



## **CODING CORNER: REPORTING NO ACTIVITY**

If your department had no incidents for an entire month, you still need to report to NFIRS. This shows that your department is still “active.”

- Check the “no activity” box/option (The location may vary depending on the reporting software you use.)
- Incident Date: This should be the last day of the month where there was no activity. For example: No calls for the month of January should be 1/31/2019.
- Your incident number should be all zeros. Ex: 0000000.
- Exposure number should also be left at ‘0’.
- Save and close your incident.

If you need assistance or have any questions, please contact the NFIRS administrator by email at [NFIRS@wsp.wa.gov](mailto:NFIRS@wsp.wa.gov) or by phone at 360-596-3924.