**Safety precautions**
Ensure all client specific documents outlining contacts and server specifics are uploaded into the plan document section.

**Action owner**
Brian Capstick, brian.capstick@mis3.ca, 19053998110, 12893041296

**Other people involved**

**Action Flow Options**

| | SUCCESS | FAILURE |
|---|---|---|
| Next Action to start | NEXT | NONE |
| Activate another plan | NONE | NONE |

### Steps

**Step 1:** Gain knowledge about the client environment and contact the client to begin reversion process.

**Item 1**
Familiarise yourself with all necessary client documentation.

**Item 2**
Confirm the last backup date and time you have for the DR services - Record these in the activation messages.
This is the recovery point objective (RPO) for this disaster.
This date must be recorded for each server.

**Item 3**

- Contact the client to inform them that their DR recovery event is starting, ensure that they are available should you require any information.
- Confirm that they will be available to sign in at the correct time and confirm that the services have been recovered to the RPO Checkpoint.

## Action 3: Record actual DR recovery to client environment START time.

**Description**
Complete this step as the actual start time of the DR recovery to client environment event. This will then be the start time used in order to determine actual recovery time objective (RTO)

**Safety precautions**

**Action owner**
Brian Capstick, brian.capstick@mis3.ca, 19053998110, 12893041296

**Other people involved**

**Action Flow Options**

| | SUCCESS | FAILURE |
|---|---|---|