

Draft 5: Security Measures recommendations for the Saturday morning Big Book Study Meeting

1. **Host** and **Co-hosts** are individual volunteer positions separate from any other volunteer group positions.
2. **Host** and **Co-hosts** must be fully trained in Zoom Security
 - o Always keep a copy of the “Zoom Intruder Action Plan” while Hosting and Co-hosting and be able to implement the plan, should the need arise.
 - o **Host and Co-hosts** are to be in Gallery View when Hosting or Co-hosting
- **Host responsibilities:**
 - o **Guard the Host Key...Host Key to be given only to the Host**
 - o Sign on and “Claim Host” at least 30 minutes before the meeting is due to start and Secure the meeting
 - Process for securing the meeting
 - In the Sidebar
 - o Check “Enable Waiting Room”
 - o Check “Mute Participants upon Entry”
 - o Check “Allow Participants to Unmute”
 - o Check “Play sound upon Entry”
 - In the Security Shield - finish setting up
 - o Check “Chat”
 - o Check “Unmute Themselves”
 - o Check “Start Video”
 - o Throughout the meeting, monitor Videos and Chat to look for anything disruptive take appropriate action and communicate with Co-hosts through Chat
 - o As attendees come in, rename attendees – last names to last initials & phone numbers to last 4 digits
 - o In case of one or a few bombers, put zoom bomber(s) in Waiting Room, and take action as outlined in our meeting’s “Zoom Intruder Action Plan”
 - o In case of multiple zoom bombers, use “Suspend Participant Activities”, and take action as outlined in our meeting’s “Zoom Intruder Action Plan”
- **Co-host 1 - Waiting Room Co-host responsibilities:**
 - o Monitor the Waiting Room and let people into the meeting
 - Wait 15 seconds before admitting persons. There is no rush. Take your time.
 - If a person in the Waiting Room is suspicious let them stay in the Waiting Room, send a message to the chat room and ask them to turn their video on briefly after entering the room. Keep an eye on them as they enter the meeting.
 - o Use the Chat to communicate with the Host and Co-host re: any issues about which you are unsure
 - o Scan Videos and Chat to look for any disruptions, put intruder into the Waiting Room, let Host and other Co-host(s) know about it through Chat
 - o In case of multiple zoom bombers, take action as outlined in our meeting’s “Zoom Intruder Action Plan”
- **Co-host 2 – Lowering Hands Co-host responsibilities:**
 - o Lower participants hands after they are finished speaking - For security reasons, please wait to lower hands until after a person has finished talking (when a hand is lowered the videos shift position on the screen and make it harder to locate an attendee)
 - o Scan Videos and Chat to look for any disruptions.
 - o Use the Chat to communicate with the Host and Co-host re: any issues about which you are unsure
 - o In case of one or a few bombers, put intruder(s) in the Waiting Room, and take action as outlined in our meeting’s “Zoom Intruder Action Plan”
 - o In case of multiple zoom bombers, take action as outlined in our meeting’s “Zoom Intruder Action Plan”

Respectfully submitted: Judy A, Chair and David M, Co-Chair