OFFICE OF HOUSING AND RESIDENTIAL EDUCATION

OFFICIAL NOTICE

TO: The Residential Community
FROM: Jim Kramka, Sr. Director of Housing Operations
        Randy Tarkington, Sr. Director of Residential Education
SUBJECT: SPRING BREAK

Spring Break extends from March 5, 2016 – March 13, 2016. During the break, all undergraduate residence halls will close. Residence halls will close at 9:00 a.m., Saturday, March 5, and reopen on Sunday, March 13, at 9:00 a.m.

STAYING OVER BREAK: Students needing to stay in ANY of the residence halls for any part of the break may do so if they register by 11:59 p.m., Friday, March 4. Students may register online at www.vanderbilt.edu/ResEd anytime during the period February 22 – March 4. Please post an “Occupied” sign on your door when you are in your room during break. “Occupied” signs will be available from the information desks at Hank Ingram, Warren | Moore, Vanderbilt/Barnard, Carmichael Towers East, Branscomb Quadrangle, and Lewis House.

Inclement Weather: If inclement weather delays your departure from campus, you may register to stay in your room even after the March 4 registration deadline. Just go online at www.vanderbilt.edu/ResEd to register and be sure to post an “occupied” sign on your door during your stay.

The Branscomb information desk will be staffed during the break. All other residence hall information desks will be closed.

PLEASE NOTE: During break it may not be possible to provide residential staff in a particular building, or to provide staffing of information desks in a particular building. Therefore, if you need to stay, you must register so we can account for you in our residence halls. In the event of an emergency, we need to know where our students are staying so we can coordinate campus response resources. Students who did not register and are found in the residence halls after March 5, 2016 at 9:00 a.m. may be subject to disciplinary action.

RESIDENCE HALL SECURITY AND SAFETY

• Be aware that during school breaks, you should maintain a heightened awareness of security issues, as there are few students in the residence halls.
• Lock your doors at all times.
• If you can do it safely, do not allow others to piggyback behind you into residence halls. If someone piggybacks on you and you feel uncomfortable speaking to them directly, contact VUPD immediately.
• Report any suspicious persons to VUPD. Be prepared to describe the person as best as you can. Watch out for each other. If you see someone who looks like they do not belong in the residence hall, contact VUPD.
• During break, residential staff and VUPD will perform safety and security checks in student rooms and common areas. Violations of University policy will be documented and students may face disciplinary action.
• Be sure to close and lock your windows, open the curtains or blinds, turn off all lights. Carry your key with you and lock your doors, including private bedrooms in suites and apartments. If you live at ground level, make certain no valuables are visible from the outside. Please move bikes into your room or another secure area to reduce risk of theft.
• STAY ALERT and TRUST YOUR INSTINCTS - If you feel uneasy, leave the area.

During break, maintenance and housekeeping personnel will be working in student rooms. Please make sure that maintenance personnel can easily access kitchen and bathroom appliances and plumbing fixtures. There will be maintenance projects in designated areas. Please secure all valuables. Work crews inspect rooms between 8:00 a.m. and 5:00 p.m., Monday – Friday.

BEFORE YOU LEAVE

• Carry your trash to the dumpsters. Do not pile garbage or trash in the common area or bathroom where it will remain until the residence hall reopens. Clean out your recycling containers.
• Close and lock your windows.
• Set your thermostat midway between the “warm” and “cool” settings. If we are experiencing cold temperatures during the break, heat in the halls will be set at a moderate level.
• Move your bed a short distance from the wall if it is directly below a window. Condensation sometimes forms on cold windows and might find its way to bedclothes immediately below.
• Execute a full backup of data on your computer. Turn off the power, and unplug the power cord from the wall or power strip. If the computer is turned off and disconnected from its power source, it need not be disconnected from the network.
• Defrost, clean out, turn off, and unplug refrigerators to prevent damage from power surges and outages.
• Turn off and unplug all other appliances (Note: television channels on some sets may have to be reprogrammed when the power is restored.)
• Do not leave belongings on the floor of your room. If freezing temperatures strike causing broken pipes, flooding may occur in affected areas.
• Do not leave jewelry or other valuable items in your room. Vanderbilt University will make every effort to keep the residence halls secure during the break period, but cannot assume responsibility for your possessions. You should, therefore, take appropriate measures to safeguard your valuables.
• Remove fish from, drain, and clean out aquariums.
• Lock your door and take your key and ID card with you!

Residence halls will reopen at 9:00 a.m. on Sunday, March 13, 2016. Students returning to campus before this time must register before leaving. Unless you have registered, do not arrive on campus prior to March 13, 2016, and expect to be admitted to a closed residence hall.

Please plan now for the closing of these residence halls. If this causes a problem for you and you are unable to find a suitable solution, please see your RA or AC for assistance. Have a great break!