

No Activity Report Instructions

Below are instructions on how to enter No Activity Reports. A No Activity Report must be completed for any month a department has absolutely no incidents (including cancelled enroutes)

NFIRS Download Users:

1. Log into the Data Entry Tool
2. Under the "Incident" drop down menu, click "New Incident" (this option is also available on the right hand side of the Data Entry Tool)
3. The Incident Key box will open. Enter the last day of the month in which your department had no activity, put all 0's for the incident number, click the "No Activity" box and click "OK"
4. You will then be brought back to the Data Entry Tool. Click "Save" on the right hand side of the screen.

NFIRS Online DEBI Users:

1. Go to the Web-based Tools at the following link:
<https://www.nfirs.fema.gov/NFIRSWebTools/welcome.do>
2. Click "Report Incidents (DEBI)" on the left hand side of the screen
3. Log-in
4. Click "New Incident" at the top of the screen in the green bar
5. The Incident Key box will open. Enter the last day of the month in which your department had no activity, put all 0's for the incident number, click the "No Activity" box and click "Save"

Third Party Vendor Users:

Please contact your third party vendor on how to fill-out a No Activity Report. These reports are imported into NFIRS the same way as all other incidents.

For more information, please contact:

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