

Babysitter Notes:

In case of emergency:

We will be home at

You can call us at

If you can't reach us, call

at

Mealtime is

Bedtime is

We are at:

Snacks are:

Special Instructions:

Doctor's name

Phone

Police

Fire

Ambulance

Other



**IMPORTANT
PHONE NUMBERS**

POLICE _____

FIRE _____

POISON _____

AMBULANCE _____

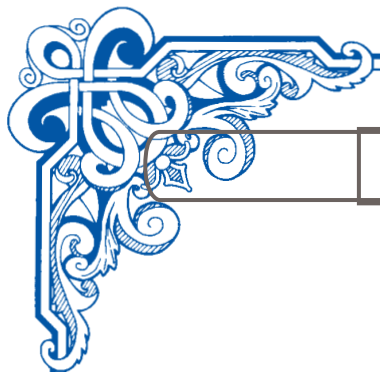
DOCTOR _____

OTHER _____

MEMOS

Please refer to detailed instructions

Green line denotes Inside Margin
Pink line denotes Outside Bleed Margin
Gray line denotes Die Cut



Please refer to detailed instructions

Green line denotes Inside Margin
Pink line denotes Outside Bleed Margin
Gray line denotes Die Cut



HELP YOUR BABY GROW

Birth to 3 Months

- Handle and rock your baby often.
- Talk, sing, and read to your baby.
- Place your baby on its back with colorful toys or pictures within their sight.
- Place a mobile over the crib for your baby to watch and bat.

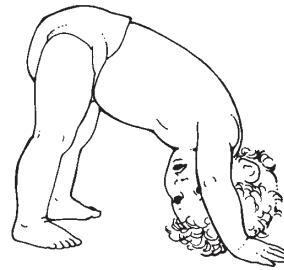
3 to 6 Months

- Let your baby see their reflection in a mirror.
- Play peek-a-boo. Count and kiss their fingers and toes.
- Introduce a floating toy or cup to their bath. Encourage them to reach for the toy and to splash in the water.
- Help your baby to roll from stomach to their back, tucking their arms under their chest and supporting their head.



6 to 9 Months

- With your pediatrician's approval, teach your baby to eat finger foods like cheese cubes, dry cereal, or pieces of banana in a high chair.
- Encourage your baby to pick up objects like rattles or blocks in both hands. Show your baby how to move objects from one hand to another, to knock down a stack of objects, to roll and catch a ball. Find a variety of toys they can push or slide.
- Show your baby pictures in a book while you describe the pictures.
- Recite nursery rhymes to your baby.



9 to 12 Months

- Play pat-a-cake with your baby. Encourage your baby when they initiate play.
- Provide your baby with stacking toys, blocks in a container, kitchen objects like pots and pans and plastic bowls with lids.
- Imitate sounds and show your baby how to repeat speech sounds.
- Encourage your baby to walk by helping them to learn how to get down after they pull themselves up and to move along the furniture.



12 to 15 Months

- Teach your baby to hold a spoon and to drink from a cup, using a plastic cup with two handles - and a bib.
- Encourage your baby to take first steps by going between two people or by moving toward a favorite toy held a step or two away from them.
- Play listening games to help identify sounds (the clock, cars, dog, television).
- Ask your baby to point to familiar objects as you name them.
- Provide a riding toy that your baby can use to scoot themselves forwards or backwards.

15 to 18 Months

- Your baby can help to remove their clothing - socks, hat, coat.
- Teach your baby to follow your directions to sit down or stand up.
- Show your baby how to brush their hair - and yours.
- Provide your baby with finger paints, puzzles, and scooping toys in a sandbox.
- Teach your baby to point to and name body parts on you, themselves, or pictures.

18 to 24 Months

- Identify shapes for your baby, using blocks, cake pans, and drawings.
- Teach your baby to zip and button.
- Help your baby to organize their world. Show them how to separate and sort- their socks from yours, boxes from cans, paper cups from paper plates.

You can help your baby learn to explore the world around them in a variety of ways. As you play with them, watch for their responses, encourage them to imitate you and to initiate play on their own.

Sanzo
SPECIALTIES

sanzospecialties.com

Health Emergency Notes

In Case of Serious Injury or Illness:

- **Call 911** (if available in your area) or call a doctor, a hospital, the POLICE or other emergency service immediately.
- Check patient for medical alert bracelet or wallet card indicating chronic diseases (for example, diabetes, epilepsy).
- Keep calm, give your name and location, briefly explain what has happened and ask what to do until help arrives.

First Aid Treatment:

- Get prompt professional help, if available. If you cannot get immediate help, the following safe measures may provide emergency relief.



Poisoning

In Case of Poisoning, contact the US National Poison Control Center at 800-222-1222.

- Call doctor, poison control center, hospital or emergency rescue unit PROMPTLY. Explain 1) what unusual symptoms the patient shows, 2) what substance may have been involved (trade name, manufacturer, label warning) and 3) patient's age, weight and general health.
- Make patient vomit if so directed by health professional, but not if:
 - Patient is drowsy, unconscious or is having fits.
 - Patient has serious heart condition.

- Swallowed poison is a strong corrosive (lye, acid, drain cleaner, etc.) or if a patient is rapidly losing consciousness.
- Petroleum distillates (except after specific medical advice).

Directions for making patient vomit:

- For child under 12 months, first get medical advice.
- For child age 1-10, give 1 tablespoon (1/2 ounce) of syrup of ipecac, followed by 4 to 8 ounces of water. If no vomiting occurs after 20 minutes, this dose may be repeated one time only.
- For person over age 10, give 2 tablespoons of syrup of ipecac, plus 4 to 8 ounces of water.
- Do not waste time waiting for vomiting, but transport patient, if indicated, to a medical facility. Bring package or container with intact label, plus basin in which to collect vomit.

Call for help promptly. Inhalation Poisoning (Gas, Fumes, Smoke)
Get patient into fresh air immediately. If breathing has stopped, apply artificial respiration (see below) and do not stop until patient is breathing well. Transport patient promptly to a medical facility or keep patient warm and quiet until emergency help arrives.

Medicine Tampering

Remember that medicine tampering, however unlikely, can and may occur. The best safeguard is common sense and reasonable care. Here are some suggestions:

- Inspect the outer packaging of medicine before you buy it, and the product inside when you open it at home.
- Don't use any product that shows even the slightest evidence of tampering or simply doesn't seem right to you.
- Never take medicine in the dark or in poor lighting. Look at the label and the medicine EVERY time you take a dose.
- Read the label. Medicine packages with tamper-resistant packaging features have a prominent statement on the label describing the tamper-resistant feature of the package.

Bleeding

Until emergency help arrives:

- When finger or hand pressure is inadequate to control bleeding, place a thick pad of clean cloth or bandage directly over wound, and hold in place with a belt, bandage, neckties, cloth strips, etc., taking care not to stop circulation to the rest of the limb.
- For injuries where a tie cannot be used-such as to the groin, back, chest, head, neck-place a thick pad of clean cloth or bandage directly over the wound and control bleeding with finger or hand pressure.
- If bones are not broken, raise bleeding part higher than the rest of the body.

Artificial Respiration

(Mouth-to-Mouth Breathing - In Cases Like Drowning, Electric Shock or Smoke Inhalation)

For Adults: Call 911, then:

- Open the airway by tilting the head and lifting the chin.
- Pinch the nose closed.
- Take a normal breath and cover the victim's mouth with your mouth and give two breaths.
- Blow for one second each.
- Watch for chest rise as you give each breath.

For Infants and Small Children:

- Provide artificial respiration as indicated in steps above for 2 minutes, then call 911.

Note: Please contact your local hospital or medical clinic for updated, more accurate information. In most areas, CPR instruction and training is available thru your local hospital and/or medical clinic.

Choking

- If the victim can make sounds and can cough loudly, stand by and let the victim cough.
- If you are worried about the victim's breathing, phone 911.
- If the victim cannot breathe, has a cough that is very quiet or has no sound, cannot talk or make a sound, cannot cry, has high pitched noisy breathing, has bluish lips or skin or makes the choking sign - Act quickly:
- **For Adults and Children Over 1 Year of Age**
 - Kneel or stand firmly behind the victim.
 - Wrap your arms around the victim so that your hands are in front.
 - Put the thumb side of your fist slightly above the belly button and well below the breastbone.

Broken Bones

In case of a suspected fracture to any part of the body, or if any injury to the neck or back is suspected, observe the following:

- Do not move patient without medical supervision, unless absolutely necessary, and then only if proper splints have been applied (see below).
- If patient with a suspected neck or back injury must be moved, keep the back, head and neck in a straight line, preventing them from being twisted or bent during movement. Use a board or stretcher to support the patient, if available.
- For other fractures, until emergency help arrives, take the following precautions:
 - Place the injured part in as natural a position as possible without causing discomfort to the patient.
 - If the patient must be moved to a medical facility, protect from further injury by applying splints long enough to extend well beyond the joints above and below the fracture. Use firm material - such as a board, pole or metal rod - as a splint.
 - Pad splints with clothing or other soft material to prevent skin injury.
 - Fasten splints with bandage or cloth at the break and at points along the splint above and below the break.

