggestions for implementing and enhancing the program's lessons.
- The Common Core Standards alignment chart shows how Sound Off supports curricular objectives for grades 2 and 3.

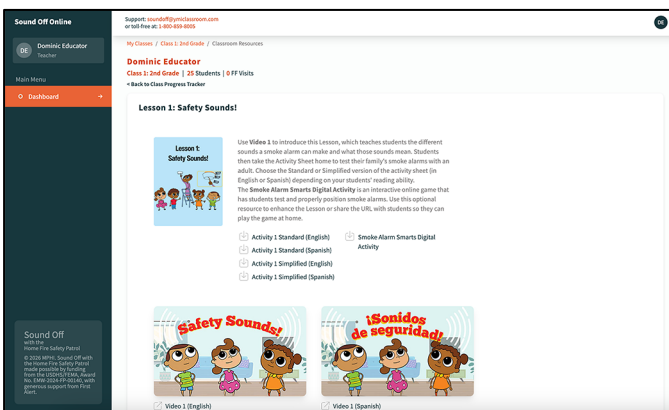
To explore the carousel further, just click the **Back to Class Progress Tracker** link below your name.



Intro Lesson: Storybook & Poster

This page provides links to the resources you will use to set the stage for Sound Off.

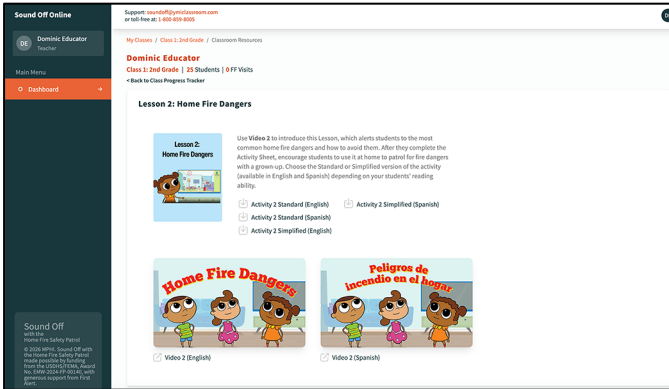
- The Poster can supply a focal point for instruction and continuing reinforcement of the program's key safety messages.
- The Storybook introduces the Sound Off Home Fire Safety Patrol, which students will join when they complete the program.
- There are PDF versions of the Storybook to read-aloud or have students read on their own, and an online narrated version to play in class or have students share with their families. All are available in English and Spanish.



Lesson 1: Safety Sounds!

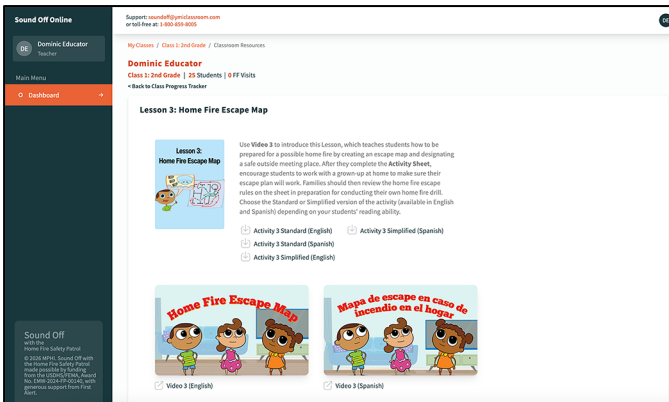
This Lesson teaches students the different sounds a smoke alarm can make and what those sounds mean. Use the Video to introduce the lesson, then have students take the Activity Sheet home to test their family's smoke alarms with an adult. These resources are all available in English and Spanish.

In addition, you can use the **Smoke Alarm Smarts Digital Activity** to enhance the Lesson. This interactive online game has students properly position and test smoke alarms in a cartoon home.



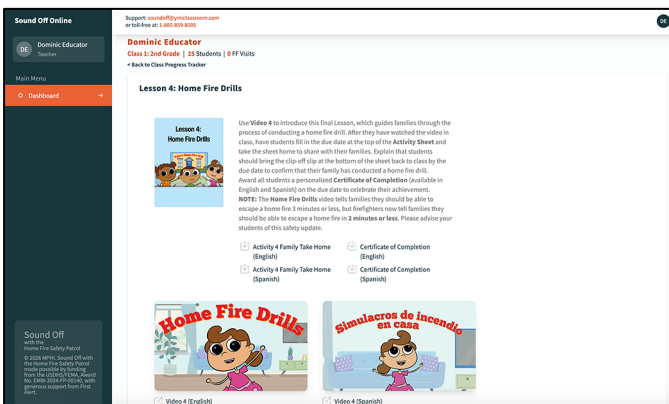
Lesson 2: Home Fire Dangers

This Lesson alerts students to the most common home fire dangers and how to avoid them. Introduce the Lesson with the Video and have students complete the Activity Sheet. They can then use the activity sheet to patrol for fire dangers in their own homes with an adult. These resources are all available in English and Spanish.



