FELTON FIRE PROTECTION DISTRICT

STANDARD OPERATING PROCEDURES

ARTICLE: 1 SOP: 1114

SECTION: 1100 PERSONNEL

SUBJECT: No Smoking

This procedure will apply to all personnel and visitors on Fire District premises.

The Felton Fire Protection District is concerned with the health and well being of all personnel. Due to the acknowledged hazards arising from the exposure to tobacco smoke, smoking is prohibited. Consistent with California State Law, there will be no smoking within the Fire District facilities at any time.

Smoking is also prohibited within 25 feet from any facility opening (window or door).

Smoking is not allowed in any Fire District vehicle. There will be no smoking in personal vehicles when transporting other personnel on authorized business.

**Procedure**

1. Personnel will be informed of this SOP through the SOP manual, orientation and training.
2. Visitors will be informed when they fill out and sign the station use agreement.
3. The Fire District will assist personnel who wish to quit smoking by facilitating access to recommended smoking cessation programs and materials.
4. Any violation of this SOP will be handled through standard disciplinary procedure.

Dated: March 20, 2008