

# Tobacco-Free Recovery Provider Toolkit

Tools and resources to support development and implementation of tobacco-free grounds for behavioral health facilities



Division of  
**Tobacco Prevention  
& Cessation**

*This toolkit was developed in collaboration with the Indiana Department of Health Tobacco Prevention and Cessation Commission and Rethink Tobacco Indiana*

# Tobacco-Free Grounds

## Developing and implementing a comprehensive tobacco-free grounds policy

*The following strategies should be addressed for developing and implementing a tobacco-free grounds policy:*

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Identify staff or assemble a tobacco-free taskforce/committee responsible for developing and implementing the tobacco-free grounds policy.



Committee members will provide key input and support on the development, implementation, and sustainability of the tobacco-free policy and procedures. This committee should include a diverse group of individuals ranging from leadership and administrators to staff at all levels of the organization. There might be an existing committee such as a wellness committee that could add this project to their agenda.



**TOBACCO-FREE ENVIRONMENT TOOLKITS**

- [Key staff to invite to your tobacco-free committee](#)
- [Tobacco-free Policy Planning Sample Budget](#)
- [Taking Texas Tobacco Free: A Step-by-Step Guide to Implementing a Multi-Component Tobacco Free Workplace Program within Behavioral Health Settings](#)
- [DIMENSIONS: Tobacco Free-Policy Toolkit](#)



Did you know that TPC funds local tobacco coalition partners? These funded partners may be able to add additional support to your organization related to training and promotion of your tobacco-free policy. [Click here](#) to view funded partners in your county!

## 2

### Place indoor and outdoor tobacco and e-cigarette free signage throughout the clinic/center and grounds.



Patients, employees, visitors, and others will need to be informed both directly and indirectly about your new tobacco-free policy. Start by assessing your organization's needs, including signage. Do you currently have tobacco-free signage? Will your signage need to be updated? These may include tobacco-free signs at all building entrances and around other key areas such as where tobacco use on the property is typically observed.



#### TOBACCO-FREE SIGNAGE TEMPLATES

- [No Tobacco Use Signs - Printable](#)
- [Tobacco-Free Campus Signage Examples](#)
- [Tobacco Free Signage](#)

## 3

### Build capacity for the targeted clinic/center to provide education to staff and patients on the benefits of tobacco-free policies.

Organizations should provide education to all staff and patients early and regularly on the new tobacco-free policy and address misinformation and misconceptions about tobacco and tobacco use. Staff should be provided opportunities to learn more about the benefits of tobacco-free policies and their role in helping patients to become motivated to quit. Remember to consider how you will educate new staff members and retrain existing staff.



Add training on the benefits of tobacco-free ground policies to your organization's electronic learning management system, incorporate as part of new hire orientation, or add as part of annual competency or team meetings.



#### TOBACCO-RELATED TRAINING RESOURCES

- [Purdue University College of Pharmacy](#)  
Offers free continuing education on variety of tobacco-related topics. Account creation required.
- [Rx for Change: Clinician-Assisted Tobacco Cessation](#)  
Offers comprehensive teaching tools for training health professional students and licensed health care providers. Links are provided to web-based training programs. Free with account creation.

## 4

### Coordinate messages and activities within the clinic/center to support a tobacco-free environment.

Successful implementation of a tobacco-free policy relies on clear communication from the early stages of policy development to the policy rollout. Inform staff and patients of the tobacco-free policy timeline as early as possible. Tobacco users will need time to get used to the idea of a tobacco-free campus, and communication and support will help in alleviating anxieties.

#### Communicate your plan to transition to a tobacco-free environment:

- Inform employees and patients as early as possible, offering a chance to receive input
- Provide the rationale behind the decision to implement a tobacco-free policy
- Share goals for policy outcomes, expectations for employees and patients, the implementation process and timeline, and guidelines by which the new policy will be enforced
- Promote support that is available for people who use tobacco



#### COMMUNICATION AND TIMELINE RESOURCES

- [Steps and Strategies for Working with Employees Regarding Tobacco-Free Policy](#)
- [6-Month Policy Development Timeline](#)
- [Sample tobacco-free policy timeline](#)
- [Sample letter to patients](#)

## 5

### Launch the new policy!

Consider hosting a kick-off event on the date your new tobacco-free policy is effective. Celebrate and share your organization's efforts and commitment to health and wellness around your community. Successfully implementing a tobacco-free policy is a huge feat to be proud of -be sure to monitor the policy and respond to any challenges that occur. Consider sharing a copy of your final policy with [Indiana Tobacco Prevention and Cessation](#) as a way to highlight and recognize your organization.



#### TOBACCO-FREE POLICY EXAMPLES AND ADDITIONAL RESOURCES

- [Tobacco-Free Grounds Policy – Model template](#)
- [Tobacco-Free Policy](#)
- [Best Practices – Quit Now Indiana](#)
- [Implementing Tobacco-Free Policies in Community Behavioral Health Organizations](#) (archived webinar)