

**Emergency Calling - 02 - Emergency Addresses**

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# Overview

This article covers the steps to add, change, or remove an Emergency Address for your organization, and to define Dispatchable Locations by associating an Emergency Address with network items (Subnets, WAPs, Switches and Switch Ports).



## NOTE

Full planning and prerequisite details can be found in the [Emergency Calling - Overview and Planning](#) article.

## Add a Civic Address



## IMPORTANT

Once a Civic Address is validated, it cannot be changed. If a Civic Address has already been validated, and it needs to be changed, you must delete the Civic Address, and create a new one.



## NOTE

We recommend you create Civic Addresses in the Teams Admin Center (TAC), and then, if you have a lot of Places to associate with a Civic Address, use PowerShell.

## Teams Admin Center

In the Teams admin center, browse to: **Locations > Emergency Addresses**

- Click **Add**
- Enter a **Name** for the address
  - The Name becomes the address **Description**
  - The Name is **NOT** passed to emergency responders
  - Use the Name field to describe the building for employees & administrators
  - Use the vernacular known to employees & administrators. Ex: East Coast HQ
- From the drop-down menu, select a **Country or Region**
- Enter the **Address**
- If the address isn't found and you want to manually edit the address, turn on **Input address manually**
- Change the **Organization Name**
  - The Organization Name is passed to emergency responders
  - Enter your organization's name as it appears on the building
  - After your organization's name, enter the name of the building (if applicable). Ex: Evolve IP - Building A
- Enter an ELIN (optional)
- Click **Save**


Emergency addresses \ New emergency address

### East Coast HQ

Country or region  
United States

Input address manually  
☐ Off

Address  
630 Allendale Road, King of Prussia, PA 19406



Organization name  ELIN (optional)

## PowerShell

When adding a civic address using PowerShell a Geo-Location (Latitude/Longitude coordinates) is not automatically added. You have to manually include the latitude/longitude coordinates in your PowerShell command. We recommend you define a Civic Address by using the **Address Map Search** feature in the **Teams Admin Center (TAC)**.

### PowerShell Command Reference

- [Get-CsOnlineLisCivicAddress](#)
- [New-CsOnlineLisCivicAddress](#)
- [Set-CsOnlineLisCivicAddress](#)
- [Remove-CsOnlineLisCivicAddress](#)

### PowerShell Example for Adding a New Civic Address



#### NOTE

The below PowerShell code does not include all of the parameters that can be used to define a Civic Address. Refer to Microsoft's [New-CsOnlineLisCivicAddress](#) page for more parameters.

The **Description** parameter:

- The Description is **NOT** passed to emergency responders
- The Description is used to describe the building for employees & administrators
- Use the vernacular known to employees & administrators. Ex: East Coast HQ

The **CompanyName** parameter:

- The CompanyName is passed to emergency responders
- Enter your organization's name as it appears on the building, or in the building lobby
- After your organization's name, enter the name of the building (if applicable). Ex: Evolve IP - Building A

```
# Define the Civic Address Properties
$CivicAddrProperties = @{

    Description          = "East Coast HQ"
    CompanyName          = "Evolve IP"
    HouseNumber          = 630
    StreetName           = "Allendale Road"
    City                 = "King of Prussia"
    StateOrProvince      = "PA"
    PostalCode           = 19406
    CountryOrRegion      = "US"
    Latitude             = 40.10158
    Longitude            = -75.39473
}

# Create the new Civic Address
New-CsOnlineLisCivicAddress @CivicAddrProperties

# Confirm the new Civic Address using a Where-Object condition
Get-CsOnlineLisCivicAddress | Where { $_.Description -eq
"$($CivicAddrProperties.Description)" }

# Or confirm the new Civic Address using the City property
Get-CsOnlineLisCivicAddress -City "$($CivicAddrProperties.City)"
```

## Bulk Add with PowerShell

When adding a civic address using PowerShell a Geo-Location (Latitude/Longitude coordinates) is not automatically added. You have to manually include the latitude/longitude coordinates in your PowerShell. We recommend you define a Civic Address by using the **Address Map Search** feature in the **Teams Admin Center (TAC)**.

