



Tennessee Department of Health  
Receipt, Stage, Store (RSS)  
Warehouse Taskforce

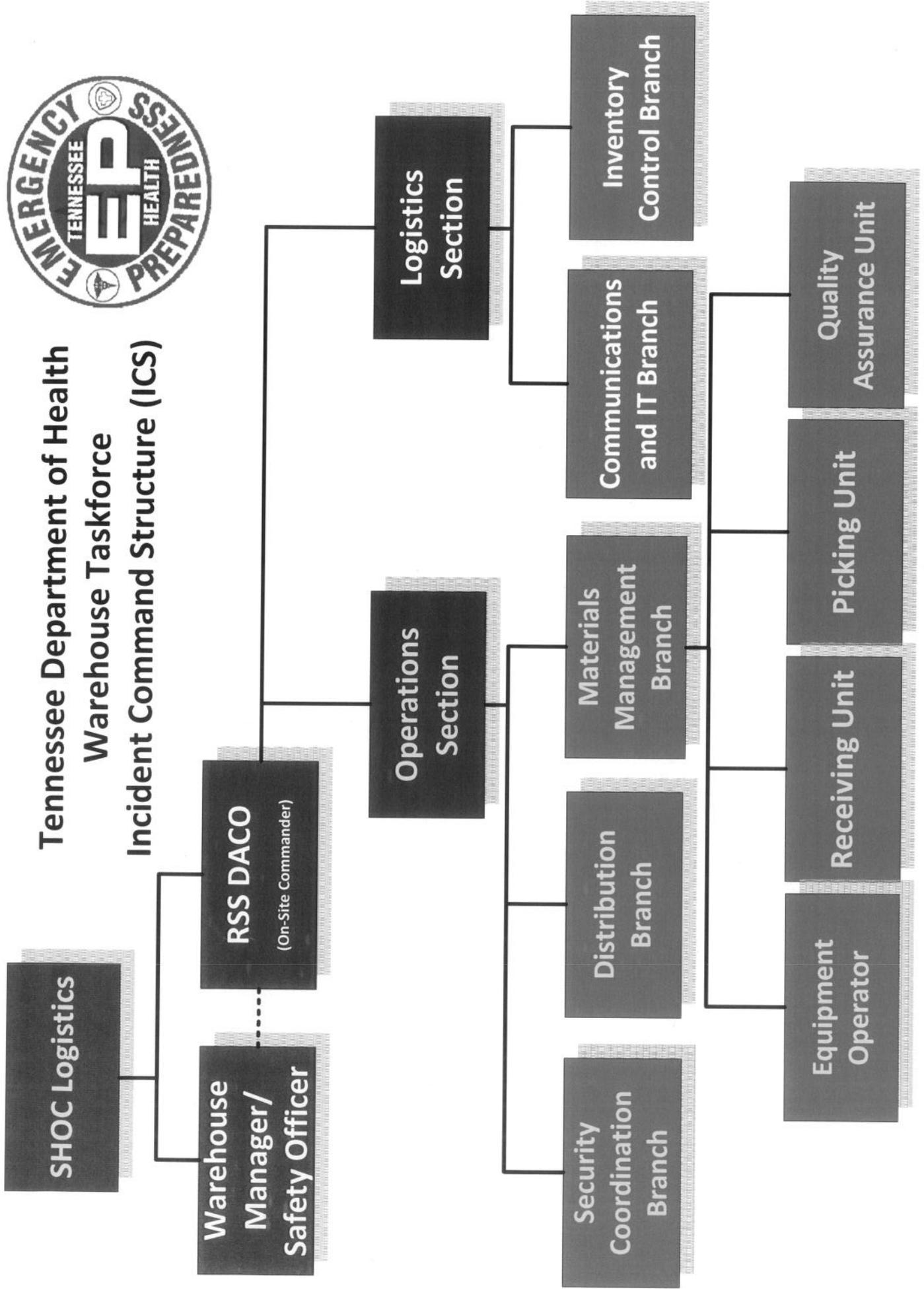
**TNCRN Inventory Management**

**DISTRIBUTION**  
**Step-By-Step & Quick Guides**





# Tennessee Department of Health Warehouse Taskforce Incident