

2017-2018 – HRRC

**M.O.S.S.A.F.
Manual**

Table of Contents

ROLE OF THE MOSSAF	3
JOB DESCRIPTION	3
TASKS and RESPONSIBILITIES	3
Pre-Cursillo.....	3
When you arrive:	4
First night of stay:	4
Every day and night of stay:	5
Final day of stay:	5
FACILITY FACTS AND PROCEDURES.....	6
M.O.S.S.A.F. CHECKLISTS	7
HRRC CLEAN UP OUTLINE	8
FIREWATCH DUTIES	12

M.O.S.S.A.F.

(Minister of Safety, Security and Facilities)

ROLE OF THE MOSSAF

The MOSSAF is a very important job. You assure the safety and security of the team and candidates. You oversee the facility for the team and candidates on the three-day weekend and any other time the team uses the facility. The candidates are our guests. Set the tone in your talk on Thursday night that you are doing everything feasible to make their stay comfortable and safe. If the facility needs attention while you are there, you, the MOSSAF, are responsible for getting it taken care of.

JOB DESCRIPTION

As the Minister of Safety, Security and Facilities, your focus is the safety and well-being of the team and candidates. It is a responsibility that must be taken very seriously.

- During **team formation**, your job is anything that the Rector/a wants you to do!
- **On the Weekend, be readily available** to the Rector/a, the Assistant Rector/a and the Head Cook – they are the key people who will be making requests on your time and giving you instructions throughout the weekend
- You are not the team “runner” (ex. making trips to the grocery store, etc.) – you should **be on the premises and available always**.
- Your job can be approached in a fun and loving way, but always keep in mind that your job, the example that you set, and the instructions that you give are extremely important. You need to be sure that your instructions are given clearly, that they are heard clearly, that everyone’s questions are answered fully, and that all rules, regulations and instructions are adhered to by both the team and the candidates – their safety and security are in your hands.

TASKS and RESPONSIBILITIES

Pre-Cursillo

- Arrange for someone other than a team member to do **Firewatch** for each night of your stay.
- Gather some basic **tools and supplies** to bring with you to the facility (do NOT assume that these supplies will be in the building when you arrive); some suggestions – painter’s tape, scotch tape, paper and markers for making signs, safety pins, 3m/Command hooks, push pins or tacks, extension cords.
- Contact the group that will be doing **facility clean-up** for your team on Sunday of the Cursillo weekend – consider taking/providing photos of the major rooms and that what they see on the photos is how the rooms should look when they are finished cleaning. Make a list of furniture/equipment that the team moves to ensure it is returned to its original place.
- Try to get the keys in advance of your team’s stay and spend some time **getting to know the building** layout, which rooms and areas are off-limits to Cursillo groups, and the rules of our lease; this task is probably best done in relative solitude and peace and quiet, rather than trying to do it during a team meeting or overnight.
 - Review the location of switches, fuse boxes, and circuit breakers, and any peculiarities with the facility.

- Study the **evacuation plan** and be sure that you are familiar with all the exits.
- *If the facility staff do not advise ahead of time*, try all the lights, flush all the toilets, turn on all the faucets and showers, turn on the heater and ovens and dishwasher – in other words, **be sure everything is in good working condition**; if anything needs repair, report it to the host staff immediately.
- Prepare your “**MOSSAF Nuts & Bolts Talk**” which is to be given to the team if you have an Overnight and to the team and candidates on Thursday night of the Cursillo weekend (a list of topics to be covered in this talk is attached)

Coordinate the supply cleaning supplies, large and small trash bags, toilet paper and paper towels with the cooks, if necessary.

- Ask the Rector/a to assign you a **bedroom** that can be easily found by Candidates and Firewatch.

When you arrive:

1. Obtain keys for facility. It is your job to issue keys and control access to the facility.
2. Conduct a walk-through of the facility. Notify host/staff immediately if you discover a problem. Check: Smoke detectors, Fire extinguishers, Emergency Exit signs, Condition of electrical cords, Elevator, if installed.
3. “Ashtray” and “smoking zone” is outside the garage-side door or the outdoor patio space; ensure the windows and doors are closed to not allow smoke to blow back into the rooms and bother others.