Bulk adding one or more Civic Addresses requires a CSV file with the following Headers (Column Names):

- Description
- CompanyName
- HouseNumber
- StreetName
- City
- StateOrProvince
- PostalCode
- CountryOrRegion
- Latitude
- Longitude



### NOTE

The above list does not include all of the parameters that can be used to define a Civic Address. Refer to Microsoft's [New-CsOnlineLisCivicAddress](#) page for more parameters.

The **Description** parameter:

- The Description is **NOT** passed to emergency responders
- The Description is used to describe the building for employees & administrators
- Use the vernacular known to employees & administrators. Ex: East Coast HQ

The **CompanyName** parameter:

- The CompanyName is passed to emergency responders
- Enter your organization's name as it appears on the building, or in the building lobby
- After your organization's name, enter the name of the building (if applicable). Ex: Evolve IP - Building A

## PowerShell Example for Bulk Adding Civic Addresses

```
# Import the CSV file into a variable
$CivicAddresses = Import-Csv -Path "C:\Path\to\Csvfile.csv"

# For each Civic Address (CA), create a new Civic Address
ForEach ($CA in $CivicAddresses) {

    # Define the Civic Address Properties
    $CivicAddrProperties = @{

        Description          = "$($CA.Description)"
        CompanyName          = "$($CA.CompanyName)"
        HouseNumber          = $CA.HouseNumber
        StreetName           = "$($CA.StreetName)"
        City                 = "$($CA.City)"
        StateOrProvince      = "$($CA.StateOrProvince)"
        PostalCode           = $CA.PostalCode
        CountryOrRegion      = "$($CA.CountryOrRegion)"
        Latitude             = $CA.Latitude
        Longitude            = $CA.Longitude
    }

    # Create the new Civic Address
    New-CsOnlineLisCivicAddress @CivicAddrProperties
}
```

## Add a Place to a Civic Address

For each **Civic Address**, you can optionally add **Places** for buildings, floors, and offices to create a more specific Emergency Address. For small buildings or offices, a Place may not be required.



### NOTE

If you have a large number of Places to add to your Civic Address(es), we recommend using PowerShell instead of the Teams Admin Center (TAC).

## Teams Admin Center

1. In the Teams admin center, browse to: **Locations > Emergency addresses**
2. In the list of emergency addresses, click the Description (Name) of the address for which you want to add a place
3. On the **Places** tab, click **Add**
4. In the **Name** field, enter the information
5. Enter an ELIN (optional)
6. Click **Apply**

### Add place

Place in **Evolue IP**

Name

Emergency Location Identification Number (ELIN)

Here's an example screenshot of the above Place added to the Civic Address.

Places			Phone numbers	Subnets	Wi-Fi access po
+ Add			✎ Edit	🗑 Delete	1 item
✓	Name	Voice users			
✓	1st Floor	0			

## PowerShell

When using PowerShell a Place is called a Location.

### PowerShell Command Reference

- [Get-CsOnlineLisLocation](#)
- [New-CsOnlineLisLocation](#)
- [Set-CsOnlineLisLocation](#)
- [Remove-CsOnlineLisLocation](#)

### PowerShell Example for Adding a New Place (Location)

```
# Get the ID (Guid) for the Civic Address
Get-CsOnlineLisCivicAddress | FT CivicAddressId,Description

# Add the new place (location) to the Civic Address
New-CsOnlineLisLocation -CivicAddressId <CivicAddressId> -Location "1st Floor"

# Get the Location ID (Guid) for all Places (Locations) associated with a Civic Address
Get-CsOnlineLisLocation -CivicAddressId <CivicAddressId> | FT CivicAddressId,LocationId,Location
```

#### NOTE

The output of the **Get-CsOnlineLisLocation** command may include an empty Location. If so, this represents the initial Place (Location) created when the Civic Address was created. This empty Place (Location) can be ignored, or you can set a Place (Location).

```
Set-CsOnlineLisLocation -LocationId <LocationId> -Location "1st Floor"
```

## Bulk Add with PowerShell

Bulk adding one or more Places (Locations) requires a CSV file with the following Headers (Column Names):

- CivicAddressId
- Location

### PowerShell Example for Bulk Adding Places (Locations)

```
# Import the CSV file into a variable
$Places = Import-Csv -Path "C:\Path\to\Csvfile.csv"

# For each Location in Places, create a new Location for the defined Civic
Address ID
ForEach ($Location in $Places) {

    New-CsOnlineLisLocation -CivicAddressId $Location.CivicAddressId -
Location "$($Location.Location)"
}
```

## Associate Networking to an Emergency Address

Adding network elements to an Emergency Address creates a dispatchable location for emergency services. Subnets are required. Wireless Access Points (WAPs), Switches, and Switch Ports are optional.

