

## Downtime Announcement From Informatics

<b>Sites Affected</b>	• TBRHSC - See schedule below
<b>Services Impacted</b>	<ul style="list-style-type: none"> <li>• All software and devices connected to the network, including but not limited to: <ul style="list-style-type: none"> <li>○ Computers</li> <li>○ Phones</li> <li>○ Printers</li> <li>○ Central telemetry monitoring</li> </ul> </li> </ul>
<b>When</b>	Date: Wednesday May 17, 2023 Start Time: see schedule below End Time: see schedule below
<b>Action Required</b>	<p><b>Prior to Downtime:</b></p> <ul style="list-style-type: none"> <li>• Ensure fail safe phone is plugged in and working</li> <li>• Ensure you are prepared with downtime procedures</li> <li>• Ensure that you log out of the affected systems and applications 5 minutes prior to when those systems and applications will become unavailable.</li> </ul> <p><b>Following Downtime:</b></p> <ul style="list-style-type: none"> <li>• Unplug/store fail safe phone</li> <li>• Reboot / restart your computer</li> <li>• Once the computer has finished restarting, log in again.</li> </ul>
<b>Why</b>	• To perform hardware maintenance on the affected network equipment

### Schedule – Each Area noted below is expected to take 5 minutes

Impacted Area	Date/Time	Notes
Lab/NICU	May 17 1300 hrs	Call prior to start to confirm no emergency issues x6510
Pod 1B/C / L&D	May 17 1330 hrs	Call prior to start to confirm no emergency issues - L&D Charge nurse x6540
Pod 3B/C	May 17 1600 hrs	
Pod 3A/B	May 17 1645 hrs	
Pod 1A	May 17 1700 hrs	
Adult Mental Health	May 17 1745 hrs	
OR/ICU/IMCU	May 17 1800 hrs	
OR/PACU	May 17 1815 hrs	
Cancer Centre(2 <sup>nd</sup> )/Security	May 17 1845 hrs	Call prior to start (1) Cancer Centre to confirm treatments complete 807-630-3672 (2) Security x6509

**Ensure this information is distributed / posted for all affected staff.**

**Questions or comments?** Contact TBRHSC/SJCG Help Desk

(807) 684-6411 | 1-888-291-9636 | [help@tbh.net](mailto:help@tbh.net)