First night of stay:

1. **Arrive early** to meet the facility staff, become oriented with the space. Be sure to unlock the appropriate building doors, and adjust thermostat, if necessary.
2. Give a brief “nuts and bolts” talk the first night, advising both team and Candidates of all the fire exits, fire extinguishers, flashlights for those who forgot them, etc. Remind them that there is no smoking inside the facility. Stress safety on the stairs. Tell them there will be one fire drill & possibly a second unannounced fire drill on the weekend. Indicate how they will be alerted when there is a need to evacuate, i.e. bell, whistle.
 - a. Point out exits
 - b. Point out smoking areas
 - c. Discuss off limits areas
 - d. Advise of locations/limitations of any bathroom/shower/sink facilities
4. A Fire Drill must be held whenever your group is staying overnight in the facility. Be sure that you have given clear instructions for taking a roll call to ensure everyone has evacuated the building.
 - a. Cooks and palanca angels should meet with Head Cook
 - b. If there is anyone in attendance who may need extra help getting out, make sure that everyone is aware and assign a specific team member(s) to help in case of an emergency.
 - c. It is best to have everyone in their bedrooms when you start this Fire Drill so you can simulate an after-dark emergency. The next day you could do one from the Rollo room, dining room or chapel as a day-time Fire Drill.

MOSSAF should appoint **hall monitors**, one for each hallway of each floor, to direct exit traffic in the event of emergency. Each door should be assigned to a monitor so that it can be unlocked for easy exit.
5. Let the team know where to park. Remind team members to secure vehicles.

Every day and night of stay:

1. Conduct walk-around facility and check security.
2. Report to the Asst. Rector/a any facility problems or suspicious persons.
3. Be sure that there are **no obstructions** on the stairs or in the hallways that could hinder evacuation in case of emergency
4. Be sure that there are no burning **candles** left unattended at any time!
5. Be prepared to handle any **facility problem/emergency** that happens during your team's stay; if it is something requiring repair, contact the onsite staff for assistance.
6. Greet the person who will be doing **Fire Watch** and give him/her some instructions and a tour of the building (see list of Fire Watch duties attached) – be sure that this person has a flashlight and knows where your bedroom is located.
7. **Secure doors** each night.

Final day of stay:

1. Before you leave the premises, **make a tour of the building and the grounds** with the Assistant Rector/a to be sure that all windows are closed and locked, all rooms have been cleaned and put back the way you found them when your group arrived
2. Be sure that all **perishables and personal belongings** have been removed from the building.
3. Be sure that everything has been **turned off** – lights, heater, ovens, burners, dishwasher.
4. Check out with the facility staff and be sure to inform them of any **malfunctions or problems** so that appropriate repairs can be made before the next group arrives
5. Put your feet up and get some rest – you deserve it!

FACILITY FACTS AND PROCEDURES

- ✦ The MOSSAF should have copies of the floor plans for the facility areas in use by your group. The **Fire exit route** should be reviewed and practiced by all participants at the beginning of each event to insure safety during any emergency.
- ✦ *Fire escape locations are marked on the **emergency exit floor maps**. Make sure you are aware of the emergency routes and practice using them. Fire escapes should be in working order and may be used if necessary. If in doubt, check them before using.*
- ✦ While the HRRC does **not require a fire-watch** volunteer overnight at their facility; for the sake of ensuring security/safety and to maintain the spirit of community service, teams are welcome to recruit volunteers. A standard Fire-watch instruction list is included in this manual.
- ✦ A First Aid kit should be located or provided for each event, as appropriate.
- ✦ There are **no** phone lines in the building. **All groups should plan on using cell phones.**
- ✦ Kitchen dishes, utensils, pots, pans, coffee makers, etc. should be cleaned and returned to their original location (in kitchen or storage). Refrigerators, microwaves and other appliances will have been cleaned before your arrival. Please insure they are clean when leaving. The kitchen **refrigerator is to be completely empty**. A Clean Up Outline is included in this manual and should be shared with any volunteer clean-up groups as well.
- ✦ Garbage & Recycle services are maintained by the facility; please adhere to their identified bins. At this time, there do not seem to be any composting requirements at HRRC.
- ✦ Heating systems – MOSSAF should be oriented during a facility tour with the onsite staff or the Secretariat liaison.
- ✦ If something is broken, or does not work, report it when turning in the facility keys. If it requires immediate attention, please contact the appropriate person with the facility staff or the Secretariat liaison.
- ✦ Special care should be taken on all stairwells. Move slowly and carefully.
- ✦ If for reason of event planning any **furniture** is moved, it **must be returned to the position it was in originally**.
- ✦ The chapel is a Holy Space and is available to all for prayer and liturgy. An aisle must be kept open for fire and emergency exit.