### NOTE

To create a dispatchable location for emergency services, an Emergency Address must have one or more subnets associated with it. You can also assign WAPs, Switches, and Switch Ports to an Emergency Address to further pinpoint a dispatchable location in a building.

## Teams Admin Center

In the Teams admin center, browse to: **Locations > Networks & Locations**

### Subnets (tab)

1. Click **Add**, and in the fly-out window, enter the following:
  - a. IP Version: IPv4 or IPv6
  - b. IP Address
  - c. Description
2. Choose an Emergency Location to associate with the subnet
  - a. Search by City
  - b. Search by the Location Description
3. Click **Apply**

### Wi-Fi Access Points (tab)

1. Click **Add**, and in the fly-out window, enter the following:
  - a. BSSID (the BSSID must be separated with hyphens)
  - b. Description
2. Choose an Emergency Location to associate with the subnet
  - a. Search by City
  - b. Search by the Location Description
3. Click **Apply**

### Switches (tab)

1. Click **Add**, and in the fly-out window, enter the following:
  - a. Chassis ID
  - b. Description
2. Choose an Emergency Location to associate with the subnet
  - a. Search by City
  - b. Search by the Location Description
3. Click **Apply**

### Ports (tab)



1. Click **Add**, and in the fly-out window, enter the following:
  - a. Port
  - b. Chassis ID
  - c. Description
2. Choose an Emergency Location to associate with the subnet
  - a. Search by City
  - b. Search by the Location Description
3. Click **Apply**

## Bulk Import with the Teams Admin Center

You can use the **Teams Admin Center** to bulk import the associations between Emergency Addresses and Network Elements.

- In the Teams admin center, browse to: **Locations > Networks & Locations**
- Click **Upload** to open the fly-out panel, and then download the CSV template files, which are in a Zip archive.

### Upload subnets

Upload a list of one or more network identifiers as a CSV or TSV file. Depending on how many records are in the file, it may take several minutes to upload. Once completed, the uploaded list will be in the table.

To get started, [download the CSV template](#). Then add your information (there's a limit of 300 KB) and upload the file here.

Select a file

There are 4 template CSV files with example data you can use to bulk import your networking information.

### Subnets.csv

	A	B	C	D
1	Subnet	LocationId	LocationValue	Description
2	10.10.100	ae9d70c9-7a04-4818-93b7-c6709c7ec814	<<optional>>	<<optional>>

### WifiAccessPoints.csv

	A	B	C	D
1	BSSID	LocationId	LocationValue	Description
2	11-33-55-77-99-00	ae9d70c9-7a04-4818-93b7-c6709c7ec814	<<optional>>	<<optional>>

### Switches.csv

	A	B	C	D
1	ChassisId	LocationId	LocationValue	Description
2	11-33-55-77-99-00	ae9d70c9-7a04-4818-93b7-c6709c7ec814	<<optional>>	<<optional>>

### Ports.csv

	A	B	C	D	E
1	Port	ChassisId	LocationId	LocationValue	Description
2	12	313135	ae9d70c9-7a04-4818-93b7-c6709c7ec814	<<optional>>	<<optional>>

### NOTE

The required LocationId field in the CSV files represents the unique value given to an Emergency Address (Civic Address & Place). To export a list of Location IDs into a CSV file, connect to Microsoft Teams with PowerShell, and use one of the below PowerShell commands.

```
# Export all LIS Location data
Get-CsOnlineLisLocation | Export-Csv -Path "C:\Path\to\CsvFile.csv" -nti

# Export selected properties
Get-CsOnlineLisLocation | Select CivicAddressId,LocationId,Description,
Location | Export-Csv -Path "C:\Path\to\CsvFile.csv" -nti
```

## PowerShell

When associating an Emergency Address with a network element, the Location ID for the Emergency Address (Civic Address and Place) is required.

```
# Get all LIS Location data for all Emergency Addresses (Civic Addresses &
Places)
$LisLocations = Get-CsOnlineLisLocation

# View the data
$LisLocations | FT CivicAddressId,LocationId,Description,Location

# Export the data to a CSV file
$LisLocations | Export-Csv -Path "C:\Path\to\CsvFile.csv" -nti
```

