

# Double Cottage Users Guide

To make your stay enjoyable, please review

## OVERVIEW

Noble View Camp provides excellent hospitality and facilities with a schedule of conservation, educational, and recreational programs for our day and overnight guests.

Noble View instills respect for the natural environment by providing opportunities for the enjoyment of its beauty and wise stewardship.

Noble View will keep the facility as economically affordable as possible.

Noble View's volunteer-managed initiative and energy is vital to our present and future.

Noble View is a self-service facility that could be shared with others during your stay. Please be considerate, introduce yourself, and discuss the sharing of chore responsibilities as outlined, as well as sharing of the kitchen.

**As guests you are our volunteer team, you may be asked to complete a chore during your stay and be responsible for its completion.**

## **SAFETY IS EVERYONE'S CONCERN**

### **Emergency Protocols:**

It is everyone's responsibility to see that emergency response procedures are followed as outlined below

#### **Fire:**

- Alert all guests: "Fire! Evacuate the building."
- Pull fire alarm located at rear kitchen/dining room door on the right.
- Have a guest meet and direct the fire truck.
- If possible, attempt to extinguish fire using fire extinguishers on premises. Do not endanger yourself.
- Assemble occupants at designated location and account for all. Advise authorities of any missing person.
- Access medical attention for injured, if required.

#### **Injury/Medical Emergency:**

- Determine severity of situation (i.e. cardiac arrest, profuse bleeding, and severe trauma) and call 911 to arrange for EMTs to come to premises. Have a guest meet and direct the emergency responders.
- Identify individuals qualified to assist (Dr., Nurse, EMT).
- Be prepared to provide identify, age, known medical problems, medications and circumstances of injury.
- If minor injury, provide first aid from the kit located in the south wing closet.

**An Accident Report must be filed with the Noble View Committee for all injuries no matter how small.**

# CAMP REGULATIONS

- Noble View is a self-service facility; chores are shared. As guests, you are our volunteer team.
- Review fire evacuation routes posted on the back of all bedroom doors.
- Respect our property, furniture, and appliances. Treat them as your own.
- Close all windows and lock all doors as you depart from your stay.
- Quiet hours are 9:00 p.m. – 7:00 a.m.
- Familiarize yourself with the wood stove operation (enclosed and posted).
- Please turn off the lights when you leave a room. We are committed to energy conservation.
- No cell phones or laptops in the Buildings. Radios may be played only with earphones.
- Smoking is NOT permitted in the Buildings or on the decks.
- Candles are not permitted in any of the buildings at any time (STATE FIRE REGULATIONS).
- Consumption of wine and beer (no hard liquor) in the Buildings is RESTRICTED to Social Hours and Dinner.
- Hang wet clothing and towels on the clothesline, located on the west side of the building (area next to the propane tank) to dry. Do not hang these items on chairs, railings, or in the rooms.
- Carry in; Carry out procedures – LEAVE NO TRACE:  
Anything brought in by a guest must be removed by that guest. This includes all leftover food and trash. Noble View has no means of trash disposal. Please familiarize yourself with proper waste disposal and conservation methods.
- Familiarize yourself with the kitchen setup and the appliances that are assigned.
- During the heating season, refill the wood box and cut kindling for the next party.
- Close all of the windows and leave shades/drapes open.
- **Empty ashes out of the stoves when you arrive, but otherwise do not extinguish the stove fire to empty or empty the ashes from a hot stove. The hot ashes will sound the fire alarm & the Fire Dept will arrive. To extinguish the stove when you leave open the air damper all of the way to maximum hot & let it burn out. You may leave the stove burning when you leave it is safe.**
- Please do not feed the deer or any other animals.
- Dogs are not allowed in any of the buildings.
- **Any damages and cleaning up of dishes and the building will be deducted from your deposit. Any additional damage costs not covered by the deposit will be collected to the full extent as permitted by law.**

## **Camp Dishwashing** (posted in kitchen areas)

Dishwashing is accomplished at the campsite just as it is at home, except that instead of a sink you use 3 containers for washing, rinsing, and sanitizing. Three gray washbasins are provided for each cooking area

- Water for dishwashing can be drawn from the well at the Farm House. (This water cannot be used for human consumption.)
- Scrape dishes thoroughly and wipe to remove food.
- The first basin is filled with hot water for the initial rinse.
- The second basin is filled with hot water with dishwashing soap added.
- The third basin is filled with hot water and ¼ cup of bleach per gallon of water for the final rinse. Rinse thoroughly in the hot water and bleach for at least 2 minutes.
- Put cleaned items back in appropriate places.
- Pots, pans, and serving dishes are washed after the individual dishes are finished.
- Dispose of dishwater by sprinkling cooled water away from building or trails. Strain out all food scraps and dispose of in garbage.
- Sponge clean top of stove, side of oven, all counter tops. Remove crumbs from toasters.
- Hand wash soiled dishtowels following same directions for dishwashing.

### **Major Appliances Operation**

Two commercial propane stoves and refrigerators are provided. Each wing's guests are assigned to an appliance

**Stove:** Directions for their use and burner temperature setting are posted at the stove areas. The stoves and ovens are ignited electronically. Turn the control knob until you hear clicking; once the flame is visible the flame can be adjusted for the heat desired. The stove is equipped with two high heat burners, two medium burners, and two simmer burners. Familiarize yourself with the appropriate burners so as not to burn the pots and pans. A griddle (for pancakes) is located in the left hand door of the stove. The cast iron pot holders must be removed from the center two burners to enable the use of the griddle. When using the stove the stove hood must be on to exhaust heat and odors from the building.

### **You are responsible for:**

- ▶ Cleanup
- ▶ Reporting damage
- ▶ Locking doors and closing windows

Noble View is a self-service facility that strives to keep costs as low as possible by volunteer management and the self-service policy. There are no janitors or housekeepers to clean up after you. Please do your part to maintain these facilities.

**These regulations will be strictly enforced**

# EMERGENCY PHONE NUMBERS

**Russell Fire Dept. 911**  
800-936-3919

**State Police (Russell) 911**  
413-862-3312

**For all backcountry emergencies contact the STATE POLICE  
(Medical or search-and-rescue are accomplished only through the State Police)**

## **Noble Hospital DIRECTIONS:**

Return to Westfield by the way of General Knox Road crossing Northwest Road while staying on Western Avenue, passing by Westfield State College and Stanley Park. **At the first intersection with a light** (Western Ave. turns into Court Street) the **HOSPITAL Emergency Room will be diagonally across the street on the right.**

## **STATE POLICE DIRECTIONS:**

Follow South Quarter Road back to the intersection of General Knox Road. At the intersection turn left. You will pass Russell Pond on your left (1/2 mile). You will go 1.2 miles to the intersection of Route 23. At the intersection, turn right. Continue to the intersection of Route 20, 1.7 miles from intersection of General Knox Road and turn onto ROUTE 20 WEST.

- **State Police** barracks is 2.4 miles on the left.

## **PROBLEMS, CONCERNS, VANDALISM and MAINTENANCE ISSUES**

(Please call one of the following)

**CHAIRPERSON:** Rob Robertson 413-549-4343  
E-MAIL: [cerobertson@comcast.net](mailto:cerobertson@comcast.net)

**REGISTRAR:** 413-572-4501  
E-MAIL: [forgerly@comcast.net](mailto:forgerly@comcast.net)