M.O.S.S.A.F. CHECKLISTS

- ___ Arrange for Key pick-up for meeting facility; at HRRC, arrange for onsite contact.
- ___ Arrange for fire watch if sleeping in the facility.
- ___ Contact Clean-up Group and plan time for their arrival (ideally 2:30/3:00pm).
- ___ Review evacuation plan and plan fire drill.
- ___ Walk through facility to familiarize yourself.
- ___ Plan and give safety talk to group.
- ___ Monitor building for safety throughout your stay.
- ___ Monitor garbage and recycle / dumpsters.
- ___ Keep exit doors appropriately secured, especially at night.
- ___ At end of stay, check that all Clean Up Procedures have been followed.
- ___ Lock up building and return keys/check out with facility host.

HRRC CLEAN UP OUTLINE

1st Floor

KITCHEN:

- Remove ALL food, drinks and condiments from kitchen – this includes refrigerator, freezer and pantries and closet. This means EVERYTHING except ice!
 - *Recommendation – Cooks to begin this process right after lunch.*
- Send any dirty towels home with someone to be washed and returned.
- Check that fans and lights are off on range hoods.
- Ensure counter tops are all wiped down and the floor is swept.
- Close all windows.
- Remove all garbage, compost, and recycling to the designated area(s). [Outside from kitchen & across parking lot]

DINING ROOM:

- Close all sliding doors/windows, curtains and drapes.
- Sweep up any obvious debris.
- Take down the De Colores lyric banner and return to storage.
- Tables/Chairs* away
 - *Chairs belonging to SFSM need to be moved back to storage location

ROLLO ROOM:

- Return any furniture you have moved, returning SFSM chairs, etc. to storage.
- Remove any posters/signage from walls throughout; return any SFSM art/decorative supplies to storage.
- Close all windows, curtains and drapes.
- Sweep up any obvious debris.
- Lights off, doors closed

Forward any “lost & found” items to the foyer so that the MOSSAF may collect them and get them returned to the team/candidates.

1st Floor continued...

CHAPEL & SACRISTY: *Liturgy Committee should be in charge here*

- Clean and return any items from Sacristy; return SFSM items to storage
- Remove/discard any/all flowers
- Remove/return to storage any decorative items
- Return chairs to proper placement
- Consolidate all trash/recycling (facility staff will remove)
- Check the bordering hallways
- Lights off

LOUNGE/LITTLE CHAPEL:

- Remove any decorative/personal items or event/facility items stored in this room; return any moved furniture to its proper location
- Return any moved furniture to its original location.
- Consolidate any trash and obvious debris (facility staff will remove).
- Windows closed & Lights off.

PARLOR/BEDROOM:

- Remove any personal items or event/facility items stored in this room; return any moved furniture to its proper location

FOYER BATHROOM:

- Remove any decorative/personal items
- Turn out lights

KITCHEN/HALL BATHROOM:

- Remove any decorative/personal items
- Turn out lights

Forward any “lost & found” items to the foyer so that the MOSSAF may collect them and get them returned to the team/candidates.

2nd Floor

LIBRARY/PALANCA ROOM:

- Return all furniture to original locations.
- Remove all supplies and decorations.
- Close windows, curtains and drapes.
- Consolidate trash/debris & turn out lights.

BATHROOMS:

- Remove any personal/decorative items; returning SFSM supplies to storage
- Close all windows.
- Turn out lights.

BEDROOMS:

- Remove any personal/decorative items (bed/door tags, etc.).
- Close and lock windows.
- Turn out lights.

HALLWAYS:

- Remove any decorative posters/items from the walls
- Turn lights out.

****PLEASE** be sure all decorations, signs, charts, music, extra Palanca, baskets of supplies etc. are taken down and REMOVED from building. ******

Forward any “lost & found” items to the foyer so that the MOSSAF may collect them and get them returned to the team/candidates.

