

How to file a “No Activity” Incident Report

No Activity: If the fire department has had no incidents during the month, a “no activity” report should be submitted. Unless otherwise specified by the state, this report should be submitted monthly according to your normally established procedures.

Submitting a report of No Activity:

Check or mark the “No Activity” box and fill both the Incident Number and the Exposure fields with zeros. The Incident Date fields correspond to the last day of the month of no activity:

The screenshot shows a software window titled "Section A" with a close button (X) in the top right corner. The main content area is titled "A Incident Key" and contains several input fields and a checkbox. The fields are arranged as follows:

FDID	FDID State	Incident Date	Incident Number	Exposure Number
02301	South Carolina	9/30/2005	0000000	000

Below these fields are two more rows of information:

FDID	Fire Department Name	Station	<input checked="" type="checkbox"/> No Activity
	Aiken Public Safety		

At the bottom of the form, there are four fields for tracking information:

Last Exported	Last Saved Date	Last Saved By	Created By
		Luke Stokes	Luke Stokes

At the very bottom of the window, there is a text box containing the placeholder "MMDDYYYY" and two buttons labeled "OK" and "Cancel".

Reference: Page 3-9 in the Complete Reference Guide
(<http://www.llr.state.sc.us/FMARSHAL/forms/CompleteRefGuide.pdf>)