

Catoosa County Pandemic Plan

Public Plan



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Catoosa County Pandemic Response Plan

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Annex to the Catoosa County Local Emergency Operations Plan

Catoosa County Pandemic Response Plan

Preface

In November 2005, the President released the *National Strategy for Pandemic Influenza*. The strategy has three critical goals. The third of these goals is most relevant for the purposes of the Catoosa County Pandemic Plan.

According to the President:

Our strategy is designed to meet three critical goals: first, we must detect outbreaks that occur anywhere in the world; second, we must protect the American people by stockpiling vaccines and antiviral drugs, and improve our ability to rapidly produce new vaccines against a pandemic strain; and third, we must be ready to respond at the federal, state and local levels in the event that a pandemic reaches our shores (emphasis added).

While this plan was directed and based on an Influenza Pandemic, the Catoosa County Local Emergency Operating Plan will be used and written to reflect any type of Pandemic; however, all historical data and scenarios will be based on Influenza.

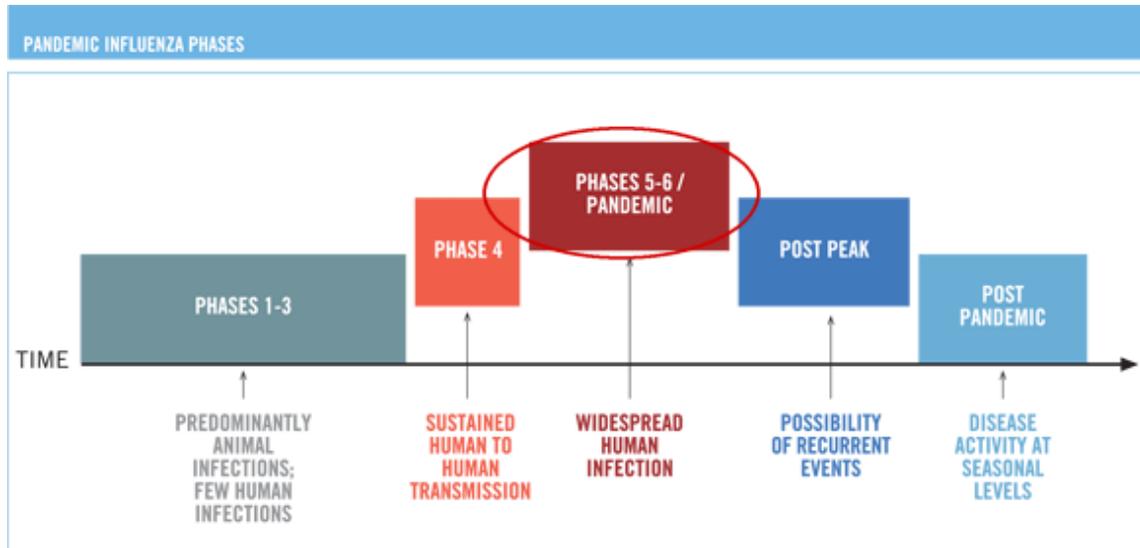
Impact of an Influenza Pandemic:

The impact of an influenza pandemic has the potential to be unlike any other emergency event, according to University of Minnesota public health expert Michael Osterholm. Mr. Osterholm, who helped draft the national strategy, advises that millions of Americans could be sickened and at least two million Americans could be killed in a flu pandemic. He states: “We can predict now twelve to eighteen months of stress, of watching loved ones die, of potentially not going to work, of wondering if you’re going to have food on the table the next day. Those are all things that are going to mean that we’re going to have to plan unlike any other kind of crisis that we’ve had in literally the last 80-some years in this country.”

Additionally, national health experts advise that communities will be required to shut down sporting events and other public gatherings to minimize the spread of infection. The situation will also require local communities to treat thousands of sick patients in improvised hospitals and deal with the grisly task of handling an unprecedented number of bodies due to death.

The World Health Organization (WHO) has developed a six-phase categorization to describe the state of a pandemic. Refer to the table below of the WHO pandemic phases.

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In nature, influenza viruses circulate continuously among animals, especially birds. Even though such viruses might theoretically develop into pandemic viruses, in **Phase 1** no viruses circulating among animals have been reported to cause infections in humans.

In **Phase 2** an animal influenza virus circulating among domesticated or wild animals is known to have caused infection in humans and is therefore considered a potential pandemic threat.

In **Phase 3**, an animal or human-animal influenza re-assortment virus has caused sporadic cases or small clusters of disease in people but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks. Limited human-to-human transmission may occur under some circumstances, for example, when there is close contact between an infected person and an unprotected caregiver. However, limited transmission under such restricted circumstances does not indicate that the virus has gained the level of transmissibility among humans necessary to cause a pandemic.

In **Phase 4** is characterized by verified human-to-human transmission of an animal or human-animal influenza re-assortment virus able to cause “community-level outbreaks.” The ability to cause sustained disease outbreaks in a community marks a significant upwards shift in the risk for a pandemic. Any country that suspects or has verified such an event should urgently consult with WHO so that the situation can be jointly assessed, and a decision made by the affected country if implementation of a rapid pandemic containment operation is warranted. Phase 4 indicates a significant increase in risk of a pandemic but does not necessarily mean that a pandemic is a forgone conclusion.

In **Phase 5** is characterized by human-to-human spread of the virus into at least two countries in one WHO region. While most countries will not be affected at this stage, the declaration of Phase 5 is a strong signal that a pandemic is imminent and that the time to finalize the organization, communication, and implementation of the planned mitigation measures is short.

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In **Phase 6**, the pandemic is characterized by community level outbreaks in at least one other country in a different WHO region in addition to the criteria defined in **Phase 5**. Designation of this phase will indicate that a global pandemic is under way.

During the **post-peak period**, pandemic disease levels in most countries with adequate surveillance will have dropped below peak observed levels. The post-peak period signifies that pandemic activity appears to be decreasing; however, it is uncertain if additional waves will occur and countries will need to be prepared for a second wave.

Previous pandemics have been characterized by waves of activity spread over months. When the level of disease activity drops, a critical task will be, to balance this information with the possibility of another wave of sickness. Pandemic waves can be separated by months and an immediate “at-ease” signal may be premature.

In the **post-pandemic period**, influenza disease activity will have returned to levels normally seen for seasonal influenza. It is expected that the pandemic virus will behave as a seasonal influenza A virus. At this stage, it is important to maintain surveillance and update pandemic preparedness and response plans accordingly. An intensive phase of recovery and evaluation may be required.

