# Standard Operating Procedure:

# Reporting No Activity Months

Cassie Peters Jr.  State NFIRS Program Manager, current 3/1/2017

Overview: Months without runs can (and should) be accounted for in NFIRS. A No Activity Report is a very short, one page report to complete. Use the following directions for the web-based reporting system.

1. Log into the web-based system and choose New Incident.

2. Check "No Activity" box first.

3. Enter the Incident Date as the last day of the month without activity. Example, for no calls in February, use the last date in February.

4. Enter the Incident Number as 0 which will default to "000000" upon saving.

5. Leave Exposure as "000" by default and the default FDID unless the user is reporting for more than one FDID.

    a. In which case, choose the appropriate FDID from the drop-down list.

6. Click Save.

7. Critical errors on the left should disappear. If there are critical errors, the No Activity box is likely unchecked. Delete the incident and start over. A Basic module, once added, cannot be deleted.

Department at Homeland Security
Federal Emergency Managernent Agency
US. Fire AdmInlstratlon
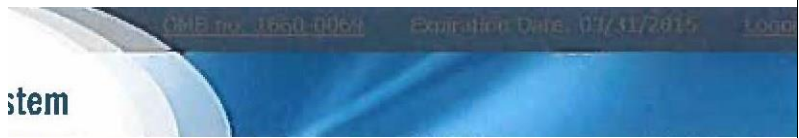
# National Fire Incident Reporting System

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## Incident Information
State: AZ

FDID:
Incident Date: 02/28/2017
Incident Number:
Exposure: O
    Thts

Reminder: Your session lasts for thirty (30) minutes unattended. Save your incident to reset this timer.

| Sectlon A - Key Information | |
|---|---|

☑ No Activity

* Incident Date:
02/28/2017

* Incident Number:

000                          * Exposure:

* FDID:

FD AZ
State:                Station:

Last Exported Date:      cno value>

Incident Last Updated:          value>

Last Saved By:      Cassie Peters

Original Save Date:      <no value>

Originally Saved By:        Cassie Peters

Save