



# NDMA Macdonald NFI Warehouse real-time training

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## Background

The Global Logistics Cluster Logistics Field Based Preparedness Project commenced in Sierra Leone late February 2021. The project aims at creating a common, sustainable approach to supply chain preparedness using localised skills-transfer. The goal is to ensure that national responders have enhanced capability to take ownership of humanitarian logistics operations and reach vulnerable communities during times of disaster.

Wet season has already started with heavy rains predicted in 2021. The heaviest rains are between July and September. The newly established National Disaster Management Agency (NDMA) was handed over a Non Food Item (NFI) warehouse, based in the Macdonald area West Rural district, that has NFIs still remaining from the Ebola (2014) and mudslide (2017) Responses. There is no stock management system set up in the warehouse and the items and number are unknown.

A joint assessment of the warehouse was conducted with NDMA and WFP on 3 June 2021 and a number of recommendations to improve the warehouse and implement a stock management system before the peak of wet season were made. This real time training to clean up and restack the warehouse was developed with NDMA and included the Republic of Sierra Leone Armed Forces (RSLAF) and labourers. A WFPCO storeman was provided to assist in delivering the training in local language. A stock management system using simple documents was designed in consultation with NDMA before the training. No ground handling equipment was available so the layout had to be arranged around heavy relief item stacks that were already stacked sufficiently.

## Purpose

- To clean up and restack the warehouse according to relief item types for easy picking.
- To stocktake and implement a stock management system and train participants in the process and supporting documents.

## Clean up and re-stack.

### Warehouse layout

An initial warehouse layout was developed with the NDMA logistician and RSLAF participants taking into consideration the least amount of handling or movements of heavy items in the absence of a pallet jack. This was reviewed as needed to obtain the best fit. Shelter items were allocated to the left and WaSH items to the right. The least needed items such as large amounts of miscellaneous bagged used clothes were placed up the back of the warehouse. Dead stock to be removed was placed at the front for easy loading.



Dusty mats and floor tiles with bags of used clothes and water containers hidden behind on the wall



Cleaning the sleeping mats



Removal of bags from wall. Many were wet from condensation



Setting up new stacks of blankets away from the wall

Training was provided on:

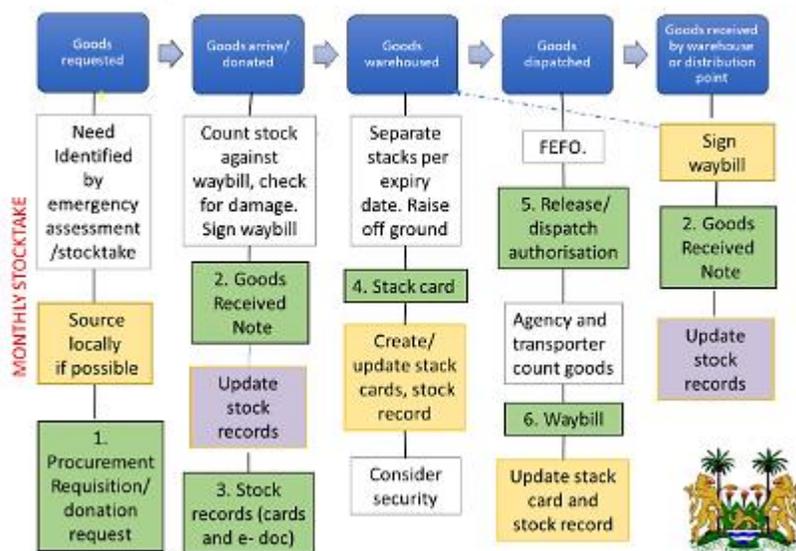
- Keeping stacks at least two feet from the wall to avoid condensation and allow access.
- Sufficient space around stacks in accordance with the warehouses size and layout to allow labour access, or forklift access for heavier stacks.
- Creating different stacks for different items of the same type, and consideration of expiry date (different stack, first expired first out), stacking to prevent items falling, but easy counting.
- Decision making on dead stock, expired stock, distribution of useful small number stock showing signs of deterioration from long storage.

### Stock management system and training.

A stocktake was undertaken of the warehouse and stack cards and stock cards created for all items (with the exception of the large volume of unsorted used clothing bags). Stock cards were then used to create an electronic stock inventory.

Quick training was conducted using the stock management SOP and documents created for NDMA with truck arrival and dispatch scenarios. Documents 2 – 6 in the SOP have been developed for NDMA and were demonstrated. More extensive training will be required with theory and practical simulations.

The SOP flowchart has been stuck on the wall near the side access door for the storeman quick reference.



## Key Outcomes achieved

- The warehouse was re-stacked with signage and cleaned. The layout is improved to find items quickly and access them for rapid dispatch.
- NFIs available in the warehouse for emergency response are now known and a stock management system in place to track inventory, receipts, and distributions.
- Expired items, non-distributable items, and small volume medical equipment will be removed to free up space for picking, load and offload, and additional item receipt.

## Recommendations

- The disposable catering items such as bowls and plastic cups could be stored elsewhere to support Emergency Operation Centre or field first responder catering, and free up space for emergency relief items.
- Significant amounts of used clothes stored since the 2017 mudslide are perishing and taking up space. Bags of clothes could be dispatched along with relief items for small-scale incidents.
- Boxes and bales are perishing exposing relief items to the elements. Repackaging of some items is needed to maintain quality and items should be distributed soon before they are unusable.
- There are a few hospital beds, burial kits, sheets, and eight medical chairs with holes and hanging buckets that have been in the warehouse since the mudslide. The health pillar lead could be contacted to make use of these items for community hospitals or isolation centers before they deteriorate beyond use.
- There was evidence of mice, cockroaches, spiders, wasps, and a snake in the warehouse. Pest control such as baits should be laid, and the warehouse checked and regularly cleaned.
- There was not enough time to train sufficiently on the use of stock management documents. A separate training session should be set up on this with classroom theory and practical scenarios and interested agencies/partners included.
- A storeman's desk and lockable drawers/filing cabinet is needed by the entrance door.
- The procurement and handover of the numbered, duplicate note pads for waybills and goods received notes needs to be followed up on.
- The infrastructure upgrades recommended in the warehouse assessment report need to be followed up on.





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