State of Georgia -- Department of Public Health

The response to these potentially horrific events in Georgia will be guided by the Georgia Department of Public Health (DPH). Planning considerations developed by DPH with limited resources rely on the coordination with partner agencies during an influenza pandemic.

There is no scientific way to know the extent, impact, and duration of a possible influenza pandemic. Numbers from official sources can vary widely. However, based on information provided by the DPH, the following are the current planning considerations for an influenza pandemic:

- The virus will spread rapidly before a vaccine can be produced;
- The pandemic will last between 18 months and 3 years;
- The pandemic will occur in two or three waves;
- Each episode will last from 6 – 8 weeks;
- The virus is infectious without the person showing any symptoms;
- Once symptoms occur, an infected person may die within 48 hours;
- Possibly 40 % of the population will either die or contract the disease;
- There is no way to produce adequate supplies of vaccine until the virus has mutated;
- It takes time for the vaccines to be produced, and the first wave of influenza will be ending;
- Limited supplies of anti-viral vaccine are available and will be rationed according to a must-need, basis;

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- No mutual aid will be available from other states or the federal government; the emergency must be handled at the local level;
- Emergency measures will include isolation, quarantine, and cessation of all public gatherings;
- Total deaths in Georgia could be between 2,670 and 6,210

Estimated morbidity and mortality during a pandemic in Georgia from the Pandemic Influenza Preparedness and Response Standard Operating Plan DPH:

GEORGIA	
Infected	Up to 6 million
Clinically Ill	0.6 – 1.14 million
Outpatient Care	540,000 – 1.26 million
Hospitalization	9,420 – 21,990
Deaths	2,670 – 6,210

- As high as 14 percent of Georgia’s population could become clinically ill
- Approximately 10 percent of those who become clinically ill will need hospitalization.
- In addition to the 35 percent who become ill, an additional 30 to 50 percent will be infected but will be asymptomatic.
- The incubation period is estimated to be between 1 and 8 days.
- Georgia will have available only a limited number of doses of anti-viral medications. The current DPH policy in conjunction with CDC will establish priority for those most affected.
- While vaccination is the primary method of preventing influenza, six to eight months may be needed to develop a vaccine once the virus has been identified.
- The primary means available to the DPH to slow the incidence of disease during an influenza pandemic includes:
 - Isolation of those infected;
 - Quarantine of those exposed to influenza;
 - Restrictions in travel for persons ill or exposed to influenza; and
 - School and work closures, and cancellation of public gatherings.

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Overview

A pandemic is a global disease outbreak. An influenza pandemic occurs when a new influenza virus emerges for which people have little or no immunity, causes serious illness and spreads easily person-to-person. A pandemic can spread across the country and around the world in a very short period of time causing millions of deaths.

Four pandemics occurred in the past century --

1918-1919	Flu
1957-1958	Flu
1968-1969	Flu
2009-2010	Flu

It is very difficult to predict when the next pandemic will occur or how severe it will be. Regardless, preparedness efforts are underway in Georgia to respond to the unique and complex challenges a pandemic will pose. The Department of Public Health is working with many public and private providers to ensure all relevant areas of preparedness are addressed adequately. Please use the resources available to gain a better understanding of the ongoing work and to educate yourself, your family, and the community about the benefits of planning. Preparing for a pandemic will have long lasting and profound effects on emergency preparedness efforts for other disasters as well.

Flu Terms Defined --

Seasonal (or common) flu is a respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available.

Avian (or bird) flu is caused by influenza viruses that occur naturally among wild birds. The HPAI is deadly to domestic fowl and can be transmitted from birds to humans. There is no human immunity and no vaccine is available.

Pandemic flu is virulent human flu that causes a global outbreak, or pandemic, of serious illness. Because there is little natural immunity, the disease can spread easily from person to person.

POLICY

- 1) The Georgia Department of Public Health is designated as the lead agency for the Pandemic Emergency.
- 2) Presently, there are no reports of Pandemics in Catoosa County, but this Pandemic Plan is designed to mitigate, prepare and respond should it occur.

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- 3) Catoosa County has established a County Pandemic Planning Group with the following roles:
 - a. Identify all potentially effected organizations in the community;
 - b. Determine the best way to communicate with the organizations;
 - c. Help each organization identify planning needs and how it will prepare for any potential disasters with a focus on pandemic preparedness; and
 - d. Coordination of all the plans.

- 4) The various planning segments for Catoosa County are:
 - a. Government, Schools & Transportation
 - b. Public Health & Healthcare
 - c. Media
 - d. Business
 - e. Community & Faith Based Organizations
 - f. Individuals/Family

MISSION

The planning group will provide guidance and direction for the coordination and preparedness of essential public and private services for the citizens of Catoosa County before, during and immediately after a pandemic outbreak.

EXECUTION

The goals of the Catoosa County Pandemic Plan are to insure:

1. Every resident knows how to protect themselves;
2. Every resident knows who to call if a family member gets ill;
3. Systems are in place to care for large numbers of patients;
4. Essential services continue; and
5. Economic disruption is limited.

Concept of Operations:

1. Should a pandemic occur in Catoosa County, in home patient case management will be critical and includes the following seven elements:
 - a. Community Education
 - b. Early Self-Identification
 - c. Telephone Registration/Triage
 - d. Voluntary Isolation & Quarantine – In Home
 - e. Home Care Kits
 - f. Care-Giver Education

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- g. Community Support System
- 2. Coordinating Instructions: All segments listed in this operations plan will follow their internal Standard Operating Guidelines (SOG) and respective Emergency Support Functions (ESFs) in order to accomplish the mission.

SUPPORT

- a. Logistics:

Each segment should stockpile food, water, personal protective clothing and equipment as necessary to provide essential services during a pandemic.

- b. Finance/Administration:

Each segment should take appropriate advance measures to provide mission essential finance and administrative services during a pandemic. Non-essential services during a pandemic should be temporarily discontinued to facilitate social distancing.

INCIDENT COMMAND

- a. The Incident Command Structure will follow the guidelines of the National Incident Management System.

- b. Command:

District Public Health will establish an Area Command at or before Phase 6 as appropriate and as local conditions dictate. Local Emergency Management and the local Health Department will support the establishment of the Incident Command System and Emergency Operations Center.

- c. Communications:

The 911-Central Dispatch with support from ARES will provide emergency communications which may be supplemented as needed by other county departments and divisions.

- d. Public Information:

Catoosa County Emergency Management, Public Information Officer, serves as emergency public information officer (PIO) in coordination with Georgia Department of Public Health and Catoosa County Government, using a Joint Information System (JIS).