Command Structure (ICS)

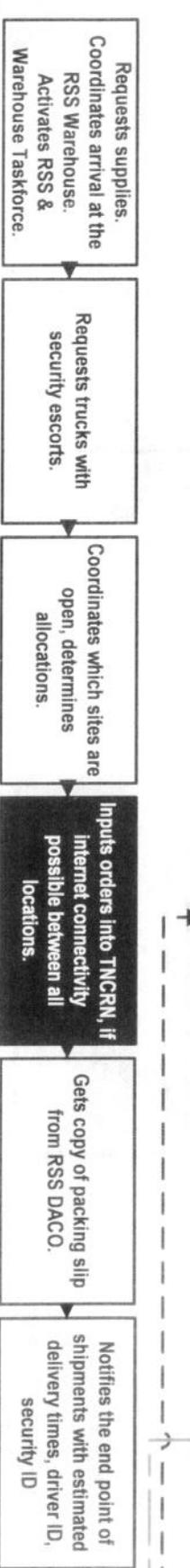
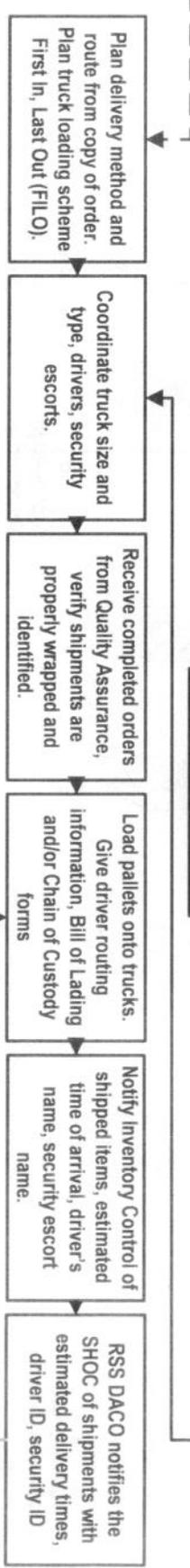
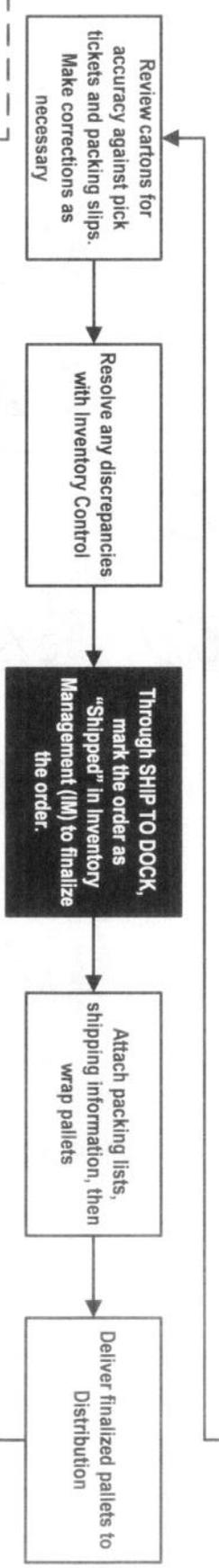
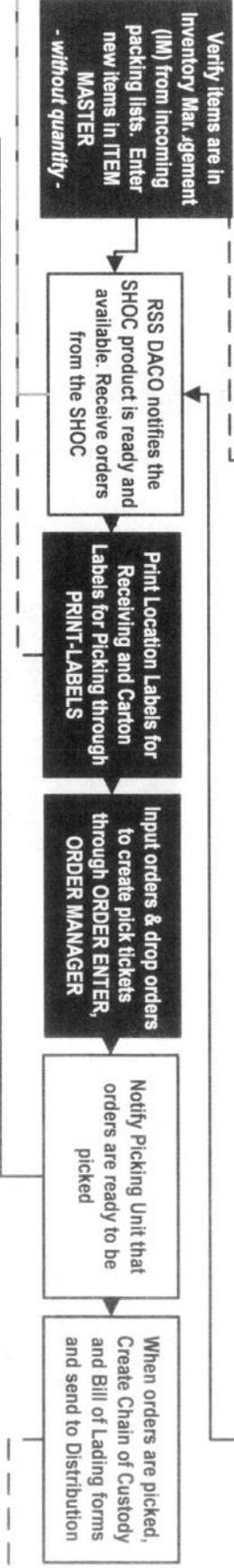
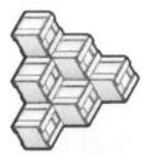
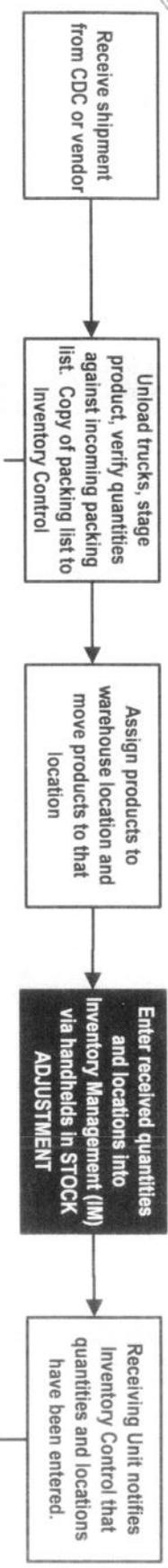






