

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, MD 21042

Circular No. 16
Series 2016-2017

August 23, 2016

Chief Operating Officer

Release of Information/Accessibility to Schools –
Potential Liability or Existing Liability Claims

To: All Staff

From: Anissa Brown Dennis, Acting Chief Operating Officer

The release of information when someone is injured on school property or at a school sponsored event can present potential liability to the school system. Therefore, it is important that information related to the incident be released only in accordance with these procedures.

If you receive an inquiry or request for information, or request for a site visit concerning an inquiry at a school sponsored event, refer the individual(s) to the Office of Safety, Environment and Risk Management. This includes inquiries from attorneys and insurance adjustors. Media inquiries, however, are to be referred to the HCPSS Director of Communications.

All requests referred to the Office of Safety, Environment and Risk Management will be reviewed and a response will be made to the person submitting the request as well as to school staff.

Please review this information with your staff. Questions may be directed to Terry Street, Manager of Safety, Environment and Risk Management, 410-313-6739 or terry_street@hcpss.org.

ABD/TS/vw