3rd Floor

BATHROOMS:

- Remove any personal/decorative items; returning SFSM supplies to storage
- Close all windows.
- Turn out lights.

BEDROOMS:

- Remove any personal/decorate items (bed/door tags, etc.)
- Close and lock windows.
- Turn out lights.

HALLWAYS:

- Remove any decorative posters/items from the walls
- Turn lights out.

****PLEASE** be sure all decorations, signs, charts, music, extra Palanca, baskets of supplies etc. are taken down and REMOVED from building. ******

Forward any “lost & found” items to the foyer so that the MOSSAF may collect them and get them returned to the team/candidates.

GENERAL

Any items that have been moved should be returned to their original location.

Make a “Lost & Found” box and give to team’s MOSSAF. Place it in the front foyer so everyone knows where to look. Any unclaimed items should be taken by the MOSSAF or R/R for post-weekend/Ultreya returns.

Do NOT leave at HRRC.

Make a note of any problems or concerns and report to team MOSSAF who will report to Facility Liaison on the Secretariat.

Make a last walk through to check that windows are locked and lights are off.

FIREWATCH DUTIES

Thank you in advance for doing this valuable service!

Your job is very important – you are the person(s) who insures everyone’s safety through the night. It is essential that you are awake all night until you are relieved (and get a hug from) the Team MOSSAF or a cook.

(It may be best to have a partner to do this with you. You may also want to split the night into two shifts. However, the first shift cannot leave the premises until the second shift arrives and is given an orientation by the first shift. If applicable, be sure that you communicate in advance about when the second shift will arrive, and at which door, so that the transition will happen smoothly and quietly.)

(1) Things that you might want to **bring with you:**

flashlight	Ipod/Walkman	reading material
jacket	cards for writing palanca	travel alarm

(2) Arrive early enough to have plenty of time to **discuss your duties** with the Team MOSSAF. Be sure that the two of you decide on a method of communication in case you need the MOSSAF during the night.

(3) **Do the final lockup** with the MOSSAF and be sure that you know where all the doors are located; make arrangements to leave access available for the smokers.

(4) Familiarize yourself with the floor plan of the building and with the **emergency evacuation routes**. Check to be sure that all the **Exit Signs** are lit.

(5) Be sure you know where the **First Aid Kit, fire extinguishers** and the **toolbox** are located. Also, be sure that the MOSSAF points out the **list of emergency contacts and phone numbers** – and pray that you won’t need any of these things!

(6) **Walk QUIETLY through the building every hour** – be sure that there are no unattended lit candles, that the doors to the outside are securely locked, that all burners and ovens are turned off, etc. Don’t just walk by the chapel – stop in and say a prayer!

(7) Record your hourly inspection in the **Firewatch Log Book**.

(8) You can do the cooks a big favor and **start the coffee** in the early a.m. You can also set the tables, cut up fruit, or do other tasks for them as you pass the hours during the night. The person doing Firewatch on Saturday night can get the coffee and snacks ready for mañanitas. If you are smart, you will find out where the snacks, water and soft drinks are being kept!

(9) **Do not leave** the premises until a responsible team member is awake and on duty in the morning.

Incident/Injury On Site Report

Name of Injured: _____

Address: _____

Phone #: _____ Additional phone # _____

Date of incident: _____ Time: _____

Specific Location: _____

Describe Incident:

How did Incident occur? (Describe in detail)

Did the person injured make any statements? Please record here:

Was first aid given? yes no

If yes, by whom? _____ time? _____

Description of first aid:

After the injury, did/was the injured continue activity? limit activity?

sent home? taken to hospital?

If taken to the hospital, who took injured? _____

Name & Address of Hospital: _____

Name of attending physician: _____

Was any equipment or object connected with this incident/ injury? yes no

If yes, explain:

Did any behavior or activity contribute to this incident/ injury? yes no

If yes, explain:

List other contributing factors:

Could this incident/ injury have been prevented?

How did you find out about the injury?

Witnesses:

Name: _____ Phone Number: _____

Address:

Name: _____ Phone Number: _____

Address:

Name: _____ Phone Number: _____

Address:

Submitted By:

Name _____ Position _____

Date _____

This form should be completed within 24 hours of incident/injury and given to General Secretariat Representative for the use of the Secretariat's attorneys within 2 days of weekend.