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ACKNOWLEDGEMENT:



EMA DIRECTOR

CHAIR – Local Emergency Planning Committee

ATTACHMENTS: **Segment Plans**

Appendix A – Government-Schools-Transportation

Appendix B -- Public Health-Healthcare

Appendix C -- Media

Appendix D -- Business

Appendix E – Community & Faith Based

Appendix F – Individuals/Family

Supplement 1 - Infection Control Policy

Supplement 2 - Key Contact List by Segment

Appendix A: Government – Schools - Transportation

Purpose

The purpose of the Government Segment is to provide guidance and direction for the coordination and preparedness of government services to the citizens of Catoosa County, the City of Ringgold, and the City of Fort Oglethorpe before, during, and immediately after a pandemic outbreak. Those groups also combine to form one planning unit.

Scope

The scope of the Government Segment is to coordinate with all necessary sources prior to, and in the event of, a pandemic outbreak. The goal of the Government Segment is to enhance preparedness efforts, develop a strategic response with key personnel, and plan for the long-term recovery after such a pandemic. Each government agency, department and authority will establish a Pandemic Continuity of Government Plan.

Preparedness Phase

This portion includes all preparedness and mitigation steps and plans.

The Government Segment of this plan stresses that one of the most important preparedness measures is education of all segments. Beginning with the basics, Catoosa County Emergency Management has developed an Infection Control Policy that was approved and put in place for all employees. (See Supplement 1)

The City of Ringgold, City of Fort Oglethorpe and Catoosa County will take all necessary steps to assure that all citizens, customers and employees will have the proper information so informed decisions may be made in a time of emergency. Information will be made available through the City and County websites, at City Halls, School System facilities and all County Offices, through local media, and other available resources.

The Government Segment also identifies several essential functions that must continue throughout the possible pandemic outbreak. These functions include, but are not limited to:

1. Maintaining a safe water supply for both consumption and sewer needs;
2. Continued public safety services including, law enforcement, detention, E-911 services, fire protection and emergency medical services;
3. Accounting for all personnel records, utility billing, receipts of dollars expended during the emergency response, and vital records.

In order to assure that these essential functions will be maintained, the government agencies with responsibility may procure several items such as chlorine, water testing products and sampling materials for water and sewer treatment. Supplies such as; antibacterial soap and hand gel, gloves, masks, cleaning products, and other materials commonly associated with first aid, should be coordinated through Public Health and Region 1-2 Health Care Coalition. In the event that our workers will not be able to return home for rest, the Emergency Management Agency will provide temporary living arrangements such as acquisition of hotel space. Purchases will be made using the normal budgetary process and procurement process of each responsible agency under emergency declaration.

The Government Segment also recognizes the necessity to cross-train all employees for emergencies. The City of Ringgold, City of Fort Oglethorpe, Catoosa County Public School System and Catoosa County will hold training sessions to educate staff and insure all employees are capable of implementing minimum standards necessary to maintain the essential functions of the local governments. Staff will undergo such training at normal staff meetings or as determined by their department heads.

The Catoosa County Sheriff's Office, as the lead law enforcement agency of ESF-13 (LEOP), will implement law enforcement measures to include policies, procedures, goals and objectives on how to respond if an outbreak should occur within our community. Local police agencies should continue to serve and protect the citizens within their jurisdictions and follow set guidelines of ESF-13 as outlined by the Office of the Sheriff.

In the face of a pandemic threat or ongoing influenza pandemic, the need to vaccinate or dispense anti-viral is critical and we must rapidly and safely dispense to essential personnel within our community. In each segment of this plan, the City of Ringgold, the City of Fort Oglethorpe and Catoosa County have identified "key" personnel and will collaborate together to create a complete list including names, addresses, phone numbers, and will include members of said household. The County Health Department is responsible for developing a Point of Dispensing Plan (POD) and the Office the Sheriff, the Office of Emergency Management, and County School Board will pre-plan for the implementation of POD's.

The Catoosa County Fire Department and the Emergency Medical Services will implement measures as dictated by ESF 5-Emergency Management, to include policies, procedures, goals and objectives on how to respond if an outbreak occurs within our community. They will continue to serve and protect the citizens of Catoosa County should we face a crisis.

The Catoosa County Emergency Management Agency must plan for the acquisition and distribution of additional resources within Catoosa County. Efficient dispensing of the vaccine or antiviral medicine in accordance with CDC guidelines is particularly important.

The School System will develop an education and out-reach program to reach all school age children, college students and their parents. The County Nurse Manager, with the Catoosa County Public Health, will provide input, informational materials, and assist in developing guidelines for educating our community to include steps to avoid getting or spreading of germs,

staff responsibilities for tracking, monitoring, and reporting illnesses, and the staff's role if a pandemic alert is activated.

The School System nursing staff will educate all staff (employees and contract) at each facility preventive measures to avoid getting or spreading the illness. They also will be a part of the monitoring and reporting process as they work with children and parents. An emphasis will be on individual responsibility and developing a family plan for prevention and for responding to a pandemic alert.

The School System will use its website to educate the community about prevention. This site will also be useful in disseminating information and phone numbers during a pandemic alert. The school system will reach out to day cares and private schools, as we seek to educate our community.

The School System along with Catoosa Trans-Aid will provide transportation services for the direction and coordination of the delivery of health services to the citizens of Catoosa County before, during and immediately after a pandemic outbreak. The system will provide transportation resources upon request of Emergency Management.

Response Phase

This phase includes all responses to a pandemic outbreak with key personnel, equipment, and the continuity of essential services.

When a local or regional Pandemic-Phase 6 is declared, the EMA Director will activate the Local Emergency Operations Plan at a level to be determined considering local conditions and infections. Key personnel will be notified, as policy dictates, to have all essential employees report for duty and assignment.

All key personnel will be contacted and will be vaccinated or anti-viral distributed, to ensure that the essential functions of the government segment will continue to operate. It is recommended that Catoosa County and both municipalities develop a Continuity of Operations Plan.

The most critical function for the Catoosa Utility District, the City of Ringgold and the City of Fort Oglethorpe will be to maintain potable water and sanitary sewer services for their customers and the community.

The 911-Director will ensure that all needed Communication Officers report to work and will schedule other Communication Officers to report in as time requires. Conditions require the 911 Center to be fully operational at all times, both during and after the crisis. Special attention will be given to the power supply and phone service, making sure the center is operational.

