OFMD Short Term & Emergency Housing

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

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/](https://facilities.med.wustl.edu/)
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/](https://facilities.med.wustl.edu/)