



NDMA Macdonald NFI Warehouse Assessment report

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Assessment team

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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 NFI's still remaining from the mudslide response in 2017. There is no stock management system set up in the warehouse and the items and number are unknown.

Due to the close timing to flood season and need for the government to have quality relief items available for response – and tracked for accountability –, a joint assessment was undertaken to determine the best approach to support NDMA in setting up the warehouse in time for the flood season, with a “just-in-time” training focus. More collaborative training with partners and subnational logistics stakeholders will be investigated later.

Purpose

To assess the warehouse and NFIs and make recommendations for enhancement of warehouse management and capacity building.

Warehouse structure and access

Access road

The warehouse is located in MacDonald. The turn off to the warehouse has a petrol station, the access road is a long dirt road with several deep holes that are already collecting water. The area is prone to flooding. **In its current condition it may be difficult for trucks to access the warehouse during flooding if works are not done to level and gravel it.**

Security

Security posts were built at the front and back but there is no perimeter fence to prevent access to the building. Concrete posts were built but not completed. A local person living in the area is a “caretaker” and keeps an eye on the building. **A perimeter fence with solar lights would improve the security of the valuable NFIs, particularly in the absence of security staff.**



Building structure

The building is located at GPS coordinates Lat 8.283332 Long -13.085168 and is an approximately 12 x 25 m concrete structure located in a flood area. The floor is approximately two foot above the ground, has a ramp access with roller door for truck loading and unloading, and side door access for staff.

There are no windows for natural light and minimal ventilation. The building does not have electricity or a generator. There are large fans and light tubes installed inside, but they are not operational, meaning the warehouse is dark and prone to humidity, presenting a mould risk in wet season. **Cost effective installation of clear roof sheeting and wind turbine ventilators in the roof would improve light and ventilation without power.**



Land

The building is sitting within a large land space with room for emergency outdoor storage such as shipping containers or large tents. There is sufficient room for parking and truck turnaround.



The entrance to the warehouse has been graveled but the rest of the land is grass. As the structure is in a flood prone area, the need for water diversion channels a few feet around the building should be investigated based on history of flooding in the area. The laying of gravel and digging of deep-water diversion channels will be required for any additional emergency outdoor storage.

Services

There is no main electricity or water services available. A water tank is onsite but requires water trucking. The installation of solar panels and simple roof water harvesting system could be considered to reduce costs.

In the interim, a generator from NDMAs Port Loko facility stores could be transferred to the warehouse. There is a small concrete slab present that may have been laid for this purpose. A covering would need to be built to shield it from the weather.

Warehouse management and NFI stock

Stock content

Good quality shelter and WaSH items are stored in the warehouse and stacked quite well on pallets. Some are dusty and have been there for some time. Shelter and WaSH items are mixed in different locations and could be set out better (e.g. all different tents are placed alongside each other, with sleeping mats and cooking items). It is not evident



from many of the boxes and packages what is inside them as there are no stack cards or labels. The quantity and size of items are unknown. **The NFIs need to be counted and re-stacked, with stack cards and labels so NDMA knows what is available and can find it quickly during an emergency.**

Stock management and tracking

There is currently no warehouse management system or documentation in place at the warehouse (i.e. stack cards, stock cards, goods receipt, waybill, inventory, or tracking system). Following the re-stacking of the warehouse a full warehouse management system should be implemented with stock management documents.

There is no desk for a storeman to write or store documents or safely lock away a laptop during emergency response (two chairs are present). **The provision of an office desk with lockable drawers is needed to support the implementation and maintenance of a stock management system.**

Quality maintenance

There is dust covering the sleeping mats and some other NFIs. During the re-stacking the mats and other NFIs can be cleaned and the floor swept out. **It would be useful to have plastic sheeting or tarpaulins to cover the mattresses and lay pest baits to prevent infestation during wet season from pests seeking shelter.**



Recommendations

- 1) Just-in-time warehouse management training is conducted at the MacDonald warehouse using NDMA's new stock management documents over 1 – 2 days (as required) before 15 June, so stores are known before wet season. Suggestion: one day with labourers only to clean and restack, second half day on stock management set up and training.

Participants:

It has been suggested that NDMA Port Loko warehouse manager joins the NDMA logistician and 2 other Republic of Sierra Leone Armed Forces (RSLAF) logistics staff.

Outcomes:

- Clean, sorted, and accountable warehouse with stock management system in place.
- Trained staff to maintain the warehouse and stock system.

Requirements:

- Water, cloths, brooms, labourers, tarpaulins or plastic sheets, participants, transport of labourers and participants (pallet jack from JCU would save time), logistical arrangement of water and lunch. - **NDMA**
 - Trainers, stock management documents, funding for transport of participants, funding for water, snacks and lunch. – **WFP**
- 2) Consider all recommendations bolded, but as a priority before wet season level and gravel the road where needed to allow access and install some clear roofing panels to allow light into the warehouse (generator should not be added until a perimeter fence is installed to secure it).