Eye Contamination

Remove any contact lenses. Hold eyelids open and rinse immediately with water. Continue flushing eye with gentle stream of water for at least 3 to 5 minutes. Call doctor, or poison control center of emergency department.

- Grasp the fist with your other hand and give quick upward thrust into the belly.
- Give thrusts until the object is forced out and they can breathe, cough or talk or until they stop responding.
- Encourage all choking victims who have received thrusts to contact their Healthcare Practitioner.

For Infants - Less than 1 Year Old

- If you cannot remove the object, the infant will stop responding. When the infant stops responding, follow these steps:
 1. Yell for help. If someone comes, send that person to dial 911.
 2. Place infant on a firm, flat surface. If possible, place the infant on a surface above ground, such as a table, which makes it easier to give CPR to the infant.
 3. Start the steps of CPR if you know how. Remember to look in the infant's mouth and remove any object you see before giving breaths. If you don't know CPR, phone 911 and dispatcher will tell you how.

Burns and Scalds

In Case of Burns and Scalds

- Immerse burned area immediately in tap or cool water or apply until you get medical help:
 - Immerse burned area immediately in tap or cool water or apply clean, cool, moist towels. Do not use ice.
 - Maintain treatment until pain or burning stops.
 - For exposure to chemicals, flush skin with plenty of running water, but only cover exposed area with a clean bandage if the chemical has caused a burn.
 - Avoid breaking any blisters that may appear.
 - Do not use ointments, greases, powders, etc.
 - If burns are extensive, keep patient quiet and treat for shock (see below). Get patient to doctor or hospital as soon as possible.
 - If patient is conscious, can swallow and does not have severe mouth burns, give plenty of water or other non-alcoholic liquids to drink.

Shock

Shock usually accompanies severe injury or emotional upset. The signs are cold and clammy skin, pale face, chills, confusion, FREQUENT nausea or vomiting, shallow breathing. Until emergency help arrives:

- Have patient lie down with legs elevated.
- Keep patient covered to prevent chilling or loss of body heat.
- Give non-alcoholic fluids if patient is able to swallow, unless abdominal injury is suspected.

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- Make patient vomit if so directed by health professional, but not if:
 - Patient is drowsy, unconscious or is having fits.
 - Patient has serious heart condition.
 - Swallowed poison is a strong corrosive (lye, acid, drain cleaner, etc.) or if a patient is rapidly losing consciousness.
- Swallowed poison contains kerosene, gasoline or other petroleum distillates (except after specific medical advice).

Directions for making patient vomit:

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- For child age 1-10, give 1 tablespoon (1/2 ounce) of syrup of ipecac, followed by 4 to 8 ounces of water. If no vomiting occurs after 20 minutes, this dose may be repeated one time only.
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- Grasp the fist with your other hand and give quick upward thrust into the belly.
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- If patient with a suspected neck or back injury must be moved, keep the back, head and neck in a straight line, preventing them from being twisted or bent during movement. Use a board or stretcher to support the patient, if available.
- For other fractures, until emergency help arrives, take the following precautions:
 - Place the injured part in as natural a position as possible without causing discomfort to the patient.
 - If the patient must be moved to a medical facility, protect from further injury by applying splints long enough to extend well beyond the joints above and below the fracture. Use firm material - such as a board, pole or metal rod - as a splint.
 - Pad splints with clothing or other soft material to prevent skin injury.
 - Fasten splints with bandage or cloth at the break and at points along the splint above and below the break.

Eye Contamination

Remove any contact lenses. Hold eyelids open and rinse immediately with water. Continue flushing eye with gentle stream of water for at least 3 to 5 minutes. Call doctor, or poison control center of emergency department.

FIRST AID FOR PETS

Attempt first aid only if you have specific instructions from your veterinarian to do so. Be sure you can handle your animal without risking your own safety. **CALL YOUR VETERINARIAN FIRST.**

APPROACHING YOUR PET

When your pet is injured or in pain, he may not recognize you. He may try to run away, bite you or scratch you so you must restrain him.

ACTION: Try calling your pet. If this fails try to place a blanket over him and put him on a leash. In all cases keep a cat's feet covered! Next see if your pet is breathing. If so, muzzle him and check for bleeding and signs of shock or overheating. Do not muzzle a dog who exhibits difficulty breathing or is heavily panting. Do not try to muzzle a cat. If there is an irregularity in breathing pattern-either too fast or too slow or both, remove the collar and clear the nose and throat of any obstructions. **Call your veterinarian at once.** If your pet is not breathing at all, you may have to try artificial or mouth-to-nose breathing.

Artificial respiration: Lay your pet on his side and pull the tongue forward. Pull the head and neck forward. Place your hands over the animal's ribs, push down on the chest and release. **Warning:** Do not press too hard. You might damage the animal's ribs.

Mouth to nose breathing: Lay the dog on his side. Use a clean cloth to remove any blood, saliva or vomit in the nose or mouth. Pull the tongue forward. Give the dog 8 to 10 breaths of air per minute. Stop when he begins to breathe on his own. If the dog vomits or makes a rattling type sound, lift the back legs slightly above the level of the head to help drain the fluids. **(Do not attempt if there is a back injury).** **For Cat:** Lay on side, and remove fluids as with dog. Pull the tongue forward & close his mouth so that the tongue is between the front teeth. Place your mouth over the nose & blow 2 to 5 seconds or until you see the chest rise. Rest 2 or 3 seconds and repeat.

SHOCK

Shock is a life-threatening emergency. It can be difficult to recognize because it may occur hours after an accident. When shock occurs it can do great damage to the cardiovascular system and brain. **Consult your veterinarian immediately.**

Signs of shock: Rapid or feeble heartbeat; rapid, shallow breathing; pale pink or white gums; body cold to touch; confusion or unconsciousness.

Action: **Do not waste any time getting your pet to the vet. On the way be sure to do the following:**

- ▼ Keep your pet warm by wrapping him in a blanket. Make sure the head is lower than the rest of the body.
- ▼ Keep your pet calm. Talk to him or stroke him.
- ▼ Loosen the collar and clear his mouth of any visible blood, vomit or saliva.
- ▼ Administer mouth-to-nose or artificial respiration if instructed by your veterinarian.

BLEEDING

If your pet is bleeding, apply direct pressure to the wound with a clean cloth or gauze pad. When the pad becomes saturated, do not remove it; instead, put another one on top of it. Anchor the pad with tape or gauze strips, and continue pressure while on the way to the veterinarian.

Mouth and nose bleeding: Place a cold compress or ice pack on the bleeding area. A minor nosebleed should stop within 5 minutes. See your veterinarian if bleeding continues for a longer period of time.

Vomiting blood: This is an indication that your pet may be injured internally. Contact your veterinarian immediately.

Superficial cuts: Clean the wound with hydrogen peroxide and apply compression. If bleeding continues, contact your veterinarian.

POISONING

Signs of poisoning: Salivating, retching, vomiting, weakness, bleeding, muscle twitching, seizures & collapse.

Action: Contact your veterinarian immediately. If the veterinarian is not available, call the local poison control center for assistance. If your pet is licking his coat, he could be ingesting the poisonous substance. Hold your pet down and wash his coat. Your veterinarian may instruct you to make your pet vomit. If so, use hydrogen peroxide undiluted and a children's bulb syringe. **Warning: Never make your pet vomit if he has ingested any caustic solutions, such as lye. These will burn him a second time as they come up.**

HEATSTROKE

Contact your veterinarian. Heatstroke can lead to shock, convulsions, brain damage or death.

Causes for heatstroke: Leaving your pet in a hot or unventilated car, cage, room or outside without shade.

Signs: Thick, stringy saliva, panting, noisy respiration, tongue hanging out, collapse, or unconsciousness.

Action: Douse your pet with a lot of cold water. Use a garden hose or place him in a bathtub and run cold water over him. A cold compress to the head will reduce the chance of brain damage.

CHOKING AND OBSTRUCTIONS

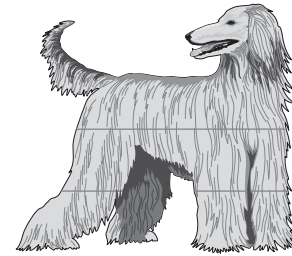
See your veterinarian immediately. Most objects swallowed must be surgically removed.

Maturing Adult Pets

The senior dog and cat have a special place in all of our hearts. They've proven their loyal friendship all these years, and their longevity is living testament to the good care and attention you've given them day in and day out. Keep them happy and healthy with a few special guidelines . . .

PROPER DIET As animals age, the type of food you feed can really make a difference in their well-being.