### PowerShell Command Reference

- [Get, Set, Remove](#) -CsOnlineLisSubnet
- [Get, Set, Remove](#) -CsOnlineLisPort
- [Get, Set, Remove](#) -CsOnlineLisWirelessAccessPoint
- [Get, Set, Remove](#) -CsOnlineLisSwitch

### NOTE

There are no **New-CsOnlineLis** PowerShell commands. Instead, you use the **Set-CsOnlineLis** command. If there's no record with the network element and a Location ID, a new record will be created. If a record exists, the record will be overwritten.

### PowerShell to Assign a Subnet (Required)

```
# Variables
$Subnet = '10.10.10.0'
$LocationId = "edcf4020-7a7c-11ee-ba6c-e5d6f6964ecf"
$Description = "1st Floor"

Set-CsOnlineLisSubnet -LocationId $LocationId -Subnet $Subnet -Description
$Description
```

### PowerShell to Assign a Wireless Access Point (Optional)

The BSSID must be separated with hyphens.

```
# Variables
$BssId      = 'F0-6E-0B-C2-03-23'
$LocationId = "edcf4020-7a7c-11ee-ba6c-e5d6f6964ecf"
$Description = "1st Floor, Engineering"

Set-CsOnlineLisWirelessAccessPoint -LocationId $LocationId -BssId $BssId -
Description $Description
```

#### PowerShell to Assign a Switch (Optional)

```
# Variables
$ChassisId  = 'B8-BE-BF-4A-A3-00'
$LocationId = "edcf4020-7a7c-11ee-ba6c-e5d6f6964ecf"
$Description = "2nd Floor, Rack A-1"

Set-CsOnlineLisSwitch -LocationId $LocationId -ChassisId $ChassisId -
Description $Description
```

#### PowerShell to Assign a Switch Port (Optional)

```
# Variables
$ChassisId  = '0B-23-CD-16-AA-CC'
$PortId     = '03'
$LocationId = "edcf4020-7a7c-11ee-ba6c-e5d6f6964ecf"
$Description = "3rd Floor, Rack B-2; Serves Rm 303"

Set-CsOnlineLisPort -LocationId $LocationId -ChassisId $ChassisId -PortId
$PortId -Description $Description
```

## Bulk Associate with PowerShell

Bulk associating one or more network elements requires a CSV file with the following Headers (Column Names):

- LocationId
- Subnet
- SubnetDescription
- BssId
- BssIdDescription
- ChassisId
- ChassisIdDescription
- PortId
- PortIdDescription



#### NOTE

- Each row in the CSV file must have a LocationID and Subnet.
- If the fields for the other network items are left blank, an association with the LocationID will not be created.
- The description fields are optional, but recommended.
- When associating switch ports, the switch chassis ID is required.
- The BSSID must be separated with hyphens.

#### PowerShell Example for Bulk Associating Network Elements to Emergency Addresses with CSV File

```

# Import the CSV file into a variable
$NetworkItems = Import-Csv -Path "C:\Path\to\Csvfile.csv"

# For each network element, associate the location ID
ForEach ($Item in $NetworkItems) {

    # Associate a subnet
    If ($Item.Subnet) { Set-CsOnlineLisSubnet -LocationId $Item.
LocationId -Subnet $Item.Subnet -Description $Item.SubnetDescription -
Force }

    # Associate a WAP BSSID
    If ($Item.Bssid -and $Item.Bssid -like "*-*") { Set-
CsOnlineLisWirelessAccessPoint -LocationId $Item.LocationId -BSSID $Item.
Bssid -Description $Item.BssidDescription -Force }

    # Associate a Switch & Switch Port, or just a Switch
    If ($Item.PortId -and $Item.ChassisId) { Set-CsOnlineLisPort -
LocationId $Item.LocationId -ChassisId $Item.ChassisId -PortId $Item.
PortId -Description $Item.PortIdDescription -Force }
    ElseIf ($Item.ChassisId) { Set-CsOnlineLisSwitch -LocationId $Item.
LocationId -ChassisId $Item.ChassisId -Description $Item.
ChassisIdDescription -Force }
    Else {}
}

```