DR Activation

Table 1 - DR Invocation Actions

DR Invocation Actions

A set of high-level procedures to enable the TIS recovery teams to recover critical systems at an alternate site within stipulated Recovery Time Objectives (RTOs) and to stipulated Recovery Point Objectives (RPOs) in order for the Town of Whitby (Town) to recover critical applications - defined within the Disaster Recovery Invocation Guideline document.

ID #	Actions	Status/Notes
TIS 010	**Note**: Actions below make allowance for one of the following possible impacts: • Resource Depletion • Datacenter Outage • Technology Component Failure	
TIS 020	RECEIVE INCIDENT ALERT Receive notification from the IM team of an incident affecting the Town's functionality. Ensure the extent of the incident and what is expected of the team is understood.	
TIS 030	CHECKPOINT ONE – Incident Alert	
TIS 040	ASSESS PERSONNEL AVAILABILITY Assess what personnel and skills are available and if no additional personnel or skills are required go to TIS 080 or continue with Action TIS 050.	
TIS 050	**Additional Personnel Requirements**	
TIS 060	SOURCE ADDITIONAL PERSONNEL Source additional personnel required to perform recovery procedures.	
TIS 070	INITIATE INDUCTION AND ADDITIONAL TRAINING Initiate any induction or additional training that might be required to assist the additional sourced team members to perform the required processes.	
TIS 080	OPTIONAL - ALERT TEAM MEMBERS If required at this stage contact team members to place them on alert. Explain what has happened and course of action. (For contact details refer to Internal Contact list.	
TIS 090	NOTIFICATION OF DR INVOCATION Receive notification from CMT that the DR has been invoked. Ensure course of action is understood and agree on reporting intervals with the CMT/DR teams.	
TIS 100	NOTE: If DR plans have not been invoked go to TIS 200 otherwise continue with TIS 110.	

ID #	Actions	Status/Notes
TIS 110	CHECKPOINT TWO – Disaster Recovery plan invoked.	
TIS 120	RELOCATIONS STRATEGY DECISIONS If alternate site recovery is required, decide which TIS team members must relocate to the recovery site?	
TIS 130	CONTACT TEAM MEMBERS Contact TIS team members and inform them of the situation and what is expected from them - for contact details refer to Internal Contact list.	
TIS 140	COMMUNICATE TO BALANCE OF STAFF Contact balance of staff and inform them of the situation and what is expected of them - for contact details refer to Internal Contact list	
TIS 150	**Note:** If recovery site not required for recovery go to TIS 180 otherwise continue with TIS 160	
TIS 160	**Recovery Site Relocation**	
TIS 170	*TBD with future DR solution*	
TIS 180	**TIS Recovery**	
TIS 190	INFORM TIS Director OF DATA/SYSTEM LOSS Keep the DR Coordinator apprised of what backups are being used and the extent of the data loss, if any, per system	
TIS 200	PERFORM REQUIRED RECOVERY Perform recovery of required systems/applications as per Order of Restoration. (*For details refer to Recovery Playbook*)	
TIS 210	NOTIFY TIS Director / DR Coordinator Notify DR Coordinator as systems are recovered.	
TIS 220	AUDIT RECOVERED SYSTEMS Audit recovered systems to ensure the systems have been recovered correctly and are ready for use. (*For details refer to Event Recording Form)*	
TIS 230	RELEASE SYSTEMS FOR USE Release the recovered systems for use only with permission from the IT Director / DR Coordinator. (*For details refer to Business Resumption Form)*	
TIS 240	**General Actions**	
TIS 250	PARTICIPATE IN INCIDENT REVIEW Participate in an incident review meeting that will be called by the TIS Director for team leaders in order to address any shortcomings in the plans and update DRPs where necessary.	