The ability to process nutrients from the food and handle metabolic by-products can diminish with age, so the proper diet becomes very important for them. It's during the elder years that the metabolism slows down and caloric needs actually decrease. Additionally, it is important to maintain proper body weight. Obesity is unhealthy in any pet, but is especially harmful to the "senior's" heart and other organs. Also, since many older animals start to show signs of arthritis and joint discomfort, unwanted weight gain is especially discouraged. Feed a diet specifically formulated for older dogs and cats.



DENTAL EXAMS Check the teeth on a regular basis. The teeth and gumline undergo a significant amount of wear through years. Tooth decay, tooth loss and serious gum infection become common problems we see at our hospital. If left untreated, bacteria from the mouth can spread into the pet's bloodstream, causing infections of other organs, such as the heart, liver and kidney. The beginning sign of tooth or gum disease is often a "bad breath" that an animal has. If you detect this in your pet, a dental examination would be recommended.

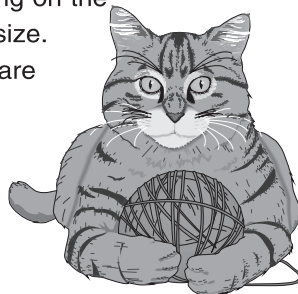
PHYSICAL EXAMS Routine veterinary check-ups are important for any stage of life, but even more so for the older pet. Naturally with age, many changes are taking place in the body. Indeed, many maladies that were once easily tolerated before are now more noticeable because the body has a little less resiliency. Symptoms such as "muscle stiffness," "increased thirst" and other changes start to surface. With regular contact between owner and veterinarian, we can all do a better job of managing the effects of these changes and improve the chances of a longer and happier life for your pet.

THE LATER YEARS — Care for the Older Pet

At what age is my pet "old"?

The life span of a dog or cat is short compared to humans, and change occurs rapidly. Though 4 or 5 is young for you, it is technically middle-aged for many dogs, and ages 7 to 9 are usually considered "senior," depending on the dog's breed and size.

For cats, 7 to 10 are considered middle-aged and over 10 are the "senior" years of the life cycle.



What are the effects of aging?

As dogs and cats get older their bodies change, even though they may not act noticeably different. Most of these changes are a result of deteriorating body functions such as obesity, arthritis, kidney disease, heart disease, tooth & gum disease, liver disease, behavioral changes, diabetes mellitus, or impaired senses (hearing, sight and smell).

REMEMBER

Mature pets need special attention. Contact your local veterinarian with any questions regarding their care.



TABLE OF WEIGHTS AND MEASUREMENTS

Metric System

U.S. Customary System

LINEAR MEASURE

10 Millimeters	=	1 Centimeter
10 Centimeters	=	1 Decimeter
10 Decimeters	=	1 Meter
10 Meters	=	1 Dekameter
10 Dekameters	=	1 Hectometer
10 Hectometers	=	1 Kilometer

LINEAR MEASURE

12 inches	=	1 foot
3 feet	=	1 yard
5½ yards	=	1 rod
40 rods	=	1 furlong
8 furlongs	=	1 mile
3 land miles	=	1 league

AREA MEASURE

100 Sq. Millimeters	=	1 Sq. Centimeter
10,000 Sq. Centimeters	=	1 Sq. Meter
1,000,000 Sq. Millimeters	=	1 Sq. Meter
100 Sq. Meters	=	1 Are (a)
100 Ares	=	1 Hectare (ha)
100 Hectares	=	1 Sq. Kilometer
1,000,000 Sq. Meters	=	1 Sq. Kilometer

AREA MEASURE

144 sq. inches	=	1 sq. foot
9 sq. feet	=	1 sq. yard
30¼ sq. yards	=	1 sq. rod
160 square rods	=	1 acre
640 acres	=	1 sq. mile
1 sq. mile	=	1 section
36 sections	=	1 township

VOLUME MEASURE

1 liter	=	0.001 cubic meter
10 milliliters	=	1 centiliter
10 centiliters	=	1 deciliter
10 deciliters	=	1 liter
10 liters	=	1 dekaliter
10 dekaliters	=	1 hectoliter
10 hectoliters	=	1 kiloliter

LIQUID MEASURE

4 gills (2 cups)	=	1 pint
2 pints	=	1 quart
4 quarts	=	1 gallon

DRY MEASURE

2 pints	=	1 quart
8 quarts	=	1 peck
4 pecks	=	1 bushel

WEIGHTS

10 milligrams	=	1 centigram
10 centigrams	=	1 decigram
10 decigrams	=	1 gram
10 grams	=	1 dekagram
10 dekagrams	=	1 hectogram
10 hectograms	=	1 kilogram
1,000 kilograms	=	1 metric ton

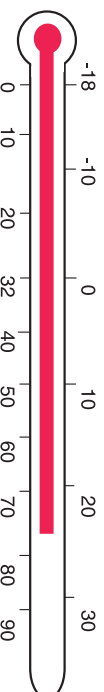
WEIGHT

27 11/32 grains	=	1 dram
16 drams	=	1 ounce
16 ounces	=	1 pound
100 pounds	=	1 hundredweight
20 hundredweight	=	1 ton

Kitchen Measurements

3 tsp. = 1 tbsp.	5 1/3 tbsp. = 1/3 cup	2 cups = 1 pint	2 pints = 1 quart
4 tbsp. = ¼ cup	16 tbsp. = 1 cup	4 cups = 1 quart	4 quarts = 1 gallon

Temperature



Conversion Table

To Convert	Into	Multiply By	To Convert	Into	Multiply By	To Convert	Into	Multiply By
Centimeters	Inches	.394	Kilograms	Grams	1000	Miles	Feet	5280
	Feet	.0328		Ounces	35.274		Yards	1760
	Meters	.01		Pounds	2.205		Kilometers	1,609
	Millimeters	10			3281	Ounces	Grams	28.35
Feet	Centimeters	30.48	Kilometers	Feet	1000		Pounds	.0625
	Inches	12.00		Meters	.621		Kilograms	.028
	Meters	.3048		Miles	1093.666	Pints	Liters	.473
	Miles	.0001894		Yards	4.226		Quarts	.50
	Yards	.333	Liters	Cups	2.113		Gallons	.125
	Pints	8.0		Pints	.264	Pounds	Grams	453.59
	Liters	3.785		Gallons	1000		Ounces	16.0
	Quarts	4.0		Milliliters	1.057		Kilograms	.454
Gallons				Quarts				
						Quarts	Pints	2.0
Grams	Ounces	.035					Liters	.946
	Pounds	.002	Meters	Centimeters	100		Gallons	.25
	Kilograms	.001		Feet	3.281		Inches	36.00
Inches	Centimeters	2.54		Miles	.0006214	Yards	Feet	3.00
	Feet	.0833		Millimeters	1000		Meters	.914
	Meters	.0254		Yards	1.094		Miles	.0005682
	Yards	.0278						



Household Hazardous Wastes:

ABRASIVE POWDERS

Rub area with lemon dipped in borax, rinse and dry.

AMMONIA-BASED

Mix vinegar, salt and water for surface areas. Baking soda and water for bathroom tiles.

CHLORINE BLEACH

Half-cup sodium hexametaphosphate per 20 litres water.

DISINFECTANTS

Half-cup borax in 4.5 litres of water.

DRAIN DECLOGGERS

1 - 2 handfuls baking soda, half-cup vinegar, allow to set for 1 hr., run water.

FLOOR & FURNITURE POLISH

Mix 1:2 parts lemon juice to olive or vegetable oil.

LYE-BASED OVEN CLEANERS

Baking soda and water.

METAL CLEANERS

Rub flour over surface with dry cloth.

RUG & UPHOLSTERY CLEANERS

Sprinkle dry cornstarch and vacuum.

SILVER POLISHES

Soak in boiling water with baking soda, salt and piece of aluminum.

TOILET CLEANERS

Toilet brush and baking soda.

WINDOW, GLASS, PLASTIC CLEANERS

Mix 2 tbsp. vinegar in 1.1 litres water in an empty spray bottle.

Household hazardous wastes, if not disposed of properly, can be harmful to human health and the natural environment. Store hazardous wastes securely for delivery to a household hazardous waste collection depot nearest your home - or better yet, use alternatives, as listed below.

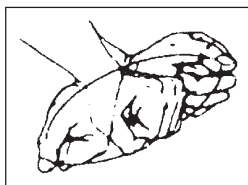
HOME FIRE SAFETY

How To Make Your Home Fire Safe

Safe Practices

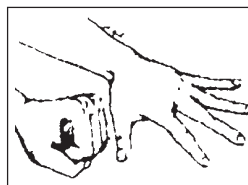
- ☐ Install *at least* one smoke detector on each floor of your home.
- ☐ Vacuum smoke detectors monthly to keep them dust-free.
- ☐ Inspect detectors monthly to ensure that batteries and lights work.
- ☐ Make sure that security gates and window guards can be opened easily from within the home.
- ☐ Establish escape routes from every floor of your home and know where to meet outside.
- ☐ If you do not have a fire-escape, keep portable escape ladders on the upper floors of your home.
- ☐ Have regular home fire drills.
- ☐ Keep a multi-purpose fire extinguisher on each level of your home - and learn how to use it.
- ☐ In the event your clothing should catch fire, *stop* what you're doing, *drop* to the floor, and *roll* around until flames are extinguished.