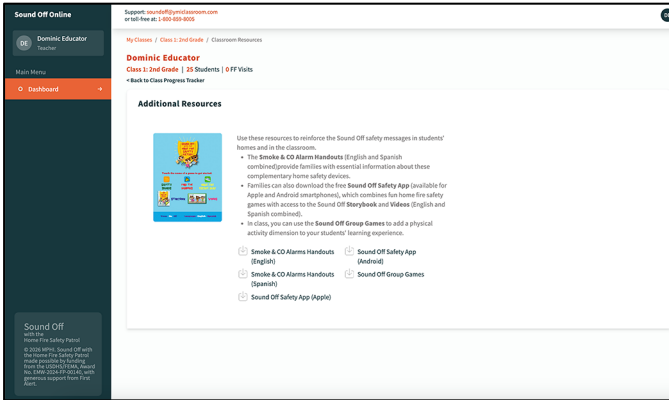
Lesson 3: Home Fire Escape Map

This Lesson teaches students how to be prepared for a possible home fire by creating an escape map and designating a safe outside meeting place. Introduce the Lesson with the Video, then use the Activity Sheet to have students practice drawing a home fire escape map. Families should use this model to create their own home fire escape map and then review the home fire escape rules on the sheet in preparation for conducting a home fire drill. These resources are all available in English and Spanish.



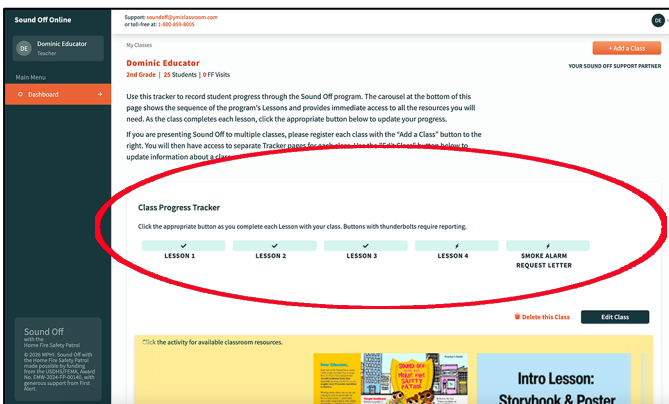
Lesson 4: Home Fire Drills

This final Lesson guides families through the process of conducting a home fire drill. Use the Video to introduce the Lesson in class, then have students take the Activity Sheet home to provide families with step-by-step directions for staging a home fire drill. The sheet includes a clip-off slip for students to bring back to class to confirm that they have completed this assignment. There is also a reproducible certificate to reward students for their Sound Off success. These resources are all available in English and Spanish.



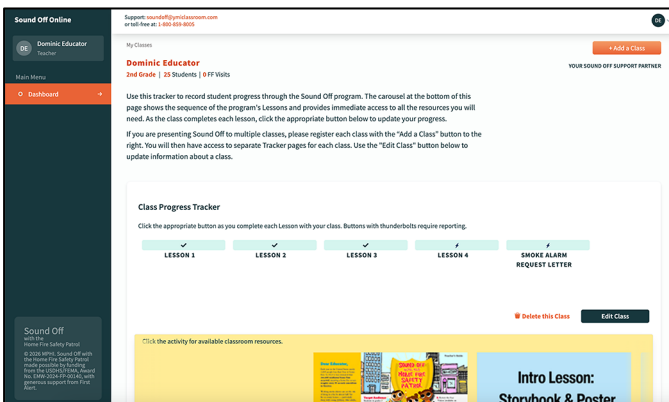
Additional Resources

Clicking the final carousel picture opens a page with links to take-home information for families on smoke and carbon monoxide alarms, links to the Sound Off Safety App, and a set of suggested physical activity games to supplement the Sound Off lessons. These resources are all available in English and Spanish.

