

THE MOST RESPONSIBLE JOB IN THE WORLD

# THE BABYSITTER

As a baby sitter you have one of the most responsible jobs in the world - you are in charge of a priceless possession. How you react to any emergency that could happen at any time will be determined by your preparedness and self-reliance.

To better prepare you to take over family responsibilities in a strange home, we have prepared this bulletin of safety suggestions and procedures.

We sincerely hope that you never experience an emergency. But if you ever do, you will find that preparedness and knowledge of basic prevention and protection may be the margin between life and death, for yourself and the children in your charge.

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State Fire Marshal  
Salem, Oregon

## YOUR PERSONAL SAFETY

Do not accept jobs from strangers without recommendations. As it is important for the parents to know the babysitter's training, integrity and background, it is equally important that the babysitter know the prospective employer.

It is not a good idea to "broadcast" where you are going to "baby sit." Undesirable people may come over or telephone you.

It is a good idea to make your own arrangements for transportation to and from a new job. This reduces the danger of being "picked-up" by a stranger or undesirable person or becoming lost in a strange neighborhood.

Take a flashlight along. Most homes have a flashlight, but few have one in good working order.

Let your parents know when to expect you home from the job. The duration of the job should be determined before accepting.

Try to arrange a pre-sitting interview with the parents to get acquainted with the children and pets. Learn the children's names and nicknames.



## BEFORE THE PARENTS LEAVE

Ask the parents to write down how and where to reach them. Include address and phone number, how to call the fire and sheriff departments and what to do in case of unexpected illness or accident including the family doctor's name and telephone number. (see suggested "Baby Sitters' memo")

Ask the parents for the name and phone number of a neighbor whom you might call for minor emergencies.

Write down the address of the home in which you are baby sitting. It is important that the fire department or the sheriff department receive the information correctly.

If the parents want you to treat minor cuts, scratches or burns, ask where the first aid supplies are kept.

Confirm the hour the parents expect to be home and have an understanding as to code knock or ring on the doorbell when they arrive.

Have the parents provide a paper and pencil for telephone messages. Always write the message down, as it is easy to forget. Do not give any more information than is absolutely necessary to people you do not know.

Have the parents show you ALL the sleeping rooms of the children, the hallways, stairways and outside exit doors. Figure out how you and the children can escape from the sleeping rooms without going into the main hall or using the main stairway. Look for a secondary exit, such as a rear stairway, interconnected rooms or possibly an adjacent porch or garage roof to use in emergency. Ask the parents if they have a fire escape route.

Learn the procedure in controlling the heating unit, furnace, stoves and the appliances that you will use during the job. Never attempt to operate any electric appliance with which you are not familiar or which you have not been authorized to use.

Do not throw trash or other foreign matter into the fireplace, stove, etc.

If there is no phone, have the parents explain other means of notifying the fire department in case of fire. You would be wise not to accept a job in a home without a telephone for emergencies.

## AFTER THE PARENTS LEAVE

Check and lock all outside doors and leave the keys in the locks on the inside of the doors. They are then secure and open easily from the inside in case of emergency.

Latch the windows and pull the shades on the first floor.



Never leave the children alone and never let them play with matches, knives or anything with which they may injure themselves. Playing with electric cords or electric appliances is dangerous at any time.

Try to keep the children out of the kitchen, basement and other danger areas. Always keep the children within sight while they are awake.

If the children are sleeping, look in on them often to be sure everything is all right.

Make frequent trips to the head of the basement stairs to note any signs of smoke or flame. This is especially important during extreme cold and winter.

Never smoke on your baby sitting jobs and remember that baby sitting is not a social event; visitors and refreshments are not in order unless the parents have given their permission.

If clothes catch fire - be quick. Don't let the child run. Throw him to the floor - roll him up in a rug, coat or blanket to smother the flames. Be sure the fire is out.