The Detention Center Administrator will implement measures to meet the needs of staff, inmates currently incarcerated and any future inmates. The Detention Center medical staff will also monitor all current inmates and any new inmates coming into the facility for symptoms. The Detention Center nurse will coordinate the distribution of vaccine or anti-viral to employees, and

those incarcerated. The food service provider, for the Detention Center, will implement their plan to provide meals to all inmates. The Emergency Management Agency will coordinate the provision of meals to all first responders during the crisis in coordination with the Salvation Army. Utilities and security measures for the Detention Center will be monitored to ensure the Center remains operational, for the duration of the event.

The Patrol Captain will implement a security plan prior to, during and after the crisis. It is of the utmost importance to provide a sense of security to the citizens of Catoosa County. With this in mind, several areas within the county must be protected. Officers will be dispatched to crimes in progress, as needed. Key areas such as those being used as points of dispensing, water supplies, and critical infrastructure will be covered under the security plan.

The City of Ringgold's Water Department Director will coordinate with their staff and city officials to ensure that operations continue without interruption of services. Personnel will continually assess security issues at its facilities to determine if extra security is needed from the Police Department.

The City of Fort Oglethorpe's Water and Sewer Director will coordinate with their staff and city officials to ensure that operations continue without interruption of services. Personnel will continually assess security issues at its facilities to determine if extra security is needed from the Police Department.

The City Manager of each municipality will ensure that each local government continues to operate during the event.

The Catoosa Utility District Director will coordinate with his/her staff and implement any plans necessary to ensure that operations continue without interruption of services. Personnel will continually assess security issues at its facilities to determine if extra security is needed from the Catoosa County Sheriff's Office.

The School System will develop plans within each department as to their responsibilities during a pandemic alert. Each department will have specific responsibilities for insuring buildings, equipment, and services can be used for the purposes required during the pandemic alert.

School Maintenance and Operations Staff will make sure each building is open, power is available, and communication networks are operable. General custodial responsibilities will also be maintained and support the necessary work.

School Food Services will ensure that stored food is kept safe and used wisely to support the operations of the Pandemic Plan. A seven to ten (7-10) day supply of food and commodities are normally available in the school system. These foods can be committed to serving the efforts of the pandemic operation.

School Nurses and clinics at each site can be mobilized to support the work of the County Health Department, the medical community, and Emergency Medical Services as they work to meet the needs caused by the pandemic.

The School System will work with the Public Health Department to create a secure area for use by the Pandemic Task Force. Some suggestions for use included:

- a. site for dispensing vaccine;
- b. site for isolating and treating identified flu victims; and
- c. headquarters for operations.

The School System will work closely with families to identify resources, websites, and communication tools necessary for educating students at home during the pandemic alert.

The Catoosa County Board of Education (BOE) has 132 buses, in which 38 are for Special Needs students. The BOE has 112 full time bus drivers. These drivers will be called as needed to assist in the transportation of the citizens of Catoosa County. The BOE has 5 mechanics, that in an emergency will report to the Bus Shop to assist in maintenance or repairs in the event of a break-down of buses. The Catoosa Trans-Aid has 8 vans, all of which are handicap accessible and have 8 drivers.

Transportation will be involved in movement of medication and possibly food and water supplies for well people that need to be kept away from the sick.

In the event of a pandemic outbreak the Catoosa County Board of Education, Transportation Department, will work closely with the emergency departments and other related services on an as needed basis.

Recovery Phase

This phase includes both short and long- range plans and actions associated with recovery from a pandemic event.

Public Safety Agencies will continue to create a safe environment for the citizens of Catoosa County until the pandemic is over. Agencies will continue to monitor employees to make sure their health has not been affected in any way during the crisis. All inmates' health will continue to be monitored. Security will remain in place at all critical locations until it has been determined to be safe to relinquish control back to the owners.

The main goal of the government segment of the plan will be to maintain a safe environment for the community as activities return to normal. We will continue with educational efforts, stressing public awareness of preventable measures. We will also plan a thorough cleaning of all facilities of the City of Ringgold, City of Fort Oglethorpe, School System and Catoosa County. The protocol for cleaning the facilities will be determined by Public Health using Center for Disease Control guidelines.

The School System will continue efforts to create a safe environment for children and adults as they return when the pandemic is over. Maintenance and Operations, Youth Health Services, Faculty and Staff, School Resource Officers, and School Food Services will all play a vital role as they work to ensure that the facilities are safe for children and staff. Educational opportunities may be expanded to allow children to transition back into the school environment as health and safety issues for individual students improve. Counseling Services, Youth Health Services, and the Religious Community will be vital in helping students make the transition.

Transportation will continue to provide resources, equipment and vehicles to transport personnel and assist in returning materials to storage locations.

Appendix B- Public Health and Health Care Segment

Purpose

The purpose of the Public Health-Health Care Segment is to provide guidance for the coordination and preparedness of Public Health care services to the citizens of Catoosa County, before, during and after a pandemic outbreak.

Scope

The scope of the Public Health Care Segment is to develop a strategic response with key community personnel in collaboration with Health officials whose plan will encompass long term recovery after a pandemic event.

Preparedness Phase

Planning & Surveillance

Public Health partners with the CDC, which maintains and coordinates a national influenza surveillance system that identifies circulating influenza viruses and monitors disease activity and trends on a constant status.

This surveillance system serves as an early warning system to track outpatient visits, hospitalizations and deaths related to influenza like illnesses. Vital statistic offices in certain cities across the US report mortalities related to flu. The National Notifiable Disease Surveillance System (NNDSS) is used by State Health Departments to report influenza associated deaths to the CDC.

Public Health Epidemiologists receive and compile reports on the flu activity in their territories/state. All Georgia physicians, laboratories, and health care providers are required by law to report patients with Public Health concerns to the local Health Dept. which helps identify outbreaks and disease trends.

The Health Alert Network (HAN) notifies health departments of current recommendations. These recommendations should be distributed to healthcare providers who then will report to the CDC any influenza case that tests positive for a novel influenza or meets the case definition in effect at that time.

Local Physicians and Public Health should meet to share information concerning the diagnosis and treatment and prevention of identified illness. Emphasis will be on lessons learned from similar epidemics and disasters. Local physicians will include all specialties that are based in Catoosa County. A program will need to be developed to identify those who have contracted the illness and those who will require additional levels of care; i.e. nursing homes staff, child and elder care providers.

Meetings should be held with Pharmacists for the availability of medicines and supplies to include deliveries. Other skills will be identified in the delivery of medications and vaccines by the Pharmacists.

