

Tobacco-Free Campus Policy Action Plan Template

Policy Steps	Responsible Party	Communication and Media Support Required	Resources Needed	Timeframe	Tracking Measures
1. Build Coalition					
2. Conduct Assessment: <i>Ensure sufficient data to establish a problem that a tobacco-free policy could address</i>					
3. Set Policy Goals and Create Action Plan					
4. Identify and Develop Policy: <i>Adapt model tobacco-free campus policy or select other policy option to address identified tobacco issues</i>					
5. Make your case: <i>Present data to demonstrate problem, develop talking points and issue brief that lays out issue and policy solution; educate students, faculty and broader community</i>					
6. Present to decision makers					
7. Implementation: <i>Create a tobacco-free campus</i>					
8. Education Campaign					
9. Cessation Program					
10. Evaluate Policy Impact: <i>Determine the impact of the policy through data collection</i>					

Adapted from Wake Forest School of Medicine Tobacco-Free Policy Manual