



<b>Program Document No.: 12011.00</b>		<b>Subject:</b> MFR Discontinuing as an Agency	<b>Type:</b> Policy
<b>Effective Date:</b>	June 4, 2004	<b>Revision Date 01:</b>	October 12, 2004
<b>Approval Date:</b>	May 14, 2004	<b>Revision Date 02:</b>	December 16, 2008
<b>Review Date:</b>	February	<b>Revision Date 03:</b>	
<b>Replaces:</b>	None	<b>Revision Date 04:</b>	
<b>Signature of Director, EHS Provincial Programs:</b> <i>original signed by Paula Poirier</i>		<b>Signature of Senior Manager, EHS MFR Services:</b> <i>original signed by Kathleen McNally</i>	

**1.0 Purpose:**

- 1.1 To provide a process whereby EHS equipment is returned upon an agency discontinuing as a MFR agency.

**2.0 Procedure:**

The MFR agency will notify EHS MFR Services in writing of their intent to withdraw from the EHS MFR program. Letters shall be written on official letterhead and signed by the Chief/Coordinator.

The MFR agency will notify the municipality of jurisdiction in writing.

- 2.1 The MFR agency will notify EHS MFR Services and the EHS Medical Communications Centre (refer to Program Document No. 12002.00).
- 2.2 EHS MFR Services will contact Chief/Coordinator to arrange a mutual time for the return of equipment and sign off.
- 2.3 EHS MFR Services shall notify the Asset Manager at the Public Safety Communications Services Program Office of DOTIR that the agency in question has discontinued provision of MFR Services. This notification shall be made via email to tmr@gov.ns.ca.