



# Implementation Steps to 100% Tobacco-Free Campus Policy

The most successful tobacco-free college policies are passed approximately at least six months before the policy goes into effect. The months between adoption and implementation are spent educating students, staff, faculty and the public about the policy and the free cessation resources tobacco users can use before the policy goes into effect.

Here are some steps to implementing a Tobacco-Free Campus policy easily and effectively:

## Step 1. Form a Tobacco-Free Campus committee

The committee should consist of student health professionals, students, campus public information professionals, student affairs, faculty senate representatives and others representing staff. This group is responsible for developing and executing an implementation plan. The committee also would be responsible for any ongoing evaluation of the policy.

## Step 2. Develop a compliance plan

The plan is primarily a timeline of activities to effectively publicize the policy and promote resources to help tobacco users who want to quit.

## Step 3. Communicate the policy

Consider the people who need to know about the policy. That's usually students, faculty, staff and the public. In the compliance plan, consider ways to reach each audience. That may be through newspaper articles, reminders at school events, announcements at faculty senate meetings, radio programs, signage and other communication tools.

## Step 4. Implement the policy

Be especially vigilant about promoting compliance during the first few months of the policy's implementation. Remember, though, that most violators simply need to be reminded of the policy. Remind students, faculty and staff about local resources on how to quit. Place signs and other promotional materials prominently throughout campus buildings and property.



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## Step 5. Evaluate the policy's effectiveness

Collect stories about the policy's effect on students, faculty and staff. Solicit feedback about the policy from members of the public, including visitors. Identify problems with compliance, implementation and communication and develop solutions.