



NDMA Port Loko Logistics Hub Warehouse Training Report

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Background

Through the Logistics Pillar coordination and working group meetings, it was determined that emergency relief items should be pre-positioned close to Freetown, Kenema, Bo, and Port Loko to ensure quick access to affected communities in the East, West, South, and Northern regions. The President of Sierra Leone has approved the purchase of 5,000 HH of relief items. It is intended that 1,000 HH will be stored in Port Loko.

The Logistics Preparedness Project has been strengthening the capacity of the National Disaster Management Agency and Republic of Sierra Leone Armed Forces (RSLAF) in warehouse assessment, Mobile Storage Unit (MSU) assembly, and warehouse management in real time to ensure personnel and infrastructures are ready in an emergency to reduce time frames and increase logistics efficiencies. Stock management documents and stock recording tools have been created for NDMA and training applied to the NDMA logistician.

The Port Loko Logistics Base was established by WFP in 2014 in support of the Ebola response and comprises 37 MSUs. In April 2021, WFP handed over this valuable logistics facility to the NDMA. The logistics base manager had not been trained in warehouse management. Therefore, real time warehouse management training will be provided to the hub manager, led by the NDMA logistician with the NDMA's stock management documents, and with support of the project team. RSLAF personnel in Freetown Joint Logistics Unit and neighbouring Makeni Brigade will also be invited. This will mean the warehouse is ready to receive 1,000 HH of relief items in preparedness to support communities in the North. In addition, the RSLAF personnel will be able to see the logistics capacity of the hub and determine if it can be utilised for their storage needs.

On 19 October 2021, the NDMA logistician Major Prince Sesay and FBPP project team – visited the NDMA Port Loko base to enhance the capacity of the logistics hub manager through warehouse and stock management training in readiness for the receipt of 1,000 HH of relief items.

Purpose

The purpose of the visit was two-fold:

- Training of the NDMA Port Loko Hub Manager in stock and warehouse management using stock management documents and warehouse layout simulation exercise.
- Visit from RSLAF Joint Logistics Unit and Army headquarters, Freetown, and RSLAF Brigade in Makeni to view the Port Loko facility and determine if it can be used for their storage needs.

1. Training

Participants

MAJ Prince Sesay, NDAM Logistician

Duraman Kargbo, Port Loko Logistics Hub manager, NDMA

Nathaniel Kelly, National Logistics Preparedness Officer, WFP



Basic logistics, warehouse assessment, and warehouse stock management

Workshop style participatory training was conducted on the following sessions:

- *What is logistics? The five key points for effective logistics.*

Right time; Right Place; Right quantity; Right price; Right Quality

- *Warehouse assessment and running needs: Key factors for a warehouse.*

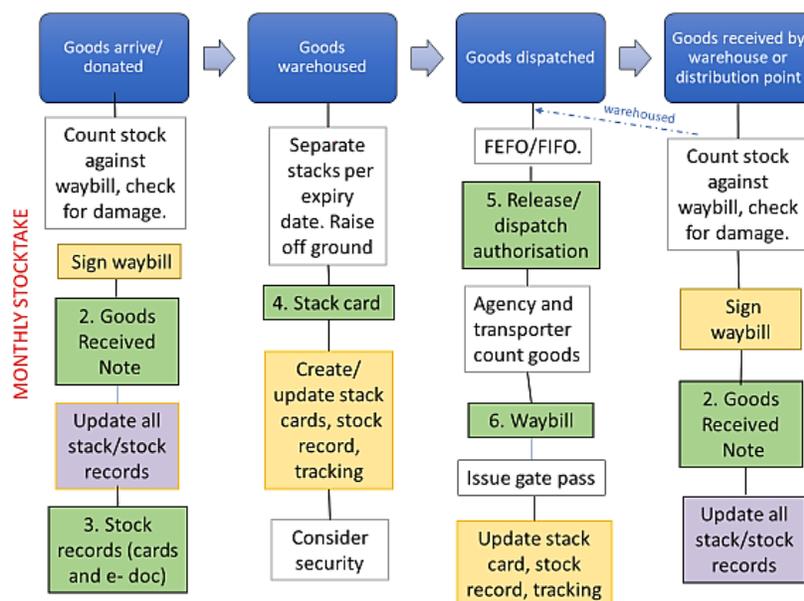
Focus on security measuring and maintaining quality of relief items specific to the Port Loko facility.

- *Development of Port Loko specific receipt and dispatch procedures, for NDMA stock and partner stock.*

Use of NDMA's Waybill and Goods Received Note ledgers.

- *Review of NDMA warehouse management SOP and NDMA stock management documents in relation to procedures developed.*

Familiarisation with the documents, use and purpose, minor adjustments to the SOP for Port Loko.



Simulation exercise

A classroom simulation exercise of a consignment of a relief item arriving was conducted.

- NDMA was able to correctly determine the documentation they had to sign and fill in for receipt.
- Training was provided on stacking correctly to lock out the stack and count the items easily. A demonstration was provided on incorrect stacking and how items fell down.
- A trick was thrown in on a similar but slightly different item of the same dimensions and the importance for checking and counting the stock.
- NDMA filled out the stack card and stock card for the item correctly and filed the stock card in the hub stock record folder.

2. RSLAF orientation of the Logistics Hub.

Attendees

Colonel K.T. Sesay, Commander, Joint Defence, RSLAF Army Headquarter

Colonel S.S. Massaquoi, Commander, Joint Logistics Unit, Freetown

Major Bibinash, RSLAF Brigade, Makeni

RSLAF was briefed on the background of Port Loko logistics hub and its facilities in the Logistics Base Training Room. This is a large well-furnished room with projector and audio system that can accommodate 50 people. The hub is approximately nine acres in size. The Hub is currently not connected to power grid and it operate on generator.

The NDMA logistics hub manager provided a guided tour which included:

- Seven prefabricated offices and washrooms
- 36 MSU of which only three were partly occupied with items belonging to the Office of National Security (ONS), National COVID-19 Emergency Response Centre (NaCOVERC), and NDMA.
- Two generators and fuel storage

RSLAF were impressed with the facility. Photos and a schematic layout were provided to assist with briefings.

Outcomes

The objectives of the Warehouse Training to NDMA and orientation of the hub to RSLAF were met successfully.

Next steps

NDMA are ready to receive and set up the 1,000 HH of relief items in the Port Loko facility.

RSLAF will brief senior officers on the Port Loko hub and determine if they wish to joint use the facility for training, storage, or engineering purposes. Military presence is beneficial as it will ensure security and labour is on hand for NDMA when relief items are in storage.