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Reporting a Service Outage or Degradation

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Reporting a Service Outage or Degradation

- 1. Check the <u>Alerts</u> to make sure it is not an already reported incident.
- 2. If the problem is not listed on the alerts page, you have two options
 - a. Use <u>notify Operations Center red button</u> available in the <u>OIT Handbook</u>.



Report an Outage

b. Or call the Operations Center at (401) 863-7279 (Non-OIT must call)

Operations Center will need to know the following:

- Your name and a phone number where you can be reached
- What is the nature of the outage (Critical/Noncritical)

Other considerations:

- Please be considerate and do not report Noncritical outages via the web form. This form will alert the Operations Center on-call 7x24x365
- The web form is an OIT internal resource and should not be shared with Brown staff outside of OIT.
- The phone number can be shared with department admins and is staffed after hours by the MetroMedical answering service.
- Feel free to use this form to contact Operations Center when you need alerts and incidents created.