PREVENTING REPETITIVE MOTION PROBLEMS



Wrist Rotation

Make a fist and rotate your entire hand (from the wrist) in one direction. Repeat 15 times. Switch directions and repeat 15 times. Then, release your hands, and with fingers extended, do the same rotations.



Hand Stretch

Make a fist, then extend your fingers as far apart as possible. Hold for about 10 seconds. Relax. Repeat the entire sequence 5 - 10 times until hands and fingers feel relaxed.

TECHNIQUES FOR SAFE LIFTING

Tips To Remember

In addition to these techniques, remember to make sure that your footing is firm when lifting and that your path is clear. And be sure to use the same safe techniques when you set your load down. It takes no more time to do a safe lift than it does to do an unsafe lift, so why not play it safe and lift it right?



1. Tuck Your Pelvis

By tightening your stomach muscles you can tuck your pelvis which will help your back stay in balance while you lift.

2. Bend Your Knees

Bend at your knees instead of at your waist. This helps you keep your center of balance and lets the strong muscles in your legs do the lifting.



3. "Hug" The Load

Try to hold the object you're lifting as close to your body as possible, as you gradually straighten your legs to a standing position.

4. Avoid Twisting

Twisting can overload your spine and lead to serious injury. Make sure your feet, knees, and torso are pointed in the same direction when lifting.



27 Things to Help You Survive An Earthquake

Californians are constantly aware of the potential of an earthquake creating damage and dangerous conditions. If we don't properly prepare, the next quake may cause greater personal damage than necessary. •The items listed below won't stop the next earthquake, but they may help you survive in a better way.

3 Things You Need to Know

1. How to turn off gas, water and electricity.
2. First aid.
3. Plan for reuniting your family.

4 Basics to Do During an Earthquake

1. STAY CALM.
2. Inside: Stand in a doorway, or crouch under a desk, table, or in a corner, away from windows or glass dividers.
3. Outside: Stand away from buildings, trees, telephone and electric lines.
4. On the road: Drive away from underpasses/overpasses; stop in safe area; stay in vehicle.

6 Basics to Do After an Earthquake

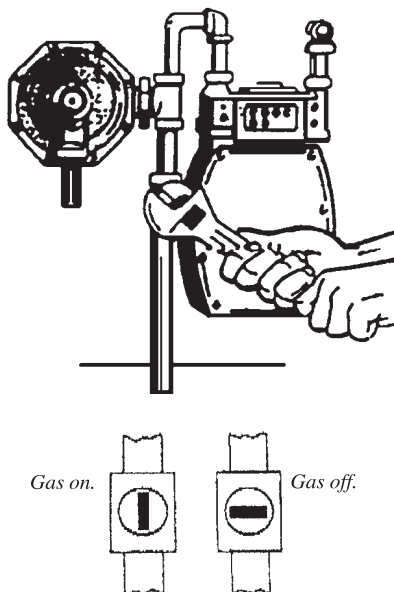
1. Check for injuries -- provide first aid.
2. Make safety inspection,
 - Check for gas, water, sewage breaks.
 - Look for downed electric lines and shorts.

-Turn off appropriate utilities.
-Check for building damage and potential safety problems during after shocks, such as cracks around chimney and foundation.

3. Clean up dangerous spills.
4. Wear heavy-soled shoes to avoid cuts from broken glass.
5. Turn on radio and listen for instructions from public safety agencies.
6. Use the telephone only for emergencies.

If You Smell Gas

Your gas can be turned off at the main shut-off valve next to your gas meter. Using a wrench or other suitable tool, give the valve a quarter turn in either direction; the valve is closed when the tang (the part you put the wrench on) is crosswise to the pipe. (See illustration.)



14 Survival Items to Keep on Hand

1. Portable radio and flashlight with extra batteries.
2. Earthquake straps around your water heater.
3. First Aid Kit - including specific medicines needed for members of your household and first aid instructions.
4. Survival guide in telephone book.
5. Fire extinguisher.
6. Adjustable wrench for turning off gas and water if evidence of leak.
7. Smoke detector properly installed.
8. Portable fire escape ladder for homes/apartments with multiple floors.
9. Bottled water sufficient for each member of household.
10. Canned and dried foods sufficient for a week for each member of household. Note: Both water and food should be rotated into normal meals so as to keep freshness. Canned goods have a normal shelf-life of one year for maximum freshness.
11. •Non-electric can opener.
12. Portable stove such as butane or charcoal. Note: Use of such stove should not take place until it is determined that there is no gas leak in the area. Charcoal should be burned only out of doors. Use of charcoal indoors will lead to carbon monoxide poisoning.
13. Matches.
14. Telephone numbers of police, fire, doctor and local PG&E office.

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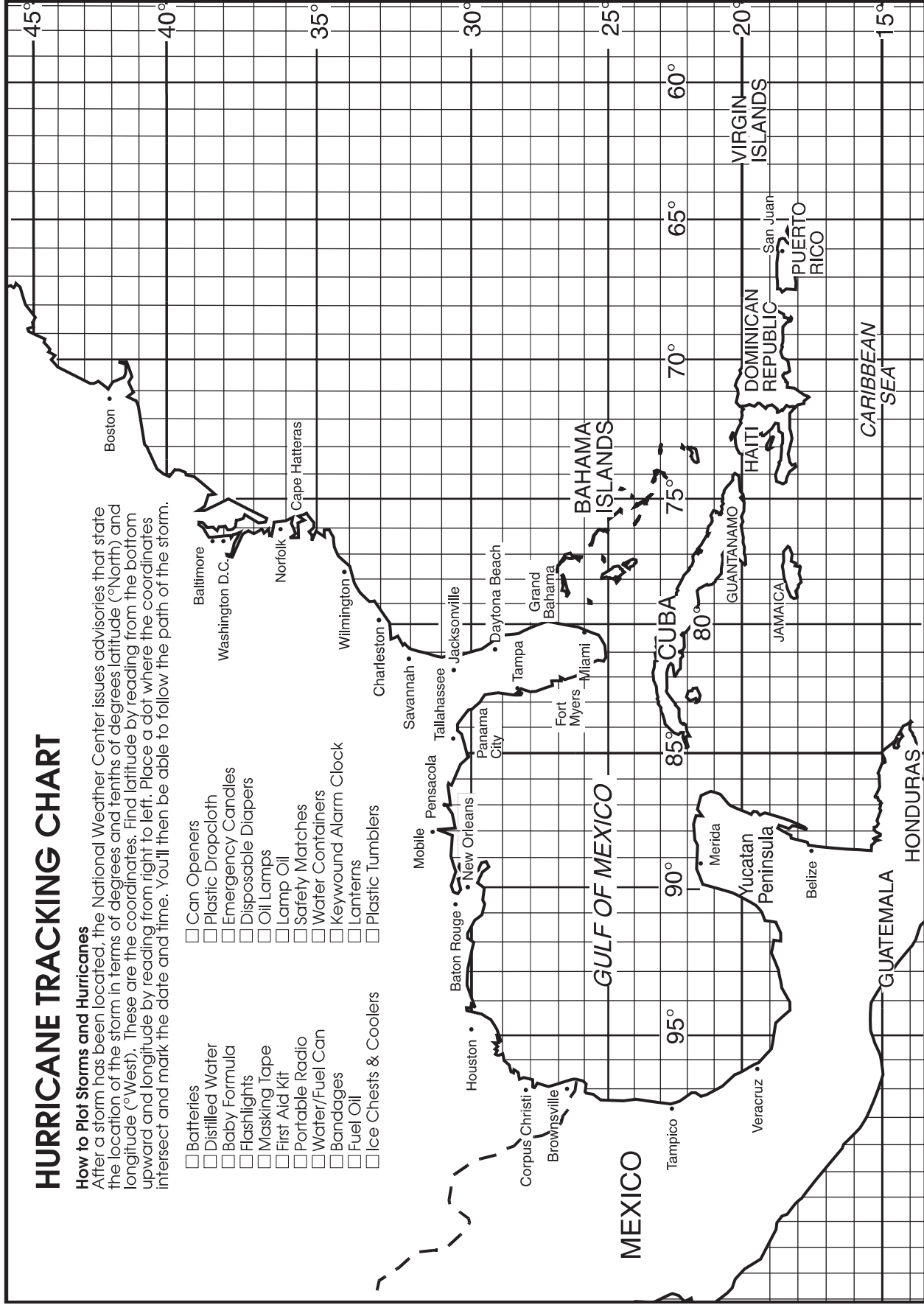
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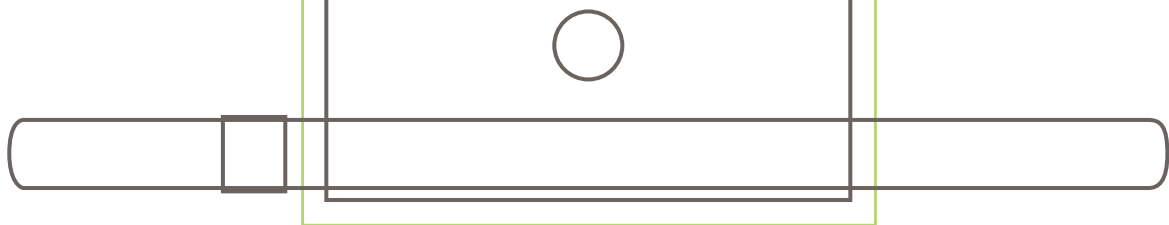
HURRICANE TRACKING CHART

How to Plot Storms and Hurricanes

After a storm has been located, the National Weather Center issues advisories that state the location of the storm in terms of degrees and tenths of degrees latitude (°North) and longitude (°West). These are the coordinates. Find latitude by reading from the bottom upward and longitude by reading from right to left. Place a dot where the coordinates intersect and mark the date and time. You'll then be able to follow the path of the storm.

