NEW CASTLE FIRE DISTRICT NO. 1
SMOKING/VAPING POLICY

1. **Objective**: The Fire District recognizes the health risks associated with exposure to tobacco products usage and exposure to the byproducts attached to smoking tobacco products. This exposure poses a threat to the health and safety of all members, employees, volunteers, and to the public. The Fire District is desirous of maintaining a safe, healthy, and productive work environment for all individuals. The following Policy addresses the provisions of the New York State Clean Indoor Air Act of 2003.

2. **Scope**: The scope of this Policy applies to all Fire District and Fire Department employees, members, vendors and the public while on Fire District properties. The scope of this Policy shall include all smoking materials, vaping and delivery systems including e-cigarettes.

3. **Enforcement**:

   A. The Board of Fire Commissioners shall administer the Policy

   B. The Board of Fire Commissioners and the Fire Department Chief shall ensure that all personnel comply with the Policy

4. **Prohibition on Smoking**:

   A. Smoking is prohibited in all indoor Fire District buildings and facilities, including but not limited to: private offices, conference rooms, break rooms, elevators, hallways, stairwells, storage areas, apparatus rooms, and restrooms.

   B. All individuals shall not smoke within a fifty (50) foot radius of any Fire District building public entrance.

   C. All individuals shall not smoke within a twenty (20) foot radius or in the path of any other Fire District Building entrances (non-public access) during times when that entrance is being actively used by the presence of other non-smoking personnel.

   D. Fire District and Fire Department members, volunteers, and employees shall not smoke while aboard or within twenty (20) feet of any Fire District vehicle.

5. **No Smoking Signs**: "No Smoking" signs, or the international symbols containing the same, shall be posted prominently and conspicuously at all appropriate work locations.

6. **Fire Scenes**: There is no smoking or vaping allowed at the scene of an incident.

7. **Discipline**: Failure to comply with all of the components of this Policy may result in disciplinary actions, up to and including termination as an employee of the Fire District or volunteer member of the Fire Department.

8. **Amendment**: The Board of Fire Commissioners may amend this Policy from time to time in accordance with the law.

9. **Adoption**: This Policy is adopted on June 20, 2024 and supersedes any previous versions of this policy.