Remember that the telephone is the sitter's best protection and silent companion. It should not be used for social or unnecessary calls, as the parents may try to contact you to notify you of a change of plans or inform you of some other important matter.



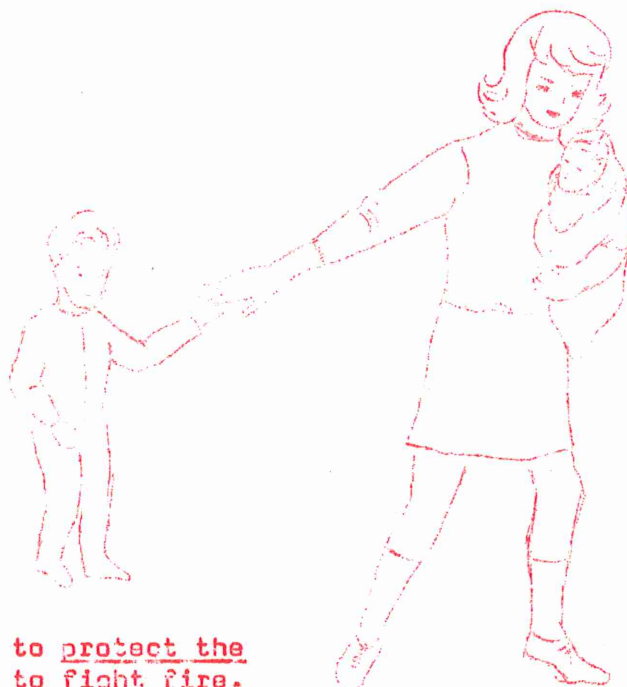
Keep awake, alert and watchful! Baby sitting time is not the time to catch up on your sleep, nor should you become so absorbed in TV, radio or books that you can't hear the children or noises in or outside the house.

## BEFORE THE FIREMEN ARRIVE

At the first sign of smoke or a fire, where no fire should be, or if you smell gas, get the children to a safe location outside the house immediately! If the fire occurs at night, do not take time to dress the children but wrap them in blankets and leave by the safest exit. If possible take the children to a neighbors house for warmth and protection. Immediately call the fire department or have the neighbor call the fire department.



Do not attempt to re-enter the house. Do not leave the children alone. Go to the closest house or the nearest phone to call the fire department.



You have been employed to protect the children, so do not attempt to fight fire. Remember, get the children out of the house and let the firemen fight the fire.

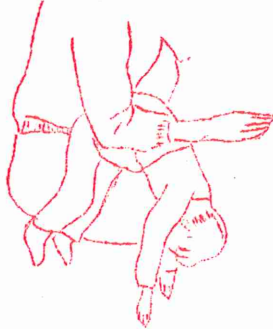
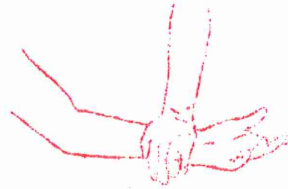
In the event of fire or suspected fire, close all doors as the rooms and building are evacuated. Even a closed flimsy basement stairway door or a closed kitchen door will momentarily confine the blaze long enough to permit escape and will cut down the draft.

Once you and the children are out of the house, STAY OUT! Remember: SMOKE IS MORE DEADLY THAN FIRE.

## BASIC FIRST AID FOR THE BABYSITTER

### BLEEDING

If bleeding, hold a thick, clean cloth (washcloth) on wound with pressure. Call parents and hospital right away. If thick cloth is not available apply pressure with hand.

