



**BOBBY JINDAL**  
GOVERNOR

**State of Louisiana**  
**Governor's Office of Homeland Security**  
**and**  
**Emergency Preparedness**

**MARK A. COOPER**  
DIRECTOR

**Smoking Policy**  
**Policy Number: GEN-0011**

---

**Issue Date:** January 4, 2010

**Effective Date:** January 4, 2010

**Revised Date:**

**Approval:**

A handwritten signature in black ink, appearing to read "Mark A. Cooper".

Mark A. Cooper, Director

---

**I. POLICY:**

It is the policy of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) to prohibit smoking by employees and visitors inside and immediately surrounding buildings which house GOHSEP operations with the exception of those areas designated as smoking areas.

**II. PURPOSE:**

The Surgeon General of the United States continues to issue warnings about the harmful effects of smoking both to smokers and to non-smokers who are exposed to environmental tobacco smoke (ETS) or second-hand smoke. The purpose of this policy is to set forth rules to limit smoking in an effort to fulfill the state's commitment to maintain safe and healthy work places for its employees.

**III. APPLICABILITY:**

This policy shall be applicable to all employees of GOHSEP.

#### **IV. DEFINITIONS:**

DESIGNATED SMOKING AREAS State owned buildings and facilities.

Designated smoking areas are those areas immediately surrounding buildings or facilities which house GOHSEP operations, which are established and identified by the Facility Manager and listed in the Facility Safety Manual as places where smoking is permitted.

DESIGNATED SMOKING AREAS (Commercial Rent or Lease)

GOHSEP employees and visitors to GOHSEP operations which occupy space in buildings rented from commercial landlords are prohibited from smoking in and immediately surrounding such buildings, except in accordance with the terms established in the leases governing such occupancy.

#### **V. LIMITATIONS:**

While smoking in designated areas GOHSEP employees are responsible for practicing good housekeeping in those areas by extinguishing all smoking materials in designated containers and the proper disposal of trash and the dead remains of cigarettes.

Smoking is prohibited during real or exercised facility emergency evacuations when employees are required to remain with their designated sections (inclusive of designated smoking areas) as it poses possible risks to the health and safety of all employees.

Smoking is prohibited inside all GOHSEP state owned, rented or leased vehicles.

#### **VI. RESPONSIBILITY:**

##### **Deputy Directors Are Responsible For:**

Complying with all aspects of this policy.

Assuring that employees under his/her supervision comply with this policy.

##### **Section Chiefs Are Responsible For:**

Complying with all aspects of this policy.

Assuring that employees within the section comply with this policy.

**Managers/Supervisors Are Responsible For:**

Complying with all aspects of this policy.

Assuring that the employees under his/her supervision comply with all aspects of this policy.

**Employees Are Responsible For:**

Complying with all aspects of this policy.

**VII. EXCEPTIONS:**

Requests for exceptions to this policy should be submitted to the Appointing Authority, along with specific and compelling justification.

**VIII. QUESTIONS:**

Questions regarding this policy should be directed to the Human Resource office.

**IX. VIOLATIONS:**

Employees found to have violated this policy may be subject to disciplinary action.