**19-September-2019**

**General Brock Elementary PAC Food Safety Communication Plan**

With regards to any PAC-sponsored activity or event involving distribution or sale of food to General Brock students and community, and, in the event there is a Canadian Food Inspection Agency (CFIA) recall or concern for any of the food served to students, the following will be the communication plan:

**What communication will be provided?**  
Any relevant information from CFIA or other official bodies will be communicated to the Brock PAC community, along with details of why this information is being shared and what, if anything, CFIA or other official body recommends as a course of action.

**What content, format and required details should be included?**  
A summary communication with relevant information (as noted above) will be distributed by email from the General Brock PAC email account (pacbrock@gmail.com).

**Who will receive the information and who will produce the information?**  
The Co-Chairs of the PAC will write the communication, as well as any necessary follow ups, to be delivered to the entire list of parents/guardians of Brock students who have signed up to receive emails from the Brock PAC email address.

**How is the information conveyed?**  
All information will be communicated via email, as well as posted to the open Brock PAC Facebook page.

**What frequency of communication?**  
Communication will be sent out as necessary if there continue to be updates about the incident from CFIA or official bodies.

**What are the escalation procedures for resolving issues?**  
Any comments will be responded to by Co-Chairs of the Brock PAC and any further concerns about the incidence will be directed to the CFIA or official body that reports it.

**Procedure for revising and updating the plan?**  
This plan will be updated yearly, in September.