

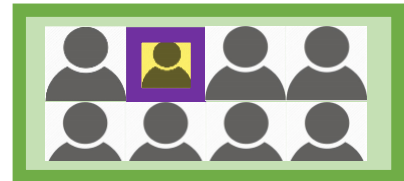
Zoom Emergency Protocols

Our day-to-day use of Zoom has grown as we continue to work remotely. This action plan will provide directions for managers and employees on how they should respond if they witness an emergency during a meeting. Please carefully review the information on this document. If you have any questions on this process, please contact Human Resources.

Process for a Co-worker in Distress on Zoom

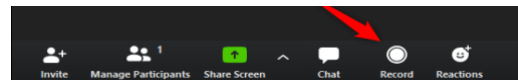
Meeting Host Role

1. The meeting host or a participant notices an employee is in distress. **If it is safe to do so, the host should ask the affected individual if they are ok.** Note: this may be a fire/life safety issue or other emergency witnessed on video.



2. Ask the employee in distress if they can call 911. If they are unable to, the host or other participant must immediately **call 911 or Public Safety at 1-714-997-6763** (note: 911 should be used if off-site, Public Safety is working onsite).

3. Simultaneously, **record the incident** using the record feature on Zoom or a smartphone (note – only the host can record via Zoom; all other participants may use any other available recording device). Recording helps reconstruct the events if an investigation is needed later.



4. The host reporting the incident should stay on Zoom until help arrives.
5. If requested, share the recording of the incident to Human Resources or Public Safety via Drop Box (save in a Drop Box folder and send the link). Do not share or distribute the video with others. Do not share screenshots of the video. It is extremely critical to maintain complete confidentiality with sensitive videos.
6. Depending on the circumstances of the situation, meeting participants should be prepared to share incident details with appropriate officials. This may include the meeting ID, which can be found in the meeting invite.

Process for an Employee Engaged in Prohibited Activity on Zoom

1. Report suspicious or prohibited activity to the employee's supervisor or Human Resources as soon as possible.
2. Record the suspicious or prohibited activity (see instructions above).

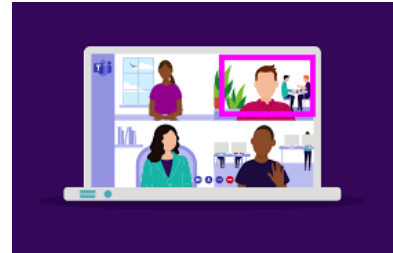
Microsoft Teams Emergency Protocols

Our day-to-day use of Microsoft Teams has grown as we continue to work remotely. This action plan will provide directions for managers and employees on how they should respond if they witness an emergency during a meeting. Please carefully review the information on this document. If you have any questions on this process, please contact Human Resources.

Process for a Co-worker in Distress on Teams

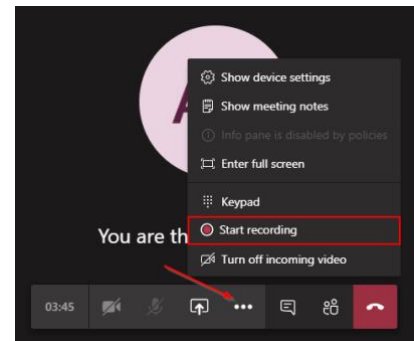
Meeting Organizer Role

1. The meeting host or a participant notices an employee is in distress. **If it is safe to do so, the host should ask the affected individual if they are ok.** Note: this may be a fire/life safety issue or other emergency witnessed on video.



2. Ask the employee in distress if they can call 911. If they are unable to, the host or other participant must immediately **call 911 or Public Safety at 1-714-997-6763** (note: 911 should be used if off-site, Public Safety is working onsite).

3. Simultaneously, **record the incident** using the record feature on Teams or a smartphone (note – only the host/organizer/CU staff/faculty can record via Teams; all other participants may use any other available recording device). Recording helps reconstruct the events if an investigation is needed later.



4. The host/organizer reporting the incident should stay on Teams until help arrives.
5. If requested, share the recording of the incident to Human Resources or Public Safety via Drop Box (save in a Drop Box folder and send the link). Do not share or distribute the video with others. Do not share screenshots of the video. It is extremely critical to maintain complete confidentiality with sensitive videos.
6. Depending on the circumstances of the situation, meeting participants should be prepared to share incident details with appropriate officials. This may include the meeting details, which can be found in the meeting invite.

Process for an Employee Engaged in Prohibited Activity on Teams

1. Report suspicious or prohibited activity to the employee's supervisor or Human Resources as soon as possible.
2. Record the suspicious or prohibited activity (see instructions above).