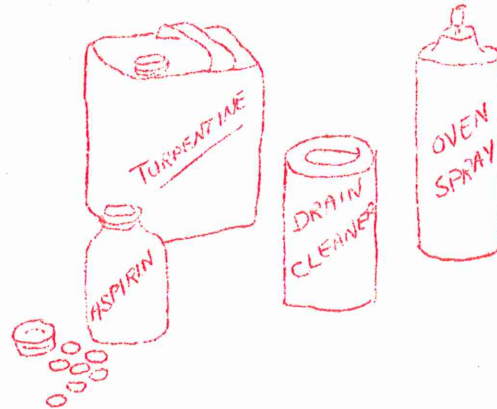


### CHOKING ON AN OBJECT

Sweep fingers through victims mouth to remove foreign matter. Don't give food or water. If breathing stops, turn victim over your lap and smack him on the back to loosen object. (Tell the parents if you suspect he swallowed something.)

### POISON

If the child swallows (or you suspect he has) a poison, HURRY Call the hospital. Have the poison container while calling hospital. Try to figure how much was taken.



### BITES (Animal or Reptile)

If skin is broken call the hospital.

### STINGS

Watch for after effects. Some children are allergic to stings. If child acts strange, call the hospital.

### SEVERE FALLS AND BROKEN BONES

Sometimes a hard bump can knock a child unconscious. Don't move him. Call hospital. Keep child warm with blanket. Do the same if there is (or you suspect) a broken bone.

### ELECTRICAL SHOCK

(Resulting from contact with electrical wires such as electrical cords) Separate person from the contact by means of a long dry stick (broom). Be sure your hands are dry and you are standing on a dry surface. Call the hospital. If victim is not breathing give mouth to mouth artificial respiration (see page 6)

### BURNS

If slight, run cold water over it. If a bad burn.....CALL HOSPITAL IMMEDIATELY.....and keep burn in cold water. DO NOT APPLY ANYTHING!

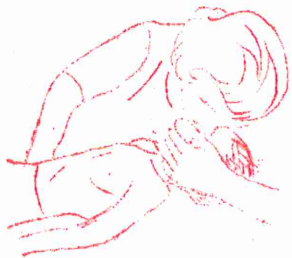
## MOUTH TO MOUTH ARTIFICIAL RESPIRATION

If there is foreign matter visible in the mouth, wipe it out quickly with your fingers.

Tilt the head back so the chin is pointing upward. Pull or push the jaw into a jutting-out position. Clear the airway by moving the tongue away from the back of the throat.



Open your mouth wide and place it tightly over the victim's mouth. At the same time pinch the victim's nostrils shut. Blow into the victim's mouth. (Air may be blown through the victim's teeth, even though they may be clenched) The first blowing efforts should determine whether or not obstructions exists.



Remove your mouth and listen for the return rush of air that indicates air exchange. Repeat the blowing effort. For an adult, blow vigorously at the rate of about 12 breaths per minute. For a child, take relatively shallow breaths appropriate for the child's size, at the rate of about 20 per minute.

If you are not getting air exchange, recheck the head and jaw position. If you still do not get air exchange, quickly turn the victim on his side and administer several sharp blows with side of hand, between the shoulder blades in the hope of dislodging foreign matter. Again sweep your fingers through the victim's mouth to remove foreign matter. Repeat above procedure until victim starts breathing or help arrives.

SUGGESTED BABY SITTER'S MEMO

(To be filled out before the parent leaves)

WE CAN BE REACHED AT:

NAME . . . . .

ADDRESS . . . . .

PHONE . . . . .

EMERGENCY TELEPHONE NUMBERS

FIRE DEPARTMENT . . . . . 623-2111

HOSPITAL . . . . . 623-2231

FAMILY DOCTOR (daytime) . . . . .

SHERIFF'S DEPARTMENT . . . . . 623-2611

NEIGHBOR

NAME . . . . .

PHONE . . . . .

TURN IN FIRE ALARM

**HURRY!** Call the Fire Department from nearest phone. Speak SLOWLY and CLEARLY. Give name and street address of residence you're working at, or give name of nearest neighbor. WAIT to answer any questions.

CONSENT FOR MEDICAL AID IN CASE OF EMERGENCY

(When out of town)

In case of emergency I give my consent for medical and/or surgical attention for my children.

Date . . . . .

Signed . . . . .