7. First Aid

The City seeks to provide timely emergency and first aid services through the Mercer Island Police Department and Eastside Fire and Rescue. The City recognizes that onsite staff who are trained in basic first aid can play an important role in situations that warrant only first aid. The City will provide first-aid training for interested staff. This will allow staff to render such services if they are comfortable.

First-Aid Procedures Following Accidents
Staff will use discretion to determine whether emergency or first aid services are warranted for accidents that result in minor injuries, such as a shallow scrape or sprained ankle. The following steps should be taken in the event of all other accidents:

- If necessary, take immediate action to ensure no further damage to yourself and/or the injured person:
- Dial 9-1-1 to request emergency services
- Report the incident immediately to your supervisor

If an incident involves blood, take the following additional steps:

- Avoid skin contact with blood/OPIM (other potential infectious materials) by letting the victim help as much as possible. Use gloves provided in first aid kits.
- Remove clothing with blood on it after rendering help. Secure the clothing per instructions in Bloodborne Pathogen Exposure Control Plan.
- Following treatment, the person providing first aid should wash thoroughly with soap and water to remove blood.
- Include exposures to blood/OPIM in report to supervisor.

First-Aid Kits
The City will have first-aid kits readily available in all City buildings. These kits will be easily accessible and clearly marked. First-aid kits will be housed in containers that protect supplies from damage, deterioration, and contamination. First-aid kits will be portable; if kits are mounted, they shall be affixed in a way where they are easily disconnected and moved.

First-aid kits will be unique to the facilities and exposures of work duties. Each department manager should inform the Safety Coordinator about supplies needed in first-aid kits for any unique hazard particular to the facilities or duties of their employees. The Safety Coordinator is responsible for ensuring that first-aid kits continue to reflect the hazards of the facility and are updated as necessary based on changes in work duties, environments, or equipment.

First-Aid Kit Stocking
To ensure expected supplies are in first-aid kits when the need arises, kits will be regularly inventoried and re-stocked. All first-aid kits within the organization will be inventoried and re-stocked as needed. Human Resources will maintain the contract with a company for restocking.

All expired or out-of-date equipment or medicine should be removed from kits and disposed of properly and in a way that ensures others will not attempt to use the expired supplies.

First-Aid Kit Locations
To ensure all first-aid kits are maintained as intended, a list of first-aid kits locations is below it is the responsibility of department managers to inform the Safety Coordinator when first-aid kits are moved or retired from service so that the inventory remains accurate.

- Public Works Building Main Floor Garage Area
- Public Works Building Kitchen/Lunchroom
- Luther Burbank Admin Building Kitchen
- Thrift Shop - Outside Supervisor Office
- Mercer Island Community & Event Center Admin Office
- City Hall Spaces during occupancy
- Leased Municipal Court offices

Other City-Provided First Aid Supplies
This policy does not address, govern, or supersede any separate City functions or programs that provide first aid supplies such as emergency response kits, police or other vehicle first aid kits, or any additional mobile first aid equipment intended for events, field work, camps, or other operations away from the locations listed above.

Automatic External Defibrillators (AEDs)
AED kits are available in all City buildings excluding City Hall and the Annex. Please refer to the following list of AED locations:

City Facility	Location
Mercer Island Community & Event Center	1. Upstairs outside the women's restroom 2. Slater Room 3. Downstairs across from the elevator 4. Front desk
Luther Burbank Admin Building	1. Hallway near the front entrance 2. Upstairs lobby
Caretakers Building (Luther Burbank Park)	1. TBD
Thrift Shop	1. Front Entrance
Public Works Building	1. Upstairs in the office 2. Downstairs in the shop
Reservoir	1. Office

Emergency Washing Facilities
As of this policy's publication, no City facilities are outfitted with emergency shower or eye wash stations. The Public Works Building is being assessed as a potential site for emergency washing facilities, and this section will be updated as emergency washing facilities are made available to staff.