



# K-12 E911 Readiness Checklist

*A practical planning tool for school district technology leaders.*

## 1. Direct 911 Dialing



Confirm users can dial 911 directly without a prefix, outside line code, or extra step.

## 2. On-Site Notification



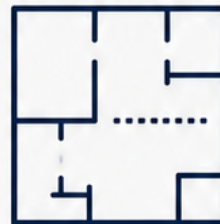
Verify the front office, security desk, or designated staff receive immediate notice when a 911 call is placed.

## 3. Dispatchable Location



Ensure emergency calls provide a validated street address plus building, floor, room, or area detail.

## 4. Building and Room Mapping



Document how phones, extensions, and devices map to campuses, buildings, rooms, and shared spaces.

## 5. Softphone and Mobile Handling



Review how district-managed mobile apps, softphones, and remote users handle emergency calling and location updates.

## 6. Testing and Verification



Establish a repeatable process to test dialing, notifications, location data, and ongoing accuracy.



Planning aid for district technology review. Confirm implementation details with your provider, carrier, and applicable legal requirements.