Meetings should also be held with the local Veterinarians. Discussion topics would include the assistance in administering animal vaccines, surveillance of health risks from the animal population and other issues.

Local poultry companies have developed protocols for tracking and containing infected flocks in coordination with Department of Agriculture. Ongoing discussions with Public Health should be held to support/augment their programs.

Public Health will have a list of the first responders within the county and provide the District Health office with the number of responders so that correct amounts of antiviral medications can be sent to the county for preventive treatment of first responders. It will be the responsibility of each first responder agency to maintain an updated list of personnel for their agency / department.

Discussions will also be held with the Coroner as there is a greater risk of death projected.

Education

Explanation of the need for a County Emergency Plan has been given to each planning segment. Each of the planning segment members will inform others in their place of employment and encourage participation by promoting continuing education for personal preparedness, family and community awareness. Pandemic Flu brochures such as those entitled “*Seasonal Flu, Pandemic Flu and Bird Flu: What You Need to Know*” may be provided through Public Health to schools, churches, businesses and the medical community throughout the community. We will encourage those groups to request additional supplies as needed. Requesting media assistance for public education will begin with local television and radio, and in the Catoosa County Newspaper, to make the community aware of different types of flu and why the county needs personal preparedness. The Catoosa County Health Department will continue to encourage annual flu vaccines. Promoting and teaching Good Hand Washing should be a proposed school nurse campaign during the school year.

It is recommended that all staff members of Catoosa County Health Department complete NIMS training on ICS 100, 200, 700 and 800B. Health department management should also complete ICS 300 and 400. The information on how to obtain the NIMS/ICS instruction and certification has been provided to Catoosa County Dept. of Family and Children Services, Family Connections Organization, and Catoosa County school nurses. Health Department staff members have been given job descriptions of duties that must be covered in the need for sheltering or point of dispensing site plans. Contacting and educating the medical community (doctor offices, dentists, pharmacists and veterinarians) as what their role is in county emergency preparedness is priority. Discussions with veterinarians should include the assistance in administering vaccines, surveillance of health risk from animals, and other health issues. The

County Coroner, and funeral home directors will be included in preparedness meetings. Mass casualty morgue plans are in place within Emergency Management and the Coroner's Office.

Communication

Communication between each segment of the Planning Group and Public Health is vitally important. Notification of situations that are suspected or exist may come from many sources and may be directed to different emergency response agencies, including but not limited to Public Health, Emergency Management, and Public Safety agencies. It is therefore imperative that the Chairman of each segment be kept informed of events as they unfold.

Public Health will maintain updated call down lists for all District Health Emergency Assessment Response Team (DHEART), County Emergency Assessment Response Team (CHEART), Public Health Assessment and Survey Team (PHAST), District Operations Center (DOC) and local government numbers. These are kept in the CHEART Manual in the Health Department lab Emergency Preparedness cabinet. All staff are aware of the EP cabinet and manual.

A Health notification system will be used in all incident responses and exercises. A notification is an established message sent in response to a direction from a higher authority, input from the District Health Emergency Response Team (DHEART) or partnering member, or circumstances requiring communications assistance. Three notification levels have been defined:

HEALTH ALERT (highest level) A health alert indicates a catastrophic event/disease outbreak, such as pandemic flu, in which public safety is at great risk, there is a potential loss of life, or an actual high casualty rate has occurred.

HEALTH ADVISORY a health advisory indicates potential public health risk, such as a contained outbreak of pandemic influenza, etc.

HEALTH UPDATE a health update indicates a low health risk with no immediate illness. This update could be issued if a suspected case of mutated strain of flu was present and no cases were reported in the United States.

These notifications will follow the same color-coding as the Homeland Security terror alert system. ALERT (red), Advisory (orange) and Update (yellow). The District Health Director, DHEART, and Incident Command will give approval for Health Alerts. The District Health Director may issue health advisories and health updates.

Emergency Drills and Tabletop Exercises will be scheduled by County EMA/CHEART meetings to help identify strengths and weaknesses of emergency/pandemic flu plans.

Response Phase

Providing medical care for the acutely ill will be the greatest challenge. The main complications for influenza are pneumonia, heart attacks, and strokes. Treating these individuals will be

challenging as well. A strong reliance will be made on local health care groups providing an acute care area supported by a pharmacist. A list of local pharmacists and pharmacies should be maintained by Catoosa County Public Health.

When the Governor has requested and deployed the SNS (Strategic National Stockpile), the state Public Health office will notify the District Health Office and make arrangements to receive prophylaxis treatment for all first responders in Catoosa County. The SNS should arrive at the designated location within 12 hours or less. In addition, the Public Health Department emergency response trailer is stocked with equipment and supplies as well as a Pandemic Flu Kit for each department supplying first responders. These kits contain basic personal protection as well as disinfection supplies.

Development of Strategic National Stockpile Response Plan (Point of Dispensing)

Public Health will prepare to open a dispensing site at one of the pre-designated locations. The school system will be notified of the need for their resources: buildings, buses and staff if needed. Buses will report to a transportation staging area, and law enforcement will be needed for security and traffic direction. The Catoosa County Sheriff's Office along with the Georgia State Patrol will be responsible for transporting the SNS Push Package (vaccine) to the Catoosa County POD. When the package has arrived at the dispensing site, it can be opened. The public will be notified by local media where to report (transportation staging area) and provided directions upon entering into a Greeting and Triage area, at the Point of Dispensing site.

Upon notification by the Health Department that the SNS will be released, local physicians may be available to assist in the administration of the medication, assist in developing guidelines for dosages, allergic reactions, special needs and usages.

Recovery Phase

Public Health Staff and volunteers will retrieve and finalize reports that need to be sent into the district and state health offices to help with statistical and financial data totals. This information will be used to better educate, plan, and treat future populations. There should be adequate records of who contracted the illness to include their age, sex, medical conditions, survival, medications used, etc., so information can be gleaned to get a better picture of what happened during the pandemic. Useful information could be used for better planning and treatment for future epidemics or pandemics.

Identifying any "hot spots" of influenza that remain, or those who were not medicated or immunized, will be important to prevent the virus from spreading to other areas. All buildings used during pandemic phase will be brought back to normal operations, disinfected if appropriate, and all surplus supplies returned to appropriate agencies. Equipment and supplies used will be recorded for quantity, expenditures and reimbursements. Accurate personnel timesheets, physical and mental health statuses, will be documented and reported as needed. Drug inventories will need to be updated to reflect the pharmaceuticals dispensed during the emergency period. Public Health will expect to see an increase in visits to health department for health evaluations and referral.

