

Tobacco-Free Policy Adoption Steps



STEP 1: Gather Information & Gain Support

Gather fact sheets and publications about secondhand and thirdhand smoke, available cessation services, and the existing no-smoking campus policy. Assess the campus environment (i.e. cigarette litter, location of receptacles, and adjacent businesses - they may go tobacco free too). Connect with other campuses that have a tobacco-free policy and gain consensus to move toward implementation.

STEP 2: Promote Tobacco Cessation Services

Connect with your local health department for available quit smoking services (i.e. cessation support) and promotional materials. Regardless of a policy decision, promote the free RI Smoker's Helpline, 1-800-QUIT NOW, or 1-800-784-8669. (For Spanish-language materials, use 1-800-833-5256). Post helpful and supportive cessation information where students, faculty, and employees can see the RI Smoker's Helpline phone number frequently. On each campus, connect with the health services office and health wellness programs to promote cessation to students and staff in creative ways. Visit www.QUITNOWRI.com

STEP 3: Form a Diverse Work Group

Form a diverse policy implementation team of faculty, students, resident services, health services, facilities, public relations, communications and more. Identify student-driven service projects that could be developed to see the process through. Understand the policy-making process and plan to meet with key administrators and community supporters. Create an implementation plan with timelines, communication strategies, campus surveys, and educational opportunities.

STEP 4: Educate Students, Faculty & Employees

Host campus forums to build awareness about the benefits of a healthier campus and share survey results. Organize events that promote tobacco-free living and healthy communities. National awareness days can help increase visibility (e.g. "1-Day Stand" and "Kick Butts Day" in March, "Earth Day" in April, "World No Tobacco Day" in May, Back-to-School in August/September, and the "Great American Smoke Out" in November). Draft a policy with an effective date and enforcement approach, then communicate this information clearly before, during, and after policy implementation. Connect with public health advocates to assist with educational activities.

STEP 5: Implement the Policy & Post Signs

Finalize the policy language and enforcement approach. Remove cigarette receptacles and post tobacco-free campus signs to educate the campus community. Communicate the policy via social media, the campus website, campus newspapers, student and staff handbooks, and all policy and procedures documents. Schedule a press event to announce the implementation date. Inform nearby businesses.

STEP 6: Enforce the Policy

Enforce the policy through education. Watch for cigarette butt litter "hot spots". Evaluate the policy effectiveness. Track and address smoking complaints swiftly. Use palm cards as an educational tool. Implement a Tobacco Free Campus Ambassador Program to assist with compliance. For more enforcement details and ideas, visit the Tobacco Free College Campus Initiative (TFCCI) at www.tobaccofreecampus.org/keyresources.

For more information visit www.livesmokefree.ri.gov