

# ACTION PLAN

Use this Action Plan to start setting goals to adopt an effective smoke-free housing policy, or to help improve or refine an existing policy. Follow the steps below to start taking action.

### STEPS:

1. Review the 'How to go Smoke-free' page on the Building Success website ([www.buildingsuccesssmokefree.org](http://www.buildingsuccesssmokefree.org))
2. Review the Building Success IMPLEMENTATION GUIDE and select which implementation strategy you would like to start with and write it down in Column A.
3. Using the IMPLEMENTATION GUIDE, select Action Steps that you can tackle immediately within the strategy you selected. Write your Action Steps down in Column B.
4. Note the Date you added your Action Step in Column C and identify people who need to be involved in Column D.
5. Set a Target Date for completion in Column E.
6. When you accomplish an Action Step, note the Impact\* in Column F. *\*How did it go? Did it work? Is there room for improvement? Need to revisit again later?*
7. **Review your Action Plan regularly, make modifications as necessary using the IMPLEMENTATION GUIDE, and add NEW Action Steps as needed. You can also add your own Action Steps to the plan.**
8. Continue adding Action Steps to address any new obstacles that arise.
9. Record any possible barriers you anticipate and try to identify ways you may be able to overcome them. Use the '1, 2, and 3 Month Update' boxes to check in on your progress in completing your Action Steps.

We have provided a sample ACTION PLAN on the next page to get you started. In this plan, we suggest an Action Step to consider from each of the 6 implementation strategies. You can decide if you want to add more or less from each strategy and the timing for completion (earlier or later) that works best for your property. Continue to review your plan and add/modify Action Steps as needed.

# Smoke-free Policy Adoption

# ACTION PLAN



## SAMPLE ACTION PLAN to start

A	B	C	D	E	F
Implementation Strategy	Action Steps	Date Added	People Involved	Target Date	Impact*
Resident Engagement	<ol style="list-style-type: none"> <li>1. Begin discussions with residents to inform them about the SF policy</li> <li>2. Inform residents that the reason for the smoke-free policy is to prevent exposure to secondhand smoke</li> </ol>	May 2022	Me (PM), Resident Leader	June 2022 Ongoing	
Staff Training	<ol style="list-style-type: none"> <li>1. Develop and conduct a smoke-free policy training</li> <li>2. Create a 'how-to' smoke-free policy guide for staff</li> </ol>	May 2022	Me (PM) RSC	July 2022	
Supporting Smoking Cessation	<ol style="list-style-type: none"> <li>1. Distribute the 'Building Success Quit Smoking Resources Guide' to residents to advise them on where they can access smoking cessation assistance and NRT</li> </ol>	May 2022	RSC	June 2022	
Community Partnerships	<ol style="list-style-type: none"> <li>1. Reach out to the local community health center about available cessation supports and resources for residents</li> </ol>	May 2022	RSC	Sept 2022	
Helping Smokers Adhere to the Policy	<ol style="list-style-type: none"> <li>1. Start work with smokers on policy adherence during the warmer months to allow time for them to adjust to outdoor smoking before winter</li> </ol>	May 2022	PM RSC	June 2022 Ongoing	
Effective Enforcement	<ol style="list-style-type: none"> <li>1. Draft an enforcement policy that will clearly outline each step in the enforcement process, including verbal warnings, first violations, second violations, and potential referral for legal action.</li> </ol>	May 2022	PM	Aug 2022	

### BARRIERS AND WAYS TO OVERCOME THEM:

**1 MONTH UPDATE: TBD**

**2 MONTH UPDATE: TBD**

**3 MONTH UPDATE: TBD**

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Implementation Strategy	Action Steps	Date Added	People Involved	Target Date	Impact*
	1.				
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	1.				
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<b>BARRIERS AND WAYS TO OVERCOME THEM:</b>					
<b>1 MONTH UPDATE:</b>					
<b>2 MONTH UPDATE:</b>					
<b>3 MONTH UPDATE:</b>					