



MECDHH/GBSD Cancellation Protocol

- **1. Look/Listen for a school or island closure announcement***
 - *Supervisors will **not** announce **school** closures directly to staff
 - *Supervisors **will** announce **island** closures directly to staff
- **2. Follow your staff grouping protocol for school closures **OR****
- **3. Follow your staff grouping protocol for island-only closures**

1. **SCHOOL CLOSURES** are listed/announced on the following websites:

➤ **PORTLAND**

- [MECDHH](#) - school closures will be posted at the top of the homepage
- [WGME](#), [WCSH](#), [WMTW](#)

➤ **BANGOR/BREWER**

- sign up for E-alerts at [WABI TV](#)

2. **PROTOCOL FOR SCHOOL CLOSURES BY STAFF GROUPINGS**

- **Admins & Business Office staff** follow Portland Schools. Staff may work from home or use vacation time.
- **Staff with home offices** follow the district where your home office is located.
- **Brewer site-based staff** follow Brewer Community School.
- **Bangor office staff** follow Brewer Community School.
- **EIFS and Outreach staff (South)** follow Portland Schools. *Staff will not work if Portland Schools are closed.*
- **EIFS and Outreach staff (North)** follow Brewer Community School. *Staff will not work if Brewer Schools are closed.*
- **Maintenance staff** connect with your supervisor.
- **Portland site-based staff** follow Portland Schools.
- **Preschool staff** will be notified by the preschool coordinator about any closures, early releases, or delays.
- **Related services staff** - follow either Portland or Brewer schools, depending on your location.

3. **PROTOCOL FOR ISLAND CLOSURES BY STAFF GROUPINGS** - island closures will be posted at the top of the [MECDHH](#) homepage AND announced by supervisors.

- **Admins & Business Office Staff** Staff may work from home or use vacation time.
- **EIFS and Outreach Staff** work your normal schedule; seek alternate location for office time.
- **Maintenance staff** connect with your supervisor.
- **Preschool staff** will not work.
- **Related Services Staff** connect with your supervisor.