



How to Run a Controlled Drill.

Test your system safely without alerting live devices

Controlled drills let you test your alert system realistically **without triggering live devices or alarming staff**. You send an alert just as you would in a real incident, and only a small set of tagged drill machines respond.

Before you start: your drill devices need to be tagged by whoever looks after your Windows machines – they'll follow **How to: Set Up Drill Devices**. Ask them for the tag name they used, for example **'Drill Device'**.

1 Run a controlled drill

1 Start an Announcement

Tap **Send an Announcement** from the app home screen or from within an incident. Add your title and message, then choose your settings. It's good practice to include **TEST** or **DRILL** in the title, so everyone who sees it knows straight away.

2 Limit the Desktop Alert to your drill tag

Before sending, scroll down to **Send teamSOS Desktop Alert** and expand the groups. Under **Limit to selected groups**, switch on your drill tag. Only the tagged drill devices will respond – all other live devices stay undisturbed.

3 Send the alert

Tap **Send** – only the drill devices you configured will activate.



Send teamSOS Desktop Alert

Limit to selected groups



Drill Only



Math Dept

Switch on your drill tag under Limit to selected groups

2 Good practice

- Keep **two or three machines as permanent drill devices**, so you can test at any time without disturbing staff.
- Run a drill **after any change to your alert set-up** – new devices, new groups, or a teamSOS update.
- If a drill device doesn't respond, ask your IT lead to **check its tag** against the name you switched on.

3 When you're ready, practise with all staff

Controlled drills test your set-up. To make sure your people are ready too, we recommend practising your **evacuation, invacuation and lockdown** procedures in teamSOS with all staff **once a quarter**, so everyone knows what to do if it's ever needed for real. Each drill is recorded automatically, and you can **export those records** as evidence of your practice.

Need help?

If you encounter any issues, please contact help@teamsos.co.uk