

To department members,

Below is the Timely Security Notice that was sent today to all on Campus Student Residents concerning the recent incident that occurred at Gillett Hall, VUPD IR 13-064618, on May 26, 2013.

“On Sunday 05/26/13 at 10:18 P.M. Students reported several personal items were missing from their dormitory room in Gillette Hall. The residents were gone for the weekend. The incident is under investigation.

The suspect is unknown at this time.

If you have information relating to these or similar incidents please call the [Vanderbilt University Police Department](#) at (615) 322-2745.

#### **Risk Reduction Tips**

- Secure your valuables, record serial numbers or engrave expensive items with identifying information.
- Always lock your door; even when you’re sleeping or just going down the hall.
- Do not prop any exterior doors open to allow unescorted visitors into the residence hall.
- Report lost or stolen residence hall keys immediately to your residence hall staff.
- Report any malfunctioning locks, doors or windows to your residence life staff.
- Do not leave messages on your door about when you will be returning to your room.
- Report suspicious persons, or activities immediately.

In an emergency, dial 911 or use a blue light phone.”