

# The checklist.

Tick as you go.

## 01 Purpose and audience

- ☐ Who will read the screens: staff, students, visitors, customers?
- ☐ What do you want them to know or do differently?
- ☐ Who owns the content, and who covers when they are away?

## 02 Where screens go

- ☐ Places people wait or pass slowly: reception, canteen, hall, corridors
- ☐ Places visitors gather, who will not get staff alerts
- ☐ Sightlines from entrances and near exits, for evacuation routes
- ☐ A power socket and Wi-Fi or a network point at each location

## 03 Hardware

- ☐ TVs or monitors with an HDMI port, sized for viewing distance
- ☐ A supported player: Fire TV Stick on Fire OS 7 or newer, or Android 8.0+ with WebView 87+
- ☐ Secure mounting, and the player out of reach
- ☐ Older Fire TV sticks (Fire OS 5 or 6) replaced

#### 04 Content

- ☐ A first playlist built from templates for each location
- ☐ Schedules for different times of day and days of the week
- ☐ Text large enough to read from where people stand
- ☐ A rule for how long pages show, so people can read them

#### 05 Emergency readiness

- ☐ Scenarios agreed in Mass Coms: lockdown, evacuation, invacuation
- ☐ Clear wording and response steps for each scenario
- ☐ Every screen placed on the floorplan, so routes are correct
- ☐ Sound enabled on each screen during setup
- ☐ A drill planned to test every screen, and the log kept

#### 06 Network and IT

- ☐ Screens can reach signage.masscoms.com over HTTPS
- ☐ Devices named and recorded so IT can find them
- ☐ Who holds the technician PIN