Appendix C: Media-External Communications

Purpose

The purpose of the Media Segment is to provide guidance and direction for the preparedness, coordination and dissemination of Media services for the citizens of Catoosa County before, during, and immediately after a pandemic outbreak.

Scope

The scope of the Media Segment is to coordinate public information sources prior to and in the event of a pandemic outbreak. The goal of the Media Segment is to enhance preparedness efforts, develop a strategic response with key personnel, and plan for the long-term recovery after such a pandemic.

Preparedness Phase

Immediate action: A complete contact list of media sources that serve Catoosa County should be prepared. “Preventative Measures” and “Preparedness” releases will be distributed to all media. Educational and preparedness media releases will be formulated, introducing segments of prevention or preparedness including common myths of pandemics. All media releases must be coordinated through District Public Health Office. Catoosa County Emergency Management has the capacity to provide for a “Hot Line” for immediate, real-time, dissemination of information to the public, and utilize the Emergency Notification System (Everbridge) to distribute immediate notifications.

Response Phase

Telephone and/or emails will be the first method of contact between all segment members. All published information will come from the Emergency Management Public Information Officer (PIO), in coordination with the District Public Health PIO and the Catoosa County Government PIO. All messages will be consistent. If power (marshal law) or social distancing (quarantine) becomes an issue, print media can be moved to desktop publishing/email format. Single sheet distribution may be needed in cases of extreme emergency. The PIO will contact other media sources from previously compiled lists to assist with distribution/communication as needed.

Recovery Phase

This phase includes providing the community with consistent messages regarding after-effects, recovery, and steps that need to be taken to resume daily activities. All published information is to come from the PIO. Messages and distribution will be consistent in all publications.

Appendix D- Business Segment

Purpose

The purpose of the Business Segment is to provide guidance and direction for the coordination and preparedness of essential business services to the citizens of Catoosa County before, during, and immediately after a pandemic outbreak. The Business Task Force should also seek to offer a class geared toward small business and a financial preparedness plan, should a pandemic restrict or halt their cash flow for a period of time.

Scope

The scope of the Business Segment is to coordinate with Government and Health Care sources prior to and in the event of a pandemic outbreak. Their goal is to enhance preparedness efforts, develop a strategic response with key personnel, and plan for the long-term recovery after such a pandemic by providing financial planning and preparedness for disasters that will affect business sales, cash flow, availability of products and more.

Preparedness Phase

This portion includes all preparedness and mitigation steps and plans.

1. The Economic Development Department will coordinate with the Chamber of Commerce to educate local businesses on the need to create a Continuity of Operations Plan and Financial Preparedness Plan that encompasses items such as, but not limited to:
 - a. Educate employees about Pandemic outbreaks of all kinds, such as bird flu, etc., and how to take protective measures in the workplace and home.
 - b. Determine if their business, its products and services, are essential, core (important, but not essential) or non-essential to the public. Businesses will also differ regarding whether they come in contact with the public or not. (Example, retail stores vs. utility companies.)
 - c. Will they need to eliminate some services – and/or add some services?
 - d. How will employee absences affect their business? Are personnel cross-trained? Can some or all employees telecommute (work from home)?
 - e. How will reduced revenue affect their business? (**Develop a financial plan that will respond to reduced cash flow.**)
 - f. How will reduced shipping/receiving affect their business?
2. The Economic Development Department will coordinate with the Chamber of Commerce to develop two sub-working groups – one for essential businesses – one for non-essential.

3. The Economic Development Department will coordinate with the Chamber of Commerce to contact the Small Business Development Center (SBDC) regarding a class on planning and financial preparedness that is specifically geared toward businesses. This class will be promoted to all businesses.
4. Utility companies such as telecommunications and power are included in the business segment. Their ability to function will affect government operations as well as business. They will develop a plan to insert in this segment that will address possible outages and ways to assure continuity of service, particularly to the government sector and businesses identified as essential businesses by the Business Segment.
5. Both the Chamber of Commerce and the Library have e-mail systems that may be used to help educate businesses and citizens about the need to plan and prepare. The Chamber of Commerce's newsletter will also be a tool for educating businesses. The Economic Development Department will disseminate pertinent information to the Chamber of Commerce to be included in newsletters as necessary.
6. Financial institutions and other lenders and their business customers should communicate ahead of time about policies regarding late payments due to reduced business revenue during a pandemic outbreak.

Response Phase

This phase includes all response plans to a pandemic outbreak with key personnel, equipment, continuity of services, etc.

1. The Economic Development Department and Chamber of Commerce staff will maintain the office for information services if possible. E-mail notifications can be done from a home base if needed.
2. Businesses will implement their plans so that essential services and products are available to the community. Non-essential services may be temporarily discontinued if reduced personnel or other factors necessitate such action. Non-essential businesses will make determinations as to their ability to operate according to general directives given by Office of the Governor.
3. Businesses will instruct employees that can telecommute to do so.
4. Businesses will reduce contact with customers and objects as much as possible through use of protective masks, gloves and sanitizers.
5. Financial businesses and other lenders should be prepared to work with clients who have reduced revenue due to a pandemic. Hopefully reduced or late payments will be accepted with minimal impact to both businesses and the lenders.

6. The Chamber of Commerce and possibly the Library's e-mail system may be used to update their contacts on the latest directives or updated action plans. The Economic Development Department will disseminate pertinent information to the Chamber of Commerce.

Recovery Phase

This phase includes both short- and long-range plans and actions associated with recovery from pandemic events.

1. Businesses should make every effort to reinstate services and/or products that were reduced during the pandemic as soon as possible. It is recognized that the ability to do so depends on many sources that are not controlled by the business itself. Uncontrollable circumstances such as, percentage of employees that can return to work, ability to ship and receive goods, amount of cash flow available to purchase goods, and more, will all affect a business's ability to return to normal operation. It is recognized that each business will vary greatly according to their product and/or service.
2. The Economic Development Department in conjunction with the Chamber of Commerce will work to make known any financial assistance or loan programs that may become available to businesses impacted by a pandemic.
3. The Economic Development Department in conjunction with the Chamber of Commerce will continue to encourage everyone to do business locally when at all possible.
4. Short- and long-range plans will be implemented that were developed through classes, such as those formulated by the Small Business Development Center.

Appendix E: Community & Faith-Based Organizations

Purpose

The purpose of the Community & Faith-Based Segment is to provide guidance and direction for the coordination and preparedness of Community & Faith-Based Organizations to the citizens of Catoosa County before, during, and immediately after a pandemic outbreak.