# State of TN - RSS Warehouse Workflow update 10-28-13

Indicates item to be done in the TNCRN Inventory Management software



State Health Operations Center (SHOC)

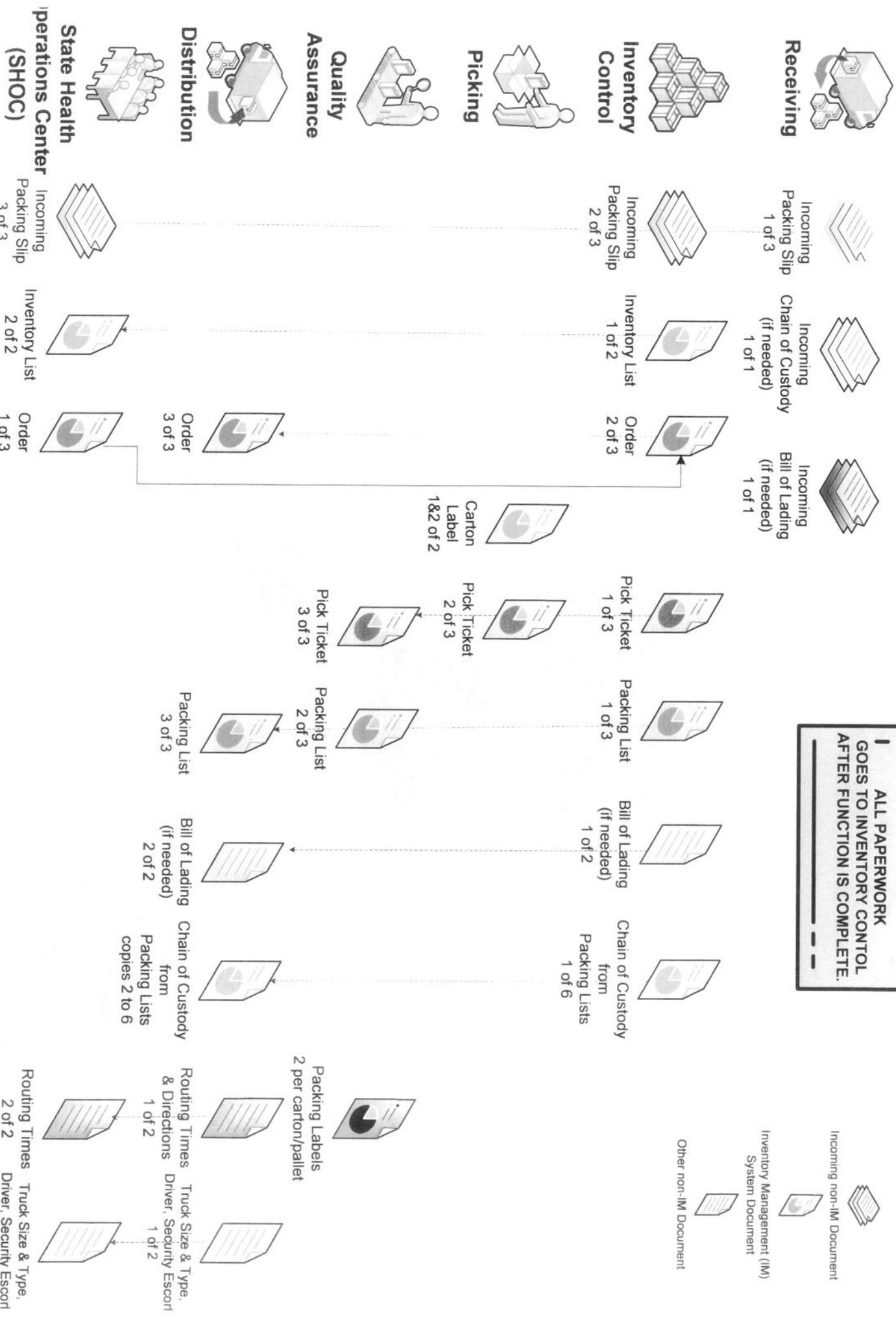


# State of TN - RSS Warehouse Paperwork Flow update 0-28-13

**KEY**  
Copy 1 = where document originates

ALL PAPERWORK GOES TO INVENTORY CONTROL AFTER FUNCTION IS COMPLETE.

- Incoming non-IM Document
- Inventory Management (IM) System Document
- Other non-IM Document



**Tennessee Department of Health - Strategic National Stockpile  
Receipt, Stage, Store (RSS) Warehouse :: Job Action Sheet**

**Distribution Branch Lead**

<b>Assigned location</b>	Receipt, Stage, Store (RSS) Warehouse
<b>Functional area</b>	Operations
<b>Reports to</b>	RSS Operations Section Chief
<b>Supervises</b>	Distribution support staff
<b>Job description</b>	Provide overall supervision and control over distribution of assets out of the RSS warehouse
<b>Equipment Needed</b>	Kenwood Radio, Laptop with internet access, Pallet Jack, Maps

<b>Beginning of Shift Duties</b>	<input type="checkbox"/> Sign-in/Check-in with RSS Operations Section Chief at RSS Warehouse <input type="checkbox"/> Ensure proper RSS identification <input type="checkbox"/> Receive briefing from RSS Operations Section Chief and ensure knowledge of incident <input type="checkbox"/> Review SNS Plan and job action sheets <input type="checkbox"/> Determine staffing needs (schedule/shifts) and acquire appropriate staff resources. Develop on-site staff assignments. <input type="checkbox"/> Brief direct reports to establish chain of command <ul style="list-style-type: none"> <li>○ Ensure all personnel are equipped for duty</li> <li>○ Distribute job action sheets and documents to review</li> </ul> <input type="checkbox"/> Provide briefing to Operations Section Chief <input type="checkbox"/> Conduct Just-In-Time Training to Distribution staff as needed
