

Applies to: All users of Olin Short term housing that need temporary accommodations on campus due to a larger emergency.

GUIDELINES:

Issued: July, 2019
Updated: December, 2020

PURPOSE:

To describe the process for using rooms in Olin Residence Hall for OFMD emergency needs.

DEFINITIONS:

EOC – Emergency Operation Center	FISC – Facilities Integrated Service Center
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PROCESS:

1. **Olin Floor 8** - 22 rooms available for emergency use.
2. **Olin Floor 5** - 21 rooms available for short-term overflow housing requests.
3. **Keys** – The following service areas will maintain a key inventory:
 - a. FISC has a set of keys for all 5th floor rooms from 7am-7pm
 - b. Protective Services has a set of keys for the following rooms after hours 7pm-7am:
804,805,807,812,813,817,818,819,820,821,822,823,824,830,831,832,811
 - c. Computer Room has a set of keys for the following rooms after hours 7pm-7am:
801,806,808,809,810,811,816
 - d. Physical Security has a set of keys for all 8th floor rooms
 - e. Room keys operate the elevator.
4. **Access cards** – Protective Services will have room keys and two access cards available for signing out. OFMD badges allow access to the elevator lobby.
5. **Linens** – Custodial services will maintain linen supply to dress 20 rooms for emergency purposes.
 - a. **Notification Process** – FISC 314-362-3100– 7am-7pm
 - b. **Protective Services 314-362-4357** – after hours
 - c. **Custodial** – FISC/Protective Services to send e-mail notification for occupied rooms for cleaning and linens to WUSMFacilities@email.wustl.edu
6. **Department Emergency Rooms** – WUSM Departments may request rooms for emergency use. Olin Short Stay room rates apply <https://facilities.med.wustl.edu/housing/>
7. **Overflow emergency requests** – Core Housing 314-362-3230/314-362-3251 after-hours and Olin Gym is available for overflow emergency housing needs.

Resources:

OFMD Website
<https://facilities.med.wustl.edu/>