TIPS TO OPTIMIZE STORAGE DURING EMERGENCIES

Adequate and efficient storage of commodities is critical for efficient supply management. Commodities must be easily visible, organized for efficient throughput, and stored appropriately to prevent damage and expiry.

During emergencies, proper and efficient use of all available storage space is all the more important. The influx of emergency supplies, in addition to routine deliveries can have the potential to overwhelm storage conditions.

Pharmacy worker in Central Pharmacy of Guinea storage room.
Photo credit: GHSC-PSM/Youssouf Bah

TO MAXIMIZE YOUR STORAGE SPACE

Be flexible. You will likely need to temporarily change your storage rules and policies. The goal is to make efficient use of space while minimizing damage to goods and maximizing operational safety.

YOUR SPACE REVAMP MUST

- Provide for the greatest possible ease of movement of people, equipment and commodities.
- Be kept clean and clear of debris and hazards.
- Ease identification of commodities by clearly labeling areas and items.

Make use of all vertical and horizontal space and store appropriately sized cartons on shelving in stock rooms.
Photo credit: GHSC-PSM

USE ALL THE SPACE YOU HAVE EFFECTIVELY

- Reduce aisle widths when possible.
- Separate smaller and larger cartons and store each on appropriate shelves and racks.
- Keep like items together and organize by FEFO (first expired, first out).
- Take advantage of vertical space by stacking high when it is safe to do so.
  - Stack items up to two meters high or more if the cartons and pallets can be stacked safely without crushing cartons on the bottom.
  - When in doubt, read the manufacturer's instructions on the cartons.
  - If appropriate, stack full pallets and wrap them with tape or shrink wrap to make them more secure.
- Dejunk areas. Remove expired commodities and obsolete equipment.

RETHINK HOW YOU ARE CURRENTLY USING YOUR SPACE

- Use portions of receiving and dispatch areas that may be available for short-term storage.
  - To reduce congestion and handling time, identify the top 20 to 30 high-turnover, fast-moving commodities in your storage space and place them as close as possible to receiving and dispatch.
  - Remove or move low-turnover and/or bulky commodities and infrequently used equipment out of the way or to alternative storage space.
- Consider blocking redundant doors (not emergency exits).

WWW.GHSUPPLYCHAIN.ORG