<b>Job Duties</b>	<input type="checkbox"/> Identify and report safety issues <input type="checkbox"/> Communicate with Inventory Control to develop routing and vehicle needs <input type="checkbox"/> Develop route priorities and mapping to support efficient distribution <input type="checkbox"/> Supervise loading of vehicles for shipping of SNS materials <input type="checkbox"/> Receive completed orders from Quality Assurance Unit and verify properly wrapped, packed and identified <input type="checkbox"/> Communicate with Inventory Control for Bill of Lading, Packing Slips and Chain of Custody documentation <input type="checkbox"/> Work directly with Security Coordination Branch to coordinate security escorts with the shipments and verify truck driver credentials <input type="checkbox"/> Consult Lead staff on issues regarding material requests <input type="checkbox"/> Supervise support staff. Conduct staff briefings as needed. <input type="checkbox"/> Make decisions and solve problems in the absence of or as directed by the RSS Operations Section Chief <input type="checkbox"/> Keep RSS Operations Section Chief informed of developments, progress, and problems
<b>End of Shift Duties</b>	<input type="checkbox"/> Brief incoming RSS Lead <input type="checkbox"/> Sign-out/Check-out with RSS Operations Section Chief <input type="checkbox"/> Return any RSS equipment and radios <input type="checkbox"/> Participate in After Action Review or Hotwash, as needed



