

# Cape Elizabeth Fire Department Policy & Procedure Manual

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<b>Policy:</b>	<b>Smoking</b>		
<b>Section:</b>	Personnel		
<b>Policy #</b>	6.8	<b>Date Effective:</b>	01-01-2006

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The Cape Elizabeth Fire Department maintains a smoke free environment for its employees and visitors to department facilities.

There is no smoking in any department building or vehicle.

Employees and other visitors shall not smoke at any entranceway to any building.

Employees may use their regular breaks for smoking and are not entitled to additional breaks for smoking.

## **DESIGNATED SMOKING AREAS**

### **Emergency Scenes**

Personnel will not smoke at emergency scenes, unless they are in a personal vehicle, away from the public and potential ignition sources.

### **Town Center Fire Station**

All smoking at Town Center Fire Station will be outside the building in the rear parking lot on the Shopping Center side of the building. All smoking materials will be disposed of in the supplied receptacle. Smokers are responsible for keeping the area clean and free of smoking remnants.

No personnel will smoke in front of the apparatus bays or building on the Jordan Way side or school facing side of the building.

### **Cape Cottage Fire Station**

All smoking at Cape Cottage Fire Station will be outside the building in the side parking lot on the north side of the building. All smoking materials will be disposed of in the supplied receptacle. Smokers are responsible for keeping the area clean and free of smoking remnants.

No personnel will smoke in front of the apparatus bays or the Shore Road facing side of the building.