Welcome, or welcome back, to Pforzheimer House! Pfoho is a residential community where we get to know our neighbors and support each other as we study, learn, and grow. Living in this community is a privilege that comes with a responsibility to observe House policies, and we rely on every member of the House to uphold community standards. This document also contains important information about House resources and emergency contacts. Your floor tutor will go over these points with you to answer any questions.

Thank you for being mindful of these policies and respectful of your new neighbors.

Sincerely,
Anne Harrington and John Durant
Faculty Deans
Monique A. Roy
Resident Dean
Mario Leon
Building Manager

EMERGENCIES
- Please program your phone with these numbers right away. We’re here to help, 24/7.
  - HUPD (all emergencies, 24hrs): 617-495-1212
  - Operations (maintenance emergencies, 24hrs): 617-495-5560
  - Pfoho Tutor-on-Call (TOC, nights and weekends): 617-651-1636
  - HUHS Urgent Care (medical and mental health professionals on call, 24hrs): 617-495-5711
  - OSAPR (sexual assault/harassment confidential hotline, 24hrs): 617-495-9100

HOUSE SECURITY
- Theft happens (including laptops and phones), even in common rooms and bedrooms, so keep doors locked. Move-in and move-out are particularly high-risk times. Disabling your suite door lock is a risk to everyone in the suite (even across a shared bathroom) and therefore is not allowed.
- No Piggybacking: Don’t let people into Pfoho unless you’re sure they are members of the community. Call HUPD (617-495-1212) about any suspicious behavior.
- Only Pforzheimer students can swipe into the House between 2am and 7am. At all other times, Harvard undergraduates from other Houses can access the outer door to the main entrance, Comstock, the Wolbach breezeway and Jordans. Inside these entrances is a phone.
- Guests: You are responsible for the behavior of your guests. Guests staying three or more three nights in a row must be registered with your tutor. Be mindful of how a guest affects your suitemates.

PERSONAL SAFETY
- Be aware of your surroundings at all times, especially at night. Do not walk through the Cambridge Common at night. Make use of the Shuttle, Evening Van, and Campus Escort Program:
  - Shuttle: [http://www.transportation.harvard.edu/shuttle-van-services/full-service-shuttles-schedule](http://www.transportation.harvard.edu/shuttle-van-services/full-service-shuttles-schedule)
  - Evening Van Service: 617-495-0400; available every night 7:00pm-3:00am (last call at 2:30am).
  - Campus Escort Program: 617-384-8237; Sun-Wed 10:30pm-2:00am, Thurs-Sat 10:30pm-3:00am.
  - Register with “Message Me” to get important campus safety messages: [www.messageme.harvard.edu](http://www.messageme.harvard.edu)

HEALTH
- HUHS Urgent Care Phoneline (617-495-5711) is available 24/7 to every student for both medical and mental health concerns. [HUHS Urgent Care is located at Smith Campus Center 3rd floor 7 days a week, from 8am to 10pm. The Nurse Advice Line is available 7 days a week from 10pm to 8am by calling: 617-495-5711.](http://www.transportation.harvard.edu/shuttle-van-services/full-service-shuttles-schedule)
- Please invest in yourself by sleeping regularly, eating well, making time for physical activity and fun.
- Good hand washing stops the flu (and many other infections). If you have a serious and contagious illness, please avoid the dhall. Let your floor tutor know, and we will connect you with our dining hall manager to request a packed meal that your roommates/friends can bring back for you.

FIRE SAFETY
- For the safety of all: Do not block fire escape doors. Don’t overload your outlets with equipment. Don’t cook in your rooms (instead, make use of the shared kitchens). Candles are prohibited.
- Fire Alarms: Exit the building immediately if the alarm goes off. Do not use elevators. (Let your tutor know of any mobility issues.) Meet in the Quad in good weather or in Currier Lower Main otherwise.
• The Comstock Living Room fireplace is operable, BUT Students may not light fires without the authorization and presence of the Building Manager, Faculty Deans, or a member of the Tutorial staff.

SMOKING
• No smoking of any substance inside the building or within 25 feet of the building.
• Smoke is a major annoyance and health risk to your neighbors, as well as a fire safety concern. Repeated offences will lead to notification of parents, disciplinary probation, and a requirement to move out of Pfoho. Please don’t do it, not even once.

DRUGS
• All suspected drug use will be confronted by tutors. The College does not tolerate drug dealing or distribution. Report any strange or suspicious behavior.
• Both possession and use of marijuana remains prohibited on campus.
• Read the full College policy here: https://handbook.fas.harvard.edu/book/drugs-and-alcohol
• If you are involved with any drug-related incident, the Resident Dean will meet with you to discuss the next steps, including a referral to the office of Alcohol and Other Drug Services (AODS).

PARTIES & ALCOHOL
• Parties: We want you to socialize in Pfoho. As always, you are responsible for the safety of your guests and for not letting them disrupt the community with unacceptable noise or inappropriate behavior. To help you plan a safe and well-organized party, the following events must be registered:
  o Private room gatherings with more than 15 people
  o Any party in a common room (which also requires a separate room reservation in advance)
• Party Registration: Parties are registered with a party form, available on the Pfoho website, and a discussion with the TOC. After the TOC signs your form, you must submit it to the Resident Dean’s office by 5pm on Thursday. Students can also earn online party registration through Fast Pass by attending a training with DAPA and CARE peer educators in September.
• Alcohol: Students are expected to act responsibly and follow state laws: under-21 students may not possess or consume alcohol, and no one may provide alcohol to anyone underage. House staff will confront obvious violations of the law.
• Help-Seeking Policy: When you bring an intoxicated or drug impaired student to UHS or a hospital or seek staff assistance (including HUPD), neither you nor the friend will face disciplinary action from the college for having used or provided alcohol or drugs.
• SAFETY: Drinking to get drunk or continuing to drink when already intoxicated can lead to injury, death, or harm to others. If you choose to drink: know your limits, avoid rapid alcohol consumption (especially via shots or drinking games), count your drinks, alternate with water and food, and watch out for your friends.
• Bystander intervention: You have the power to address any issue that makes you concerned. Use your best judgment in deciding whether a tutor or dean needs to know about any situation. We are always here to help.

LOCK OUTS
• Go to the Building Manager’s office. Mario’s staff is there 8am-4pm Monday-Friday, and a Security Guard is there 4pm-8am every day. The Tutor-On-Call has a set of master keys for each building and might be available on Saturday and Sunday from 8am-4pm when the office is closed.

COMMUNITY
• Know your neighbors & get involved: introduce yourselves to one another, join HoCo, sit with someone new in the dhall, attend events. You have the ability to make Pfoho the community you want!
• Consider signing up for Pfoho-Open (https://lists.fas.harvard.edu/mailman/listinfo/pfoho-open). Get in touch with Heather at pfozh@fas.harvard.edu with any listserv questions.
• Treat the dining hall and custodial staff with dignity and respect. Try to learn the names of staff members who help make Pfoho a home.
• Pick up after yourselves in bathrooms and public spaces. No dining hall trays/dishes/utensils should be stored in student rooms, or left anywhere (hallways, common rooms, upper level of the DHall), but should be taken to the dish return immediately.
• Quiet Hours begin at 11pm on weeknights and 2am on the weekends and extend until 8am. If someone is making too much noise, try to express your concern directly and in person. If you cannot do that or it hasn’t resolved the issue, contact your entryway tutor or the Tutor-on-Call for help.
• Read all emails sent over Pfoho-Announce to avoid missing important messages regarding academics, community news, special events, and opportunities.