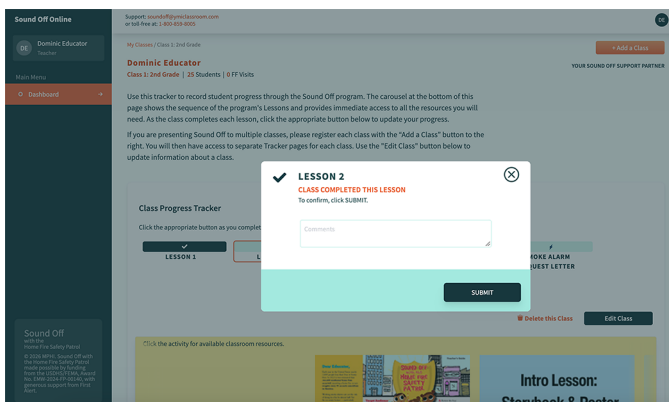


Class Progress Tracker Buttons

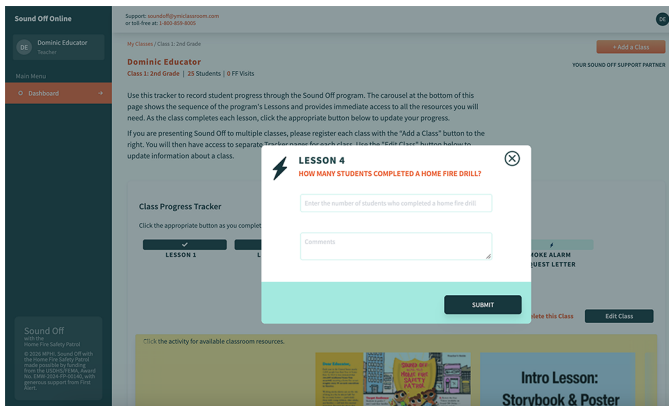
As you and your firefighter partner present Sound Off, please use the light teal buttons at the center of the Class Progress Tracker page to record your students' progress through the program. Sound Off Teams at the local, state, and national level need this information to gauge student and family engagement nationwide.



There are five buttons — one for each of the four Lessons and one for reporting on family response to the take-home Smoke Alarm Request Letter. This letter offers free smoke alarms to families that need them, installed by local firefighters, and a home safety visit to identify any potential home fire hazards. Your firefighter partner will provide copies of this letter for students to take home.

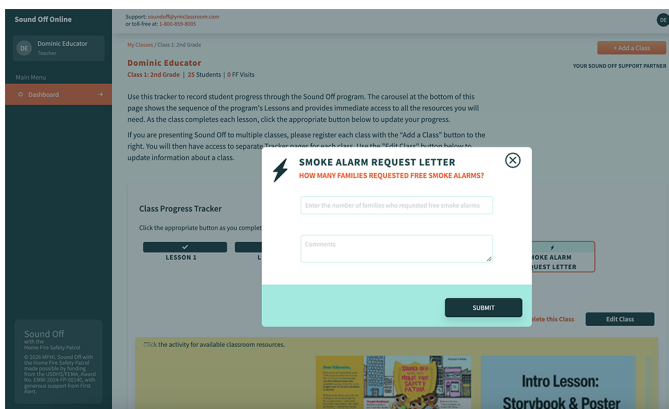


To report on your students' progress, simply click the appropriate button they complete each Sound Off Lesson. A pop-up will appear with space where you can log comments on the Lesson — ideas for improvement, unexpected obstacles that your students encountered, or examples of student enthusiasm and excitement. These comments will be accessible to your firefighter partner as well as to members of the Sound Off state and national team, who are all eager for your feedback.



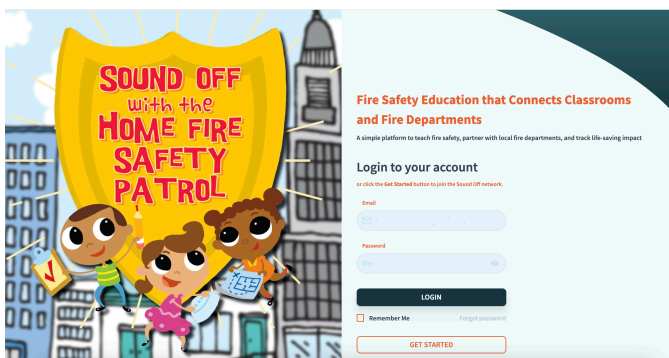
Note that two of the five tracker buttons are marked with a **lightning bolt** rather than a checkmark. These two buttons open a pop-up form that asks for additional information.

The pop-up for **Lesson 4** asks, How many students completed a home fire drill? Simply count up the number of clip-off slips your students brought back to class and enter that number.



The pop-up for the **Smoke Alarm Request Letter** asks, How many families requested free smoke alarms? Count the number of request forms your students have brought to class and enter that number.

When you click the Submit button on this pop-up form, a "Thank You" message displays saying, Your local Sound Off team has received your information. You can expect that your firefighter partner will soon be in touch to pick up the family request forms so the fire department can begin scheduling free smoke alarm installations.



www.sound-off-online.com

We hope you enjoy using Sound Off Online. The data you report through this system is essential for measuring Sound Off's impact in your school and your community, and we are grateful to you for helping us monitor the program in this way.

Please remember, if you ever need assistance with Sound Off Online, just send an email to **support @ymiclassroom.com**. We will be in contact to solve your problem promptly.