- | | |
|---|---|
| ☐ Batteries | ☐ Can Openers |
| ☐ Distilled Water | ☐ Plastic Dropcloth |
| ☐ Baby Formula | ☐ Emergency Candles |
| ☐ Flashlights | ☐ Disposable Diapers |
| ☐ Masking Tape | ☐ Oil Lamps |
| ☐ First Aid Kit | ☐ Lamp Oil |
| ☐ Portable Radio | ☐ Safety Matches |
| ☐ Water/Fuel Can | ☐ Water Containers |
| ☐ Bandages | ☐ Keywound Alarm Clock |
| ☐ Fuel Oil | ☐ Lanterns |
| ☐ Ice Chests & Coolers | ☐ Plastic Tumblers |



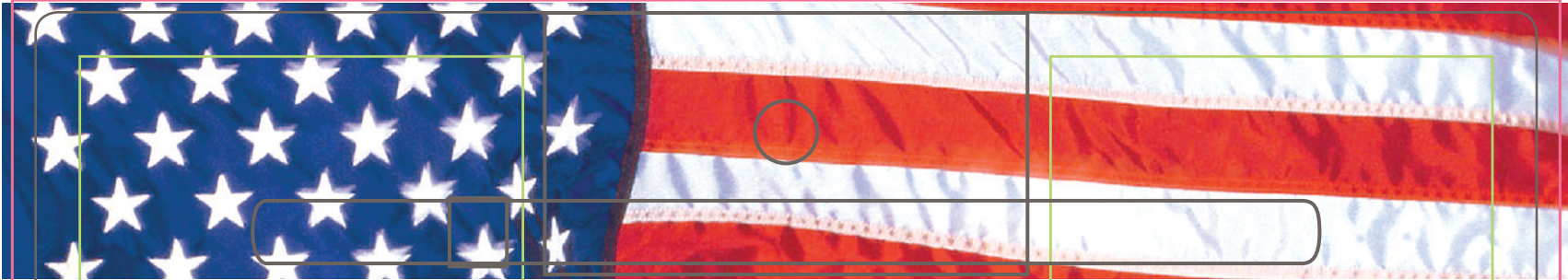


EMERGENCY NUMBERS

POLICE _____ AMBULANCE _____
FIRE _____ PHYSICIAN _____

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Gray line denotes Die Cut



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POLICE

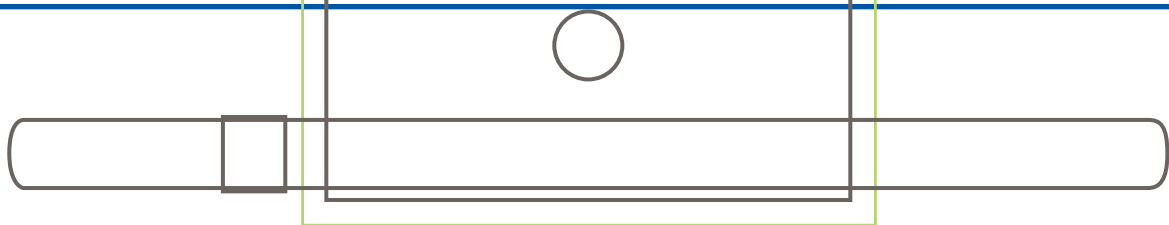
EMERGENCY

AMBULANCE

FIRE

NUMBERS

PHYSICIAN



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PHYSICIAN

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HEALTH INFORMATION CENTER

HEALTH CARE PROVIDERS

Name	Phone
Doctor	
Doctor	
Church	
Dentist	
Pharmacy	
Insurance Co.	
ID No.	Group No.

