



The Precious Little Black Book



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● EMERGENCIES

● HEALTH

● FAMILY

● HIGHER EDUCATION  
AND TRAINING

● WOMEN IN THE WORKPLACE

● FINANCE & BANKING

● KNOW YOUR RIGHTS

● USEFUL CONTACTS



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● EMERGENCIES

1. What to do in an emergency
2. How to do CPR
3. Gender-based violence
  - \* Domestic & sexual abuse
  - \* Sexual harassment

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# EMERGENCIES

MEDICAL EMERGENCY SITUATIONS POSE AN IMMEDIATE RISK TO A PERSON'S LIFE AND CAN HAPPEN ANYTIME: AT HOME, IN THE MIDDLE OF THE ROAD, OR IN THE WORKPLACE.

Many fatalities could be prevented if attended to in good time. Ordinary people, and especially women, are often the first respondents in medical emergencies. Unfortunately, people can be hesitant to get involved because they are not sure of what to do. It is important that we all have some knowledge of how to manage emergency situations.

The most important thing to remember in an emergency is that every



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### WHAT TO DO IN AN EMERGENCY

- Stay calm
- Quickly assess the situation – do you need the police or an ambulance?
- Phone the emergency number and tell them:
  - Where you are
  - What has happened
  - Why you need emergency help
- Follow the instructions given by the emergency officer. They may ask you to do CPR.

### HOW TO DO CPR

Cardio Pulmonary Resuscitation (CPR) is performed to keep a person alive by breathing into their lungs and massaging their heart. It is lifesaving.

### ABC

Before performing CPR, you must check that the conditions are correct. You can do the ABC check:

#### A - Airway

- Clear the mouth of any particles or obstructions.

#### B - Breathing

- Listen for breathing.
- Look for chest movement.

#### C - Circulation

- Feel pulse.

Learn how to perform  
CPR - you could  
save a life!



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1. Technical Vocational  
and Training (TVET)

2. Universities

3. Bursaries and scholarships

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# HIGHER EDUCATION & TRAINING

IN CURRENT CHALLENGING TIMES, A GOOD JOB CAN BE DIFFICULT TO FIND AND KEEP. THIS IS WHY IT'S SO IMPORTANT TO HAVE A GOOD EDUCATION.

The Department of Higher Education and Training is responsible for tertiary education up to doctorate level, technical and vocational training, as well as adult basic education and training.

The best investment you can make for yourself, or your child, is some kind of post-school education and/or training