Scope

The scope of the Community & Faith-Based Organizations Segment is to coordinate with Emergency Management prior to and in the event of a pandemic outbreak. The goal of the Community & Faith Based Organizations Segment is to enhance preparedness efforts, develop a strategic response with key personnel, and plan for the long term recovery after such pandemic.

Preparedness Phase

This portion includes all preparedness and mitigation steps and plans:

- To encourage public participation in Community Emergency Response Teams (CERT).
- To encourage public participation with American Red Cross.
- To designate an Information Officer for the recruitment of new volunteers targeting mainly civic groups i.e. Rotary, Lions, Women's Club, Church Congregations and others for volunteers to assist in the preparedness, response and recovery areas.
- To encourage participation by faith-based organizations.
- To encourage participation by retired professionals.
- Prepare for alternate meeting or congregational service plans, i.e., video/audio messaging.
- To encourage individuals and congregations to prepare by creating emergency disaster supplies cache to include: N95 masks, nitrile gloves, alcohol-based hand wash.
- Ministers and church leaders should plan for mass memorial services and alternative ways to provide those services.

The said training will mainly cover shelter operations, transportation of food, medical supplies and other humanitarian resources as designated; provided for PTSD (Post Traumatic Stress Disorder) counselling and Mass Burial Management.

Response Phase

This phase includes all response plans to a pandemic outbreak with key personnel, equipment, continuity of services, etc.:

- **Provide Personnel for:**
 1. EOC Operations
 2. Transportation Services
 3. Informational Services
 4. Shelter Management Services
 5. Points of Dispensing Services

- **Identify Equipment for:**
 1. Shelter Materials
 2. Point of Dispensing Supplies
 3. Mass Transportation
 4. Generators
 5. Tents
 6. Storage Facilities
 7. Mass Communications Capability

- **CERT Response:**

A Community Emergency Response Team support unit is equipped and will be available for training volunteers. A key element in responding to this disaster will be an Emergency Coordinator that will coordinate all Community Organization Volunteers, address Human Resource issues, and to insure continuous service to those in need. We anticipate only 1/3 of our volunteers will be able to participate in our efforts due to being personally involved in the disaster.

- **Faith-Based Response:**
 1. Issuance of request to suspend services, (most probably to coincide with the school systems decision to suspend school).
 2. Communication with public health for those sick in congregation.
 3. Provide public service with counselors.

Recovery Phase

This phase includes both short- and long-range plans and actions associated with recovery from a pandemic event.

Along with supplying manpower for transportation, shelter operations and other responsibilities, this group will collaborate with faith-based organizations and local mental health services to supply immediate and long-term crisis counseling, not only the general public but to relief workers, both paid and volunteer as well.

Recommend service renewal plans in conjunction with public health officials, while providing continued support to area congregations while providing PTSD (Post Traumatic Stress Disorder) counselling.

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Appendix F- Individuals/Family Segment

Purpose

The purpose of the Individuals/Family Segment is to provide guidance and direction for the coordination and preparedness of informational services to the citizens of Catoosa County before, during, and immediately after a pandemic outbreak.

Scope

The scope of the Individuals/Family Segment is to coordinate with all segments, media and public sources prior to and in the event of a pandemic event. The goal of the Individuals/Family Segment is to enhance preparedness efforts, develop a strategic response with key personnel, and plan for the long-term recovery after such a pandemic.

Preparedness Phase

This portion includes all preparedness and mitigation steps and plans.

Public information regarding preparedness and prevention will be communicated through planning kits and strategically prepared press releases. All published material will be disseminated county wide through the schools, mass email, human resource departments, local newspaper and radio, Chamber of Commerce, churches and other mass exposure sources. All public materials will be approved by the Public Health District Public Information Officer (PIO) prior to dissemination. In cooperation with the local media, we will implement a series of approved public service announcements to keep issues and information fresh in the minds of our community.

A pandemic hotline may be established in preparation for the response phase, to provide a source of information for the general public. The hotline will be arranged in conjunction with public health at the request of our District 2 Public Health Office.

During the preparation phase we will establish alternate means of communication with the general public in preparation for the response phase. This will involve some form of county wide notification system. Available resources will be determined by the local EMA Director, Sheriff's Office, United States Postal Service and media outlets. This segment will work closely with Appendix C – Media Segment.

Response Phase

This phase includes all response plans to a pandemic outbreak with key personnel, equipment, continuity of services, etc.

Activate the county wide emergency notification system (Everbridge). Begin communication of pandemic activation procedures to the general public. Emphasize social distancing and “essential” services. Procedures for this will have been established

Catoosa County Pandemic Response Plan

by the various segments of the working group and will be communicated through the resources identified in the preparedness phase.

As a last resort, implement door to door notification and surveillance systems.

Recovery Phase

This phase includes both short- and long-range plans and actions associated with recovery from a pandemic event.

It will be of the utmost importance to identify and communicate issues of public concern to appropriate personnel and resources. Every effort will be made to communicate post event information to the general public, through available channels, and to create post event awareness public service announcements. The working group will evaluate effectiveness of response phase and conduct post event review.

SUPPLEMENT 1

Infection Control Procedures

Forward

The primary object of this guideline is to protect the health of all employees and the public by reducing the possibility that they will become exposed or, if infected with an illness, such as the flu, infect others. It is important that all employees practice good hygiene habits and learn to recognize the symptoms of influenza in themselves and others and take the appropriate steps necessary to minimize infection for themselves and/or contagion of others.

Overview

Influenza and other viruses are known to survive on non-porous surfaces, such as steel and plastic, for up to 24-to-48 hours after introduction. Cloth, paper, and tissues for up to 12 hours. Viable virus can be transferred from non-porous surfaces to hands for 24 hours and from tissues to hands for 15 minutes. Influenza is easily spread from person to person by coughs and sneezes and/or by touching the eyes, nose, or mouth with hands. It is therefore important that the following procedures be followed:

A. Workplace Sanitation

Surfaces should be cleaned and disinfected daily or after every shift change or at all staff changes for shared workstations. Surfaces that should be addressed include doorknobs, telephone handsets, touch pads, keyboards, mice, control knobs, all work surfaces, chair arms, seats and adjustment handles, and any object that is touched or potentially coughed on by employees or by the public. These areas should be cleaned with an EPA registered disinfectant by the person using the work area.