MEDICATIONS

ALLERGIES

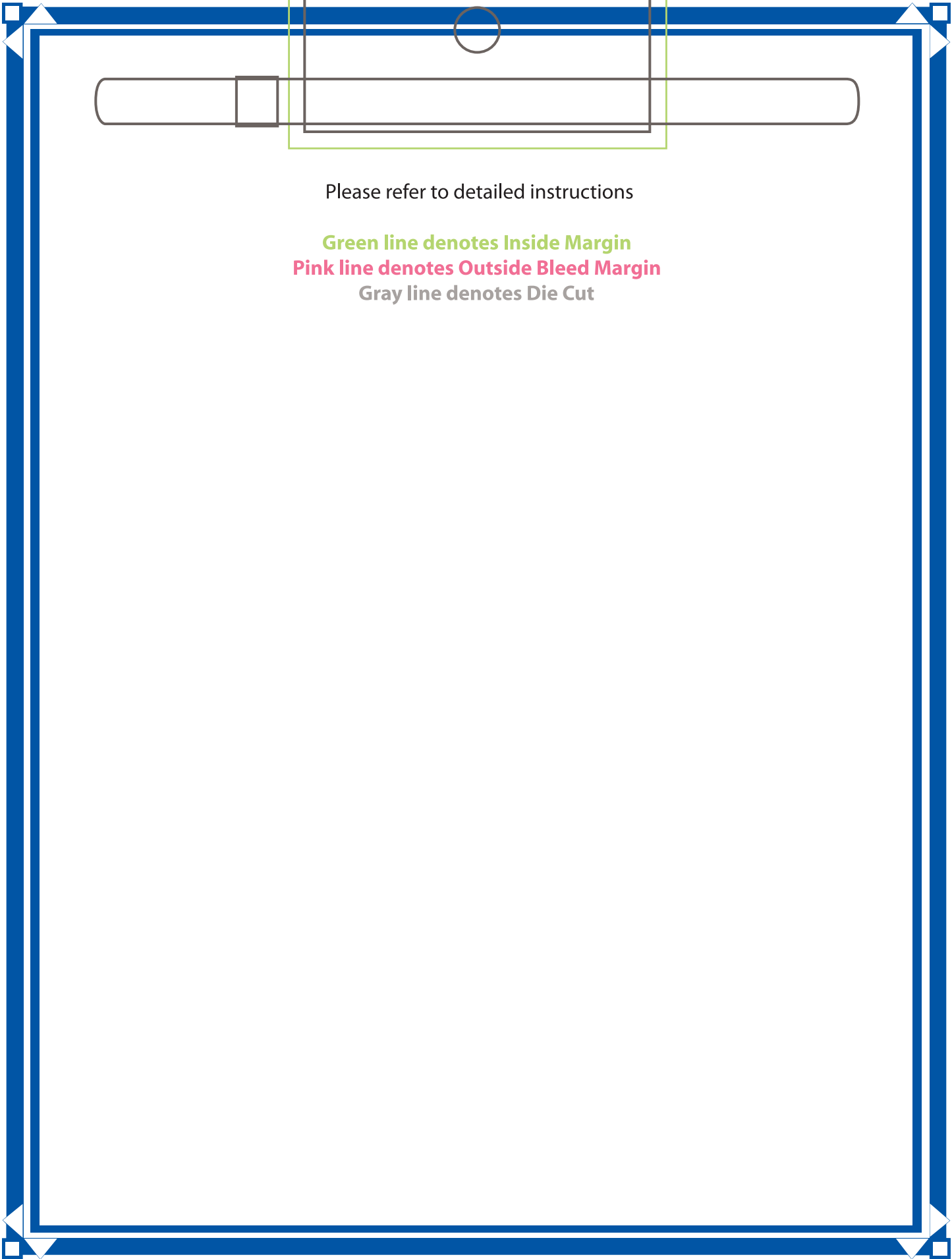
FRIENDS-RELATIVES

EMERGENCY NUMBERS

Police
Fire
Ambulance
Poison

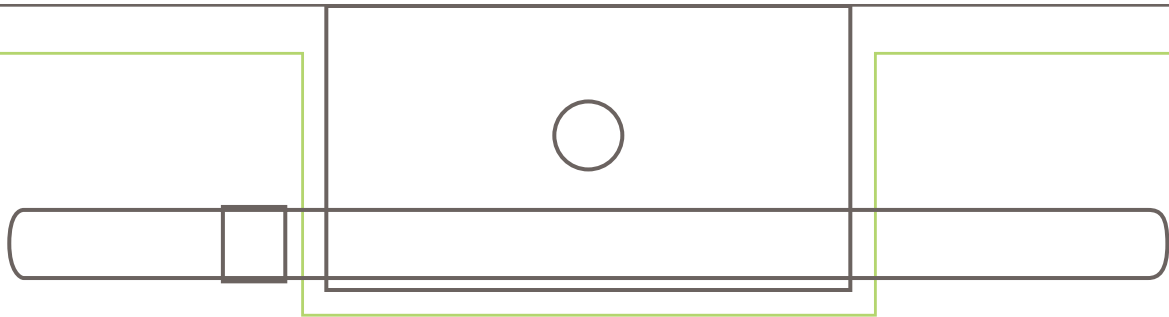
TWO WEEK APPOINTMENT CALENDAR

MON. ☐	MON. ☐
TUES. ☐	TUES. ☐
WED. ☐	WED. ☐
THUR. ☐	THUR. ☐
FRI. ☐	FRI. ☐
SAT. ☐	SAT. ☐
SUN. ☐	SUN. ☐



Please refer to detailed instructions

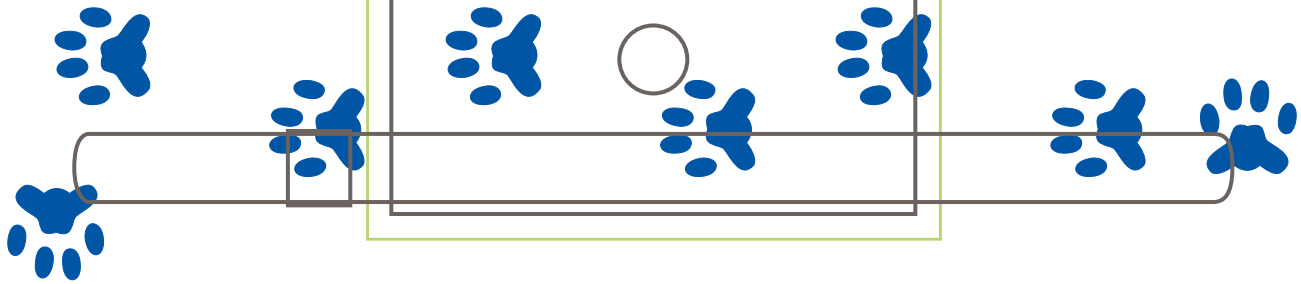
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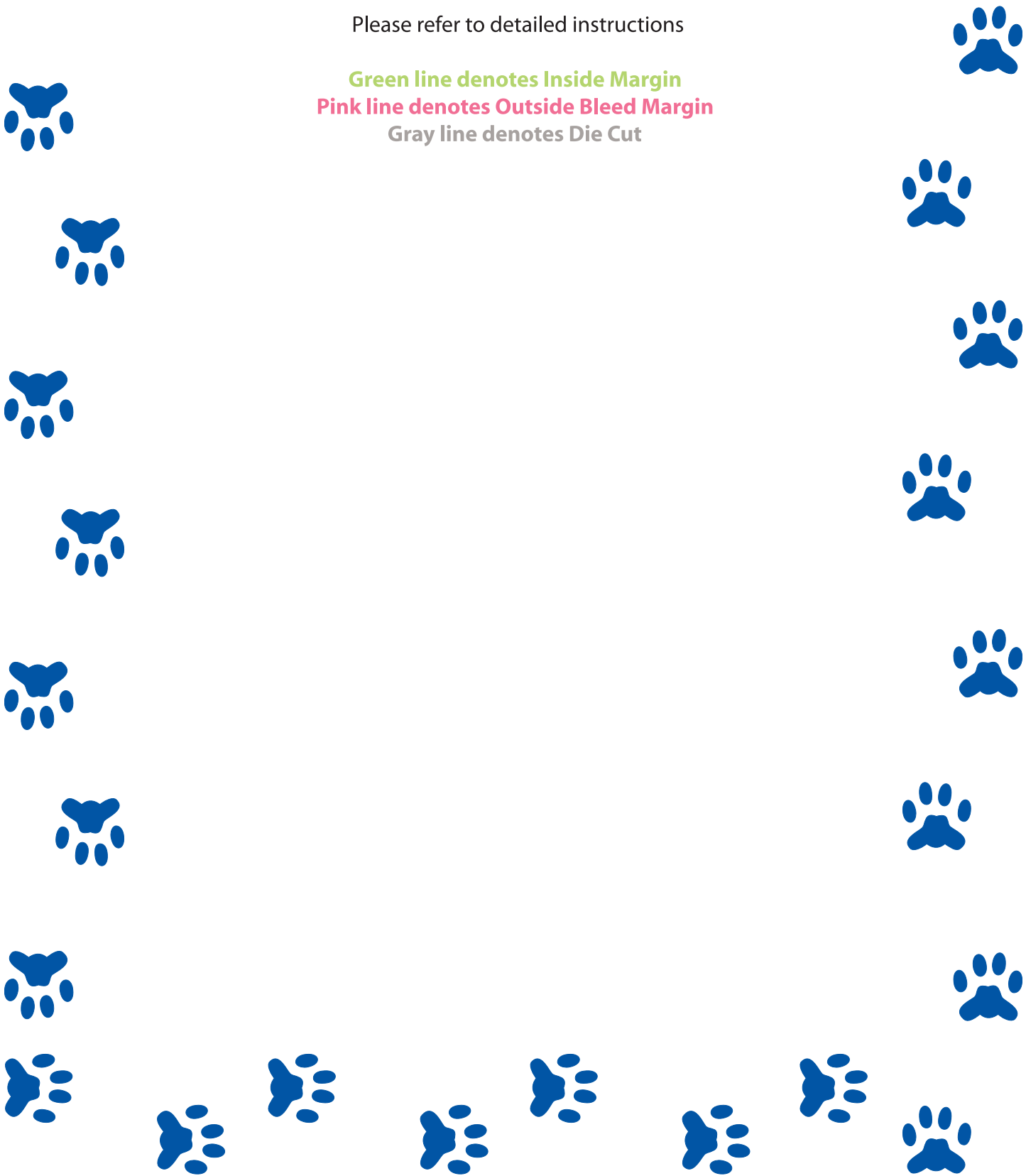
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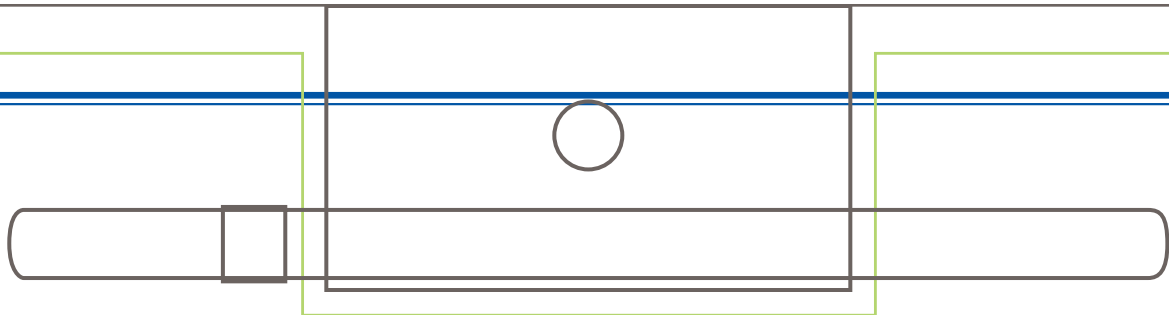
SUN	MON	TUE	WED	THUR	FRI	SAT



