

# ACTIVE DISRUPTION: 3-STEP RESPONSE

## QUICK REFERENCE

1. **SUSPEND** disruption and 2. **CONTINUE** shares, then 3. **RESTORE** settings.

Calm & Confident, not hyper-vigilant.  
**NEVER GIVE THE REACTION DISRUPTORS CRAVE.**

1. **SUSPEND** disruption: **Host tools** → **Suspend participant activities** → **Suspend**.

A. **Suspend participant activities** disables all **Host tools** (incl. **Unmute, Video**), mutes everyone & stops all video (including you & the sharer).

- Co-hosts can **Unmute themselves**, **Start video**, and **Ask to unmute**.

2. **CONTINUE** shares promptly.

A. First, **REASSURANCE**:

**"WE'VE BRIEFLY SUSPENDED THE MEETING TO RESTORE SERENITY, & WILL NOW CONTINUE AS NORMAL. VIDEO, UNMUTE, & CHAT ARE DISABLED, SO NO FURTHER DISRUPTION IS POSSIBLE. PLEASE SHARE WITH CONFIDENCE!"**

B. Announce who you **Ask to unmute**:

- Begin with the interrupted sharer.
- Be ready to **Mute** as needed.

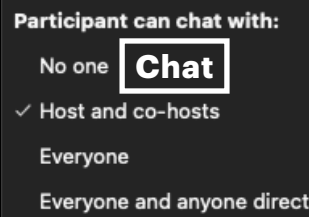
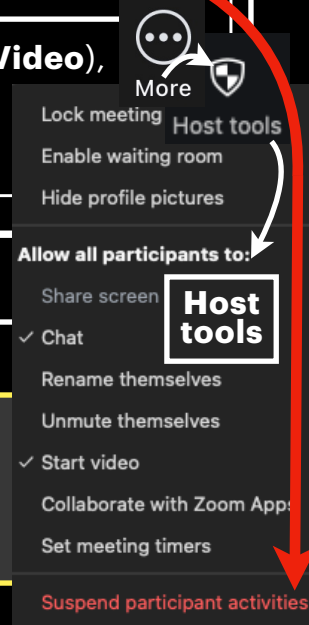
3. **RESTORE** meeting **Host tools** and **Chat**.

A. Swiftly *disable* **Lock meeting** & boldly *disable* **Enable waiting room**.

- Recovery is an open door: "We do not want to create any barriers between ourselves and the addict who still suffers" (Tradition Three)

B. *Disable* **Hide all profile pictures** (may help us recognize each other).

C. *Enable* **Chat** with **No one** or **Hosts and co-hosts** (prevent harassment).



## TO NEUTRALIZE THE POWER OF DISRUPTION, EXTEND FORGIVENESS!

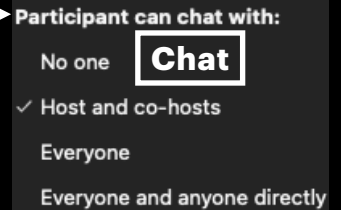
- **No need to remove anyone.** With no way to disrupt, non-MA members just leave.
- "Our common welfare should come first." (Tradition One)  
Also, "our primary purpose is... to help the marijuana addict who still suffers." (Preamble)
- **Today's Disruptors, Tomorrow's MA Members!**

## DISRUPTION READINESS (NOT REQUIRED FOR 3-STEP RESPONSE)

## QUICK REFERENCE

- Pre-meeting & In-meeting, *disable tools* under **Host tools** or at **zoom.us** (preferred).

- **Unmute themselves** — misused to profoundly disrupt audio.
  - *Disable **Unmute themselves*** — co-hosts can still **Ask to unmute**.
- Enable & LOCK **Mute all participants when they join a meeting** (zoom.us > Account Management > Account Settings).
- **Chat** — misused to harass.
  - *Change **Participant can chat with** to **No one** or **Host and co-hosts**.*
- **Rename themselves** — misused to impersonate MA members:
  - May result in MA members being mistaken for disruptors.
  - May result in a disruptor gaining co-host privileges.
  - May be disconcerting.
  - *Disable **Rename themselves*** — co-hosts can still **Rename** others.
- **Set meeting timers** — misused to disrupt audio with distracting timer chirps.
  - *Disable **Set meeting timers** (laptop only)* — co-hosts can still **Set meeting timers**.
- **Start video** — misused to show obscene content.
  - **Host** can **Make co-host** verified homegroup members — co-hosts can always **Start video**.
  - *Disable & LOCK **Participants video*** (zoom.us > Account Management > Account Settings).
- **Sound notification when someone joins or leaves** — misused to mildly disrupt audio.
  - At **zoom.us** only, *enable **Sound notification when someone joins or leaves** for **Host and co-hosts** under **Account Management** > **Account Settings**, & (optionally) *disable **Sound notification when someone joins or leaves** under **Settings**.**
  - *Enable & LOCK to **Host and co-hosts** in **Account Settings*** — no participants hear chime. *Disable or Enable for **Host and co-hosts** in **Settings*** — sets the default state of the chime.
- *Select & LOCK **Host Only** for **Who can share?** under **Screen Sharing*** (zoom.us > Account Management > Account Settings).
- *Disable **AI Companion** (zoom.us only)* — may be disconcerting & anyone can switch it on.
- *Disable all other **Host tools** toggles* — misused to disrupt in various ways.



## tips &amp; hints

- **Make it fun!**
  - Open a Zoom room with a friend and/or extra device.
    - Play with settings so hard you break something! Then fix it!
- **zoom.us:**
  - Prefer **Account Management** > **Account Settings** over **Settings**.
    - Use settings **LOCK** to remove disabled items from **Host tools**.
  - Refer to actual **Host tools** menu to check progress.
- **Host tools:**
  - Some **Host tools** are not available from the mobile app.
    - **Suspend participant activities** still disables them on mobile.