If an EPA-registered disinfectant is not available, use a dilute solution (1part chlorine to 6 parts water or 5.33 oz. per quart, 22.33 oz. per gal) of bleach solution, applied with moistened towel and allowed to remain wet for 5 minutes. Do not soak or spray surfaces, especially keyboards or other electronic equipment. Gloves should be worn during cleaning procedures. When using chemical disinfectants, all manufacturers' instructions should be followed. Always use disposable towels or wipes.

B. Personal Hygiene

Transmission of influenza and other illnesses can occur from direct or indirect contact with hands and articles freshly soiled by someone who is infected. The evidence of infection may or may not be evident. Influenza and other illnesses are readily inactivated on hands by cleaning them with soap and water or an alcohol –based hand rub. Proper hand washing is the single most effective barrier to infection. Hands must be thoroughly and properly washed at the beginning and end of each work shift, after using the toilet facilities, coughing, sneezing or after touching surfaces that may have been contaminated by someone already infected.

Rinse hands under running water and apply antimicrobial soap, lather well. Wash hands and fingers for a minimum of 20 seconds.

Work soap around fingers and nails. Do not use a scrub brush, because it may cause abrasions.

Rinse thoroughly with running water (hot water opens pores and dilates capillaries).

Dry hands with paper towels and use the towel to turn off the faucet. Cover cuts and abrasions with Band-Aids or finger cot until fully healed. If hands are not visibly soiled or sticky, they may be sanitized with an alcohol-based hand rub containing at least 60% alcohol. Apply enough product to cover all surfaces of both hands, rubbing hands together until all surfaces, including between fingers, are dry.

Hands should *always* be washed and/or disinfected, after using the toilet facilities, coughing or sneezing, or eating.

Always cover coughs or sneezes with a tissue or by using the bend of the elbow when tissues are not available. Dispose of tissues immediately and clean your hands.

Do not share glasses, dishes or eating utensils unless they have been thoroughly washed and dried first. Break areas without washing facilities should be equipped with disposable cups, plates, and utensils.

C. Social Distancing

Employees should take every appropriate action to minimize the possibility of infections to themselves and others, especially during the flu season. In addition to the sanitation measures listed above, social distancing may be crucial to protect yourself and others.

Employees who frequently come face-to-face with the public can reduce their risk by maintaining a distance of approximately 6 feet from anyone who they suspect may be ill. Avoid shaking hands or hugging others if you suspect they, or yourself may be ill.

Employees who feel ill, or observe another exhibiting influenza symptom, should notify their supervisor immediately. (The ill should avoid face-to-face contact if possible). The supervisor will determine if the employee should be sent home or segregated until they can leave the workplace. The following should be used as a screening guideline for influenza-like illnesses:

Ascertain if the employee has any of the following symptoms

- Fever (feels feverish or hot)
- Headache

- Fatigue or weakness
- Sore throat, cough, or difficulty breathing
- Muscle or joint aches or pains

Once an employee has left the workplace, the area should be thoroughly cleaned and disinfected following the guidelines listed previously.

Employees who become ill should remain at home and away from others as much as possible. If influenza is suspected, you should seek medical attention as soon as possible.

The following precautions are recommended:

- It is recommended that you minimize visitors to your home during times of illness.
- Designate one caregiver in the home, to limit exposure of those who are not infected.
- Obtain a flu shot each year.

Employees who have been diagnosed with influenza should not return to work until they are no longer infectious.

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The following information is intended as a *guide* only. Employees should seek medical advice if they believe they have contracted influenza.

Differences Between Influenza And The Common Cold

Symptom	Influenza	Common Cold
Fever	Usual, sudden onset, last 3-4 days	Rare
Headache	Usual and can be severe	Rare
Aches and Pains	Usual and can be severe	Rare
Fatigue and weakness	Usual, can last 2-3 weeks after acute illness	Sometimes, but mild
Debilitating fatigue	Usual, early onset, can be severe	Rare
Nausea, vomiting, diarrhea	In children < 5 yrs. old	Rare
Watering of the eyes	Rare	Usual
Runny, stuffy nose	Rare	Usual
Sneezing	Rare in early stages	Usual
Sore Throat	Usual	Usual
Chest Discomfort	Usual and can be severe	Sometimes, but mild to moderate
Complications	Respiratory failure, can worsen a chronic condition, can be life threatening	Congestion or earache
Fatalities	Well recognized	Not reported.

Glossary and Acronyms

CDC- Center for Disease Control

CPPG- County Pandemic Planning Group

Continuity of Operations Plan (COOP)- Plan that provides for the continuity of essential functions of county government in the event an emergency prevents occupancy of its primary headquarters building, or an event that limits operations through extensive staff losses or other resource limitations.

COOP Event- Emergencies or potential emergencies that may affect a department or agency's ability to carry out its essential functions, such as, but not limited to: epidemics, or pandemic disease; natural disasters such as floods, earthquakes or tornados; terror attacks, or related emergency events.

Devolution: The transfer of essential functions, as the result of a COOP event, to another organizational element (i.e., person, office or organization, etc.) geographically located outside of the threat area.

Employee Assistance Program (EAP) - County program to assist employees with personal and behavioral health issues.

*Epidemic-*The occurrence of more cases of disease than expected in a given area or among a specific group of people over a particular period of time.

Essential Functions- Essential functions are those functions that enable each agency to provide vital services, maintain safe and quality operations, and maintain the safety of employees and associates, and sustain an industrial/economic base during an emergency.

HAN- Health Alert Network- National program, providing vital health information and the infrastructure to support the dissemination of that information at the State and Local levels

Isolation- The separation, and restriction of the movements of, a person or persons who have a specific infectious disease from those who are healthy, in an effort to stop the spread of the disease

*Pandemic-*An epidemic occurring over a very wide area (several countries or continents) and usually affecting a large proportion of the population.

POD- Point of Distribution- Location from which local public health provides for mass immunization of, or distribution of needed supplies to, the general public.

Prophylaxis- a treatment that prevents disease or stops it from spreading, e.g. vaccination.

“Push Package” - Rapid deployment and delivery of vaccines or other treatment and includes a broad spectrum of medical supplies from the National Strategic Stockpile.

Quarantine- The separation and restriction of movement of persons who, while not yet ill, have been exposed to an infectious agent and therefore may become infectious.

SNS- Strategic National Stockpile- National repository of pharmaceuticals and medical supplies designed to supplement and re-supply state and local public health agencies in the event of a national emergency.

Social Distancing- The restriction of movement or contact by persons, designed to increase the space between people and to decrease the frequency of contact among them, in an effort to prevent or limit the spread of infection.

SOG- Standard Operating Guidelines

WHO- World Health Organization