Please refer to detailed instructions

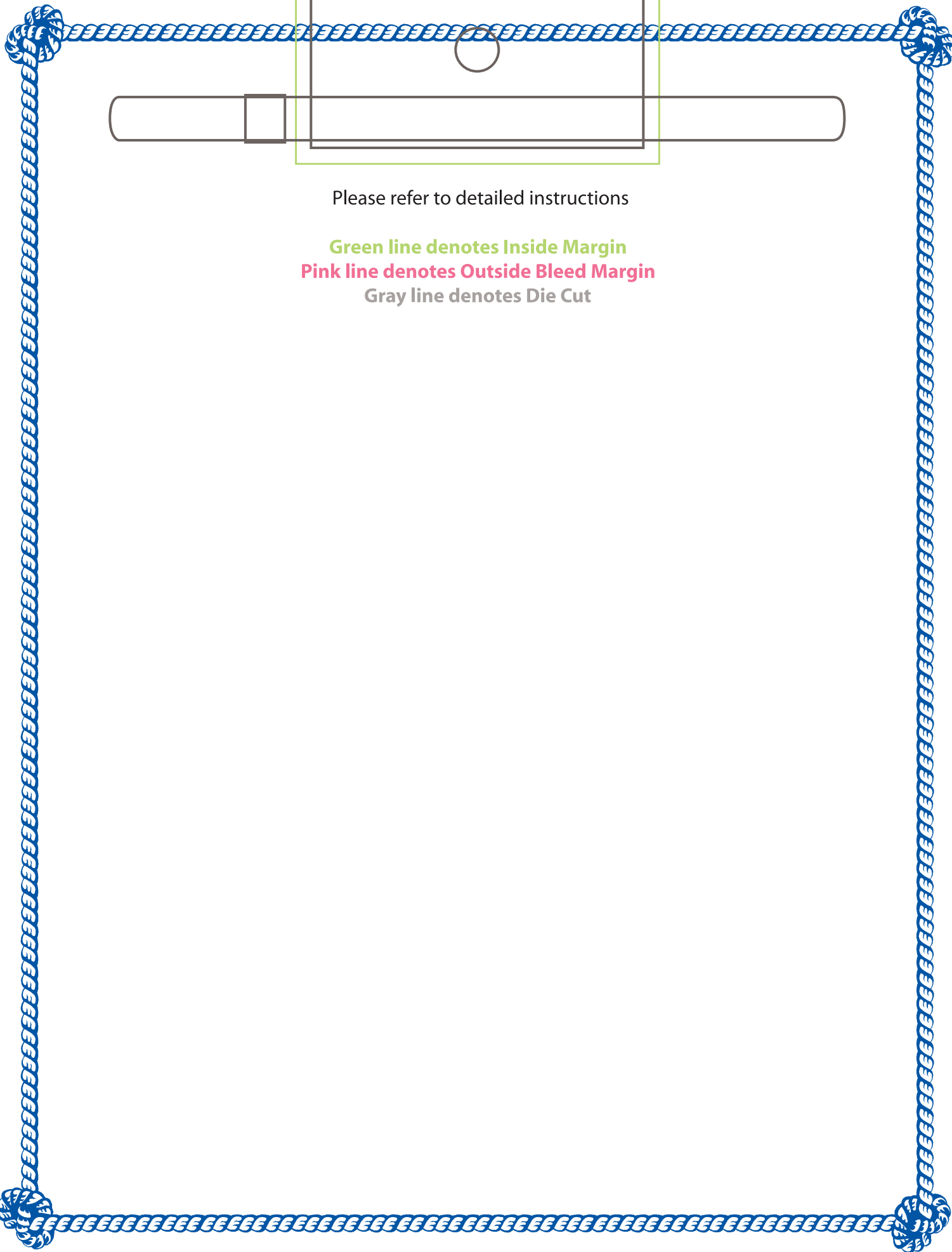
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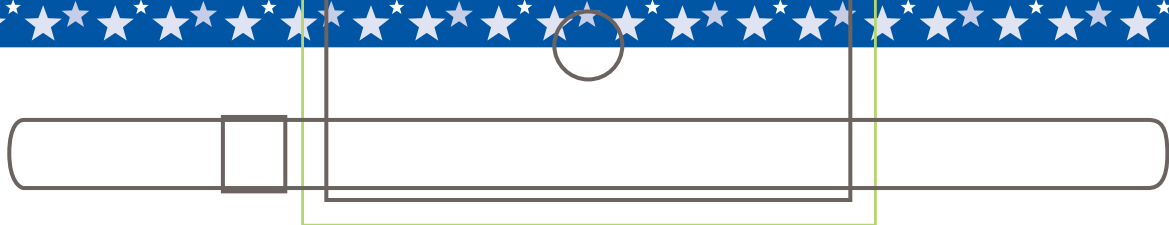
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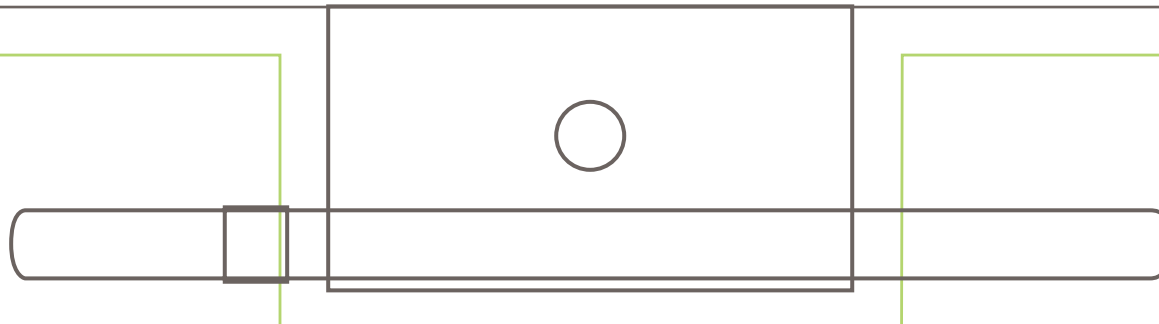


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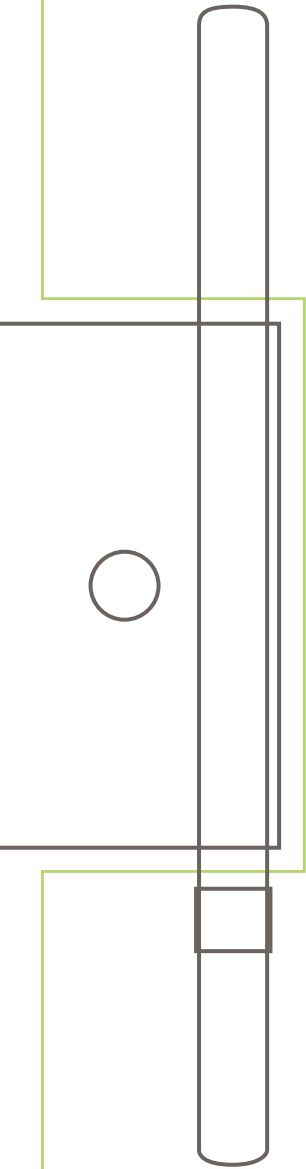


