



CLEVELAND STATE UNIVERSITY **TOBACCOFREE**

Sample scripts to use when approaching a tobacco user on campus

Helpful tips when approaching tobacco users on campus:

- We want to make sure all students, faculty, staff & visitors feel welcome at CSU.
- Use a firm, friendly, polite, and compassionate approach – don't be aggressive but do not apologize
- Use a consistent script: this leads to consistent enforcement and helps create an environment of respect and compliance. Stay positive and introduce yourself.
- Remind them to put out their cigarette butt or tobacco product and dispose of it in a garbage can.
- Offer tobacco users a CSU Tobacco Free Campus hot card so they can learn more about the policy, complete the training to better understand where individuals can or cannot smoke, learn about free and low-cost quit resources, access the Leader/Supervisor Toolkit, and access the online reporting and violation form at www.csuohio.edu/tobacco.
- Smokers should be approached with a polite notice of our Tobacco Free Campus (TFC) policy the first time. The violation form should only be used for smokers who violate the policy more than once.

What if I feel threatened when approaching a violator?

- Under NO circumstances should you place yourself in a position that jeopardizes your safety.
- If you approach a group of repeat violators who refuse to comply, or feel threatened, call CSU Police Department at 216-687-2020

Examples of using SCRIPTING:

Situation I: You see a person using tobacco products on CSU's campus.

- **Response:** "Hello, my name is _____, and I am an (employee, student) here at CSU. Are you aware that our campus is tobacco-free? Please put out your cigarette out and dispose of it in a trash can or move to a public sidewalk. Thank you for your cooperation."
- **Smoker:** "Okay" (puts it out)
- **Response:** "Thank you for respecting others on campus."

Situation II: You see someone using tobacco products on campus.

- **Response:** "Hello, my name is _____, and I am an (employee, student) here at CSU. Are you aware that our campus is tobacco-free? Please put out your cigarette out and dispose of it in a trash can or move to a public sidewalk. Thank you for your cooperation."
- **Smoker:** "No."
- **Response:** "We would really appreciate it if you put your cigarette out. We ask that you respect others on campus and put it out." Call x2020 if the violator will not comply.

Situation III: You see someone using tobacco products on CSU's campus.

- **Response:** "Hello, my name is _____, and I am an (employee, student) here at CSU. Are you aware that our campus is tobacco-free? I need to ask you to put your cigarette out and dispose of it in a trash can."
- **Smoker:** "If I put my cigarette out, can I use dip instead?"
- **Response:** "All forms of tobacco are prohibited on campus. This includes cigarettes, cigars, pipes, hookah, and smokeless tobacco products (dip, chew, snuff)."

Situation IV: You see a repeat offender using tobacco products on campus. (You have already approached this person before.)

- **Response:** "Hello, my name is _____, and I am an (employee, student) here at CSU. You should be aware that our campus is tobacco free because I have talked to you about the policy before. I'm going to have to ask you to put your cigarette out and dispose of it in a trash can."
- **Action:** Fill out the "CSU Tobacco Free Violation Form" with as much detail as possible.

Situation V: You see a person using tobacco products on CSU's campus.

- **Response:** "Hello, my name is _____, and I am an (employee, student) here at CSU. Are you aware that our campus is tobacco-free? Please put out your cigarette out and dispose of it in a trash can or move to a public sidewalk. Thank you for your cooperation."
- **Smoker:** "Where can I smoke?"
- **Response:** "The use of tobacco products is not allowed anywhere on the campus. If you choose to smoke or use tobacco products, you will need to leave the campus or move to a public sidewalk. Thank you for respecting our policy."

Situation VI: You see a person using an electronic cigarette on CSU's campus.

- **Response:** "Hello, my name is _____, and I am an (employee, student) here at CSU. Are you aware that our campus is tobacco-free? The policy includes e-cigarettes. I need to ask you to put away your electronic cigarette."
- **Violator:** "There is nothing harmful about electronic cigarettes."
- **Response:** "The vapor releases many fine and ultrafine particles and contains harmful chemicals. E-smoking is not allowed on campus. Please put away your electronic cigarette to respect others on campus"

Situation VII: You see a person using an electronic cigarette on CSU's campus.

- **Response:** "Hello, my name is _____, and I am an (employee, student) here at CSU. Are you aware that our campus is tobacco-free? The policy includes e-cigarettes. I need to ask you to put away your electronic cigarette."
- **Violator:** "This isn't a tobacco product."
- **Response:** "No form of tobacco is allowed on CSU's campus, which includes electronic cigarettes. We are going to have to ask you to please put away your electronic cigarette to respect others on campus."

Situation VIII: Given notice to prospective students and their family

- **Communication:** You want to proactively communicate that Cleveland State is a tobacco free campus to prospective employees, students and their families.
- **Response:** I'd like to let you know in advance of your visit that Cleveland State is a tobacco free environment. The use of tobacco products is not allowed on our property, grounds, or parking areas. Thank you for respecting our policy."

More information and sample scripts are available in the “FAQ’s about our policy” page of this website at www.csuohio.edu/tobaccofree.

More Information about E-cigarettes:

- The FDA does not regulate e-cigarettes as tobacco products, so they are included in our policy
- E-cigarette use is not allowed inside or outside of buildings on campus property
- The use of electronic cigarettes gives others on campus the impression that tobacco use is accepted on campus
- Additional names include vape pipes, vaporizers, hookah pens, and e-hookah, which are all also included in our tobacco-free policy
- There is no evidence that e-smoking helps with quitting conventional cigarettes
- Acetone and xylene are found in the vapor (Nail polish remover and paint thinner chemicals)
- Other chemicals found in e-smoking include: ethyl alcohol and propylene glycol
- Carcinogens (e.g., formaldehyde) are found within the cartridge that are known to cause cancer
- Most contain nicotine that comes from tobacco (not synthetic nicotine)

Report individuals who you have already approached and are repeat violators

Access more information about CSU's TFC Policy, training, FAQ’s, TFC Leader/Supervisor Toolkit, free and low cost tobacco cessation resources, TFC policy hot card, and the online reporting and violation form at

<http://www.csuohio.edu/tobaccofree>