ROUTING CHOICES  
→ Google Maps  
→ Tour Solver  
→ Paper Map

Tennessee Department of Health  
Emergency Preparedness



Strategic National Stockpile (SNS) Routing Plan

**Purpose:**

A baseline routing plan has been established for the Strategic National Stockpile (SNS) distribution of medical countermeasures (MCM) in Tennessee. From this baseline of data, specific routing and distribution plans can be adapted to all hazards responses during a planned event or unplanned emergency.

This plan was developed utilizing the CDC endorsed software SNS TourSolver. SNS TourSolver is a web-based route optimization application located at <http://snstoursolver.c2logix.com/> that generates travel routes, maps, and reports to aid in the planning, receiving, distributing, and dispensing of SNS assets from RSS (receipt, stage, and store) warehouses to hospitals, health department, airbases, and points of distribution (PODs).

The application is designed to allow the user to create customized "projects" by inputting the addresses of RSS warehouses, the number and size of vehicles, and the address of the final destinations or "Stops". Then by running a "ROUTE" the software calculates the most efficient routes and the number of trucks needed to complete the route in the specified time.

ER  
n/

From the SNS TourSolver application, you will be given the option of manually inputting data or uploading a spreadsheet (see Getting Started User Guide for Basic Users for specific instructions). These spreadsheets contain all of the addresses for RSS locations, and "Stop" locations. To access the State of Tennessee specific spreadsheets, go to:

H:\SNS\RSS\SNS Tour Solver Files

Once in the Tour Solver Projects file you will have the choice of loading existing projects in their entirety, or you can build a customized project using the pre-filled spread sheets, or you can manually create your

project by inputting addresses directly into the application. The data in the pre-filled spreadsheets has been verified and pre-tested in the system.

### **Customize the application for Tennessee:**

For saved projects, the options used to customize the application have already been selected for you. It may be necessary to create new projects and changes from the default setting.

**For example:**

**To use the least number of vehicles possible , change “non use penalty”, in the vehicle settings page, to \$0.**

### **Trouble shooting:**

If in the process of running a route you get the following error message...

“Unplanned: The element location could not be reached”.

Normally, when you receive this message, the stop is not accessible in its current location. This could possibly be due to it being near a major road that cannot access a stop, such as a freeway, or a one-way street. To resolve, go to the “View All” stops page, find the stop that is causing the error and select the relocate icon to manually move the location pin of the stop to a different location. It is best to choose a location near the stop, and close to an arterial road or nearby intersection.

If you are receiving a different message: “unplanned” then there is not enough time and/or vehicles to visit all of your stops. If this is the case, allow more time to complete all routes or add more vehicles.

For additional issues please see the Help page on the SNS TourSolver home page  
<http://snstoursolver.c2logix.com/>

### **BACKUP ROUTING PLANS:**

If connected to the Internet, use Google or Bing maps for routing purposes.

If disconnected from the Internet, use the printed routing information in binders located in the Central Office in file cabinet near Laina Stanford’s cubicle.

As a last resort, a stack of TN maps are available in file cabinet near Laina Stanford’s cubicle.