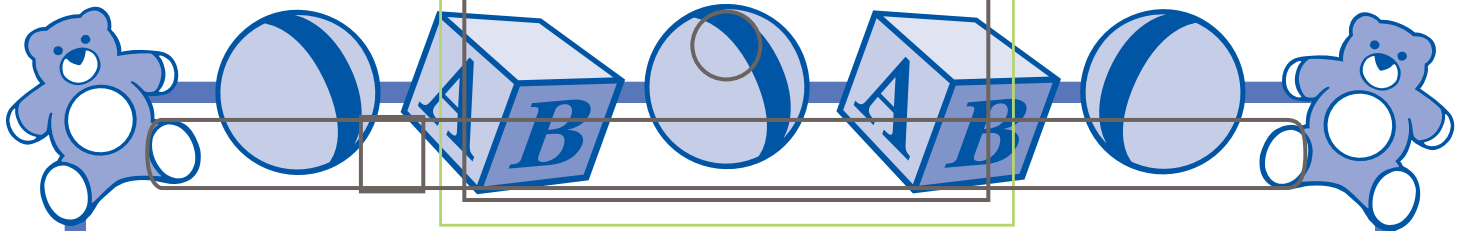
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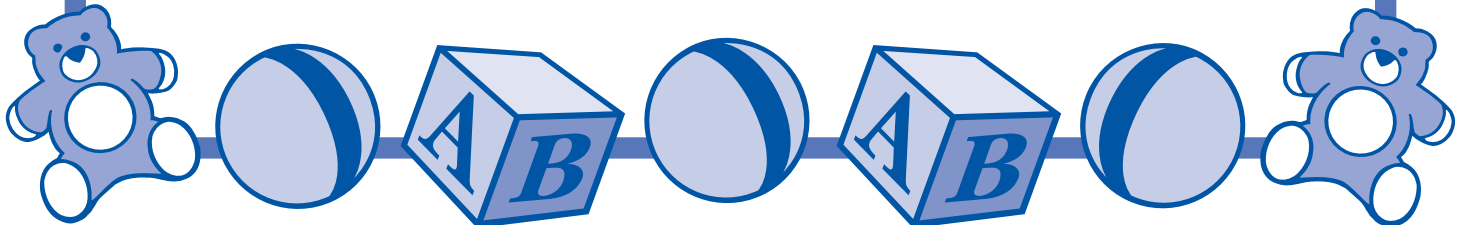
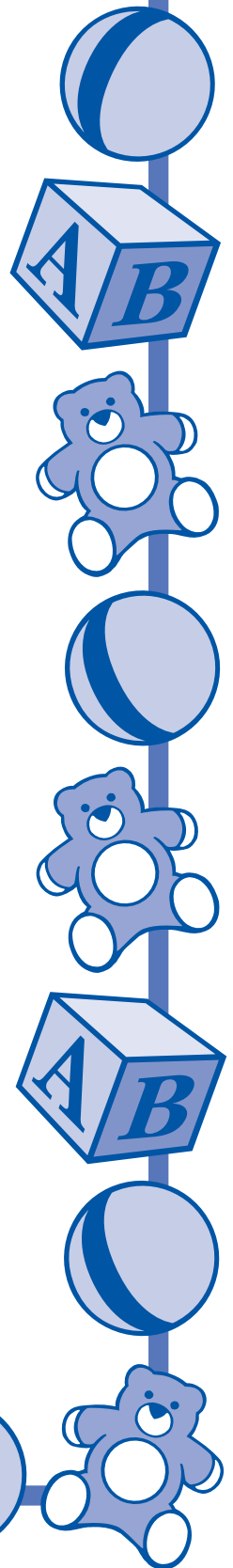
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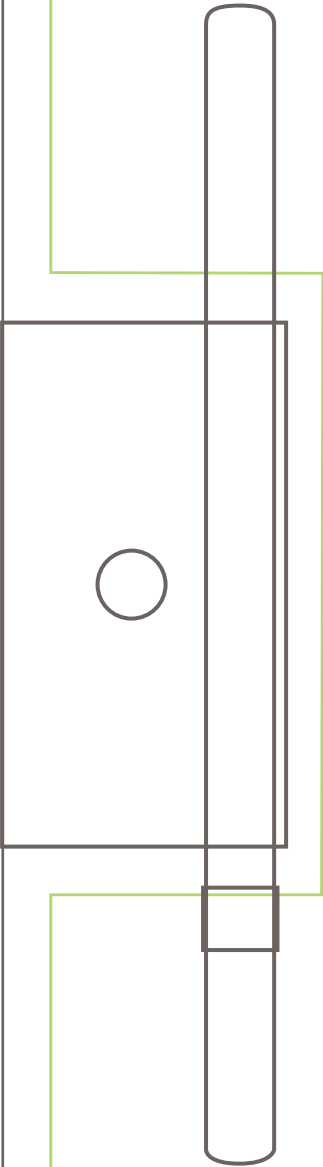
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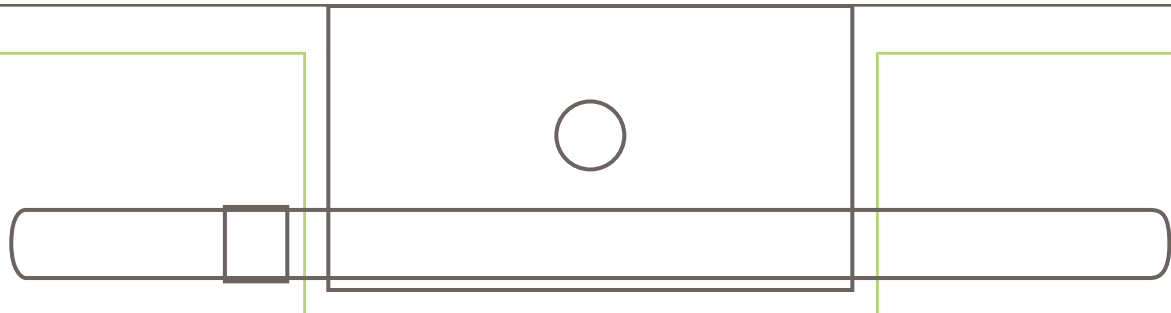
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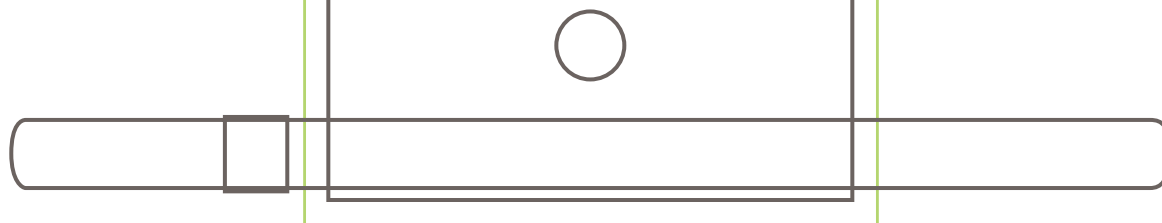
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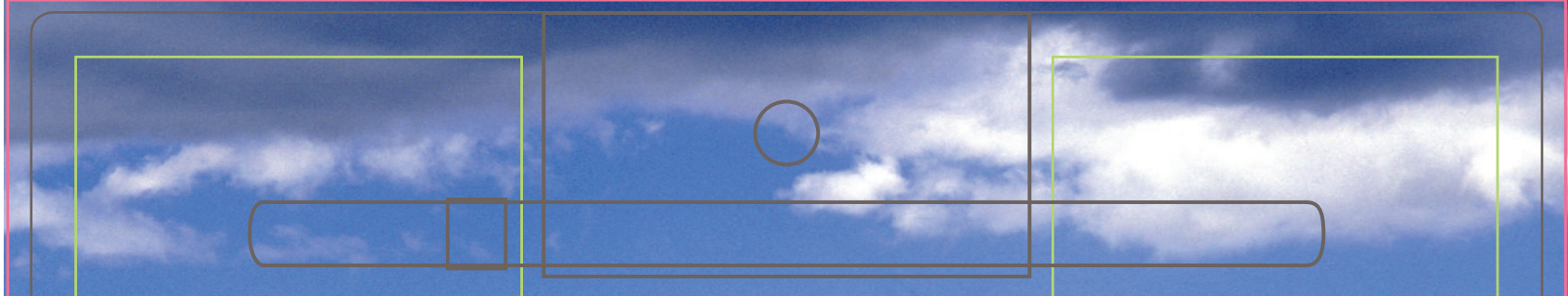
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HOME SAFETY TIPS



Household Hazardous Wastes:

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HOME FIRE SAFETY

How To Make Your Home Fire Safe

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TECHNIQUES FOR SAFE LIFTING

Tips To Remember: In addition to these techniques, remember to make sure that your footing is firm when lifting and that your path is clear. And be sure to use the same safe techniques when you set your load down. It takes no more time to do a safe lift than it does to do an unsafe lift, so why not play it safe and lift it right?

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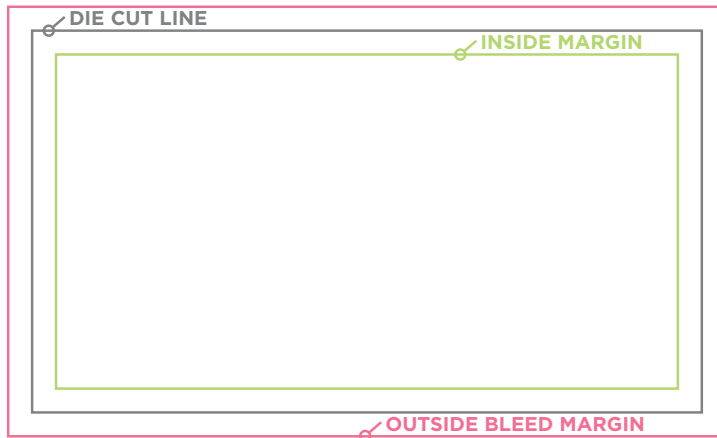


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TEMPLATE SET UP INSTRUCTIONS

1. Art **MUST** fit within the margin and bleed parameters shown on template.



EXAMPLE:

An example is shown here for a visual representation of the inside margin, die cut line, and outside bleed margin. Please use the appropriate template file for the desired item you are ordering.

- The Green line is inside margin. Leave 1/8 inch inside margin from the edges of the product on all sides for live art (all pertinent information must fit within the 1/8" inside margin).
- The Pink line is bleed requirement. If you want the art to bleed (have the imprint run off the edges of the product), give art an 1/8 inch outside margin on all sides.
- The Gray line is where the product will be die cut for final production.

2. All rasterized images must be embedded, CMYK preferred, minimum 300 dpi.

** NOTE: Supplier uses the following Adobe® software color settings: RGB conversion- Colormatch RGB, CMYK-U.S. Sheetfed Coated, and we refer to the Pantone® Color Bridge Coated Solid to Process swatch book. Keep in mind, laminate/UV coating may enhance Magenta and Cyan by approximately 5-7%.*

3. Convert **ALL** fonts to outlines (curves).
4. Prepare artwork as an Adobe PDF (Press Quality) or EPS file (Postscript 3 if applicable). If you submit art as a TIFF or JPEG, please remember to remove the die, margin, and guidelines before flattening the image.
5. Upload your Artwork to your Supplier Order.

NEED A STOCK CALENDAR?

(Please, look under the correct product heading for the product you are ordering.)

>> CLICK HERE TO BROWSE AND DOWNLOAD OUR STOCK CALENDARS! <<

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