



## Cisco Severity and Escalation Guidelines

End-User must assign a severity to all problems submitted to Cisco.

**Severity 1** means an existing Network is down or there is a critical impact to End User's business operation. End User and Cisco both will commit full-time resources to resolve the situation.

**Severity 2** means operation of an existing Network is severely degraded or significant aspects of End User's business operation are negatively impacted by unacceptable Network performance. End User and Cisco both will commit full-time resources during Standard Business Hours to resolve the situation.

**Severity 3** means operational performance of the Network is impaired, although most business operations remain functional. End User and Cisco both are willing to commit resources during Standard Business Hours to restore service to satisfactory levels.

**Severity 4** means information is required on Application Software capabilities, installation, or configuration. There is little or no impact to End User's business operation. End User and Cisco both are willing to provide resources during Standard Business Hours to provide information or assistance as requested.

If you do not believe that adequate progress is being made or that the quality of Cisco service is satisfactory, we encourage you to escalate the problem to the appropriate level of management by asking for the TAC duty manager.

**Figure 1 Cisco Escalation Guideline**

Elapsed Time*	Severity 1	Severity 2	Severity 3	Severity 4
1 hour	End User Engineering Manager			
4 hours	Technical Support Director	End User Engineering Manager		
24 hours	Vice President, End User Advocacy	Technical Support Director		
48 hours	President/CEO	Vice President, End User Advocacy		
72 hours			End User Engineering Manager	
96 hours		President/CEO	Technical Support Director	End User Engineering Manager

\* Severity 1 escalation times are measured in calendar hours—24 hours per day, 7 days per week. Severity 2, 3, and 4 escalation times correspond with Standard Business Hours.