

Wood Buffalo Complex

Incident Action Plan

October 3, 2023

0700 h - 2000 h

You are working on the traditional territories of Smith's Landing First Nation, Salt River First Nation, and the Fort Smith Métis.

The lands which now make up Wood Buffalo National Park have been home to Dene, Cree, and Métis Peoples since time immemorial.

All spatial (GIS) data to:
wf.mwf0432023-psc.i@gov.ab.ca

ALBERTA - timesheets to:
wf.mwf0432023.fsc.i@gov.ab.ca

All safety briefing and cargo manifest to:
wf.mwf0432023-aobd.i@gov.ab.ca

Media and public inquiries to:
Chelsey Dawes @ 250-270-0214
or chelsey.dawes@pc.gc.ca



Photo Credit: Emma Russel

Meals:

**Breakfast from
0545 - 0800**

**Dinner from
1800 - 2030**

**Text photos,
win prizes!**

250-270-0214

wbnfire-feupnwb@pc.gc.ca

@wbnfireinfo on Snapchat



Access the Google Drive via QR code:

Submit photos, find maps, incident action plans (IAPs), SWPs and more!





ICS Form 202

INCIDENT OBJECTIVES	1. INCIDENT NAME	2. DATE	3. TIME
4. OPERATIONAL PERIOD (Date/Time)			
5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (Include alternatives)			
6. WEATHER FORECAST			
7. GENERAL SAFETY MESSAGE			
8. ATTACHMENTS (Check if attached)			
<input type="checkbox"/> Organization List (ICS 203)	<input type="checkbox"/> Medical Plan (ICS 206)	<input type="checkbox"/> _____	
<input type="checkbox"/> Assignment List (ICS 204)	<input type="checkbox"/> Incident Map	<input type="checkbox"/> _____	
<input type="checkbox"/> Communications Plan (ICS 205)	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/> _____	
9. PREPARED BY (Planning Section Chief)	10. APPROVED BY (Incident Commander)		



FIRE BEHAVIOUR FORECAST

Incident Name: Wood Buffalo Complex

Prediction For: October 3, 2023

Forest Area: NWT, AB, Wood Buffalo NP

Operational Period: 0700-2000

Forecast Issued: October 2, 1600hrs

Signed: Glenn Rupert (PSC)

Weather Summary:

Sunny

A week upper ridge will move into the region bringing clear skies. Winds will stay light, but variable through the burn day. No precipitation is expected over the fire, but increasing cloud is expected in the late afternoon or early evening due to a developing deep low-pressure system approaching from the west.

Max temp: 13, Low RH: 70, Wind: SW15

Fire Behaviour – General:

Station	Date	T	RH	WD	WS	RN24	FFMC	DMC	DC	ISI	BUI	FWI
Fort Smith	Oct 2 (A)	10.5	73	SW	5	0	84.4	179	1244	2.5	264	15
Fort Smith	Oct 3 (F)	12.5	51	S	9	0	86	180	1247	3.5	265	19.5
Fort Smith	Oct 4	9	90	W-NW	25G50	1.8	63	139	1249	0.7	217	4.5
Fort Smith	Oct 5	2.5	78	NW	20G40-45	10	34	65	1018	0	112	0.1

A = Actual F = Forecast

Fire Behaviour – Specific:

Fuel Type	HROS/FROS (m/min)	Head/Flank IC	Head/Flank Fire Type
C-2 Boreal Spruce	< 1	3/2	Surface
C-3 Mature Pine	< 1	2/1	Surface
C-4 Immature Pine	< 1	3/2	Surface
M-1 (50% Conifer)	< 1	2	Surface
O1b (75%Cured)	< 1	2/1	Surface
S2 Slash (old burn)	< 1	3/2	Surface

Safety Implications: *Ensure all safety zones and escape routes are adequate for observed fire behaviour.*

Although significant growth is not expected on the fire, the extreme BUI values still give a high probability of surface fire with some torching in available fuels, particularly under clear skies.

Fire Safety Briefing For:

Based On:

Plan Date: _____

Forecast Zone	Max Temp	Low RH %	Crossover	Wind	Precipitation	Lightning	Trend

Fire Weather:

Weather Station ID	Weather Station Name	FFMC	DMC	DC	ISI	BUI	FWI

Weather Station ID/Name	Intensity Class				ROS m/min				Fire Type Surface - S, Int Crown - IC, Continuous Crown - C				Fire Size in 60 Min (in Hectares) Starting at 1700			
	% Cured or % Conifer															
FBP Fuel Type																

Fire Behaviour:

Prepared By:

(Name)

(Position)

Proceed to Site-Specific Hazard Assessment

Fire Safety Briefing For: _____

Based On: _____

Plan Date: _____

Wildfire Task/Site-Specific Hazard Assessment

This section is to be completed for crews/individuals at the field level to address task or site-specific hazards. For work tasks not related to wildfire, or for working alone situations, a FP-148 form is required.

REQUIRED JOB-TASKS * <small>List required job tasks for the day, include powered or mobile equipment to be used.</small>	
POTENTIAL HAZARDS * <small>List reasonably foreseeable hazards including those related to people, equipment, materials, environment.</small>	
HAZARD CONTROLS * <small>Identify hazard controls used to manage identified hazards. May reference applicable FHA(s).</small>	
<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> First Aid Equip. Inspected PPE Inspected LACES Discussed </div> Key Messages and Additional Comments: <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>	

Resources Briefed (Identify crew numbers and dozer numbers; list people to whom this was presented.) *

Delivered By: _____

(Name)

(Position)

* Required fields need values before this is available.

Fire Weather Index Codes - Hazard Levels

Hazard Rating	FFMC	DMC	DC	ISI	BUI	FWI
Low	0-76	<22	0-79	<1.5	0-24	0-4
Moderate	77-84	22-27	80-189	1.5-4.0	25-40	5-10
High	85-88	28-40	190-299	4.1-8.0	41-60	11-18
Very High	89-91	41-61	300-424	8.1-15.0	61-89	19-29
Extreme	92+	61+	425+	>15	90+	30+

Fire Weather Index Reminders

FFMC
<74 - little chance of ignition 80 - surface fire continuous spread 85 - increase in fire behaviour 90 - high chance of spot fire development
DMC
20 - lightning fires possible 40 - fuel layer aids in spreading, fire behaviour increased 60 - onset for extreme fire behaviour
DC
<100 - very wet 300 - high chance of holder fire, mop-up concerns 500 - significant ground fire activity
ISI
5 - vigorous surface fire (will vary between fuel types) 10 - threshold for crowning in most conifer fuel types 20 - extreme fire behaviour
BUI
<30 - low intensity surface litter fires 30 - deeper fuels can burn, increase in fire behaviour 60 - threshold for extreme fire behaviour, mop-up problems
FWI
3 - sustained combustion and fire growth 10 - vigorous surface fire, candling/torching 25-30 onset of crowning, extreme fire behaviour

HFI CLASS 1	HFI CLASS 2	HFI CLASS 3
Fire starts not likely to sustain themselves. Control easily achieved. HFI: <10 kw/m, Surface Flame Length: <0.2 m Direct Attack	Fuels are receptive to sustain ignition. Creeping fire fairly easy to control. HFI: 10 – 500 kw/m, Surface Flame Length: 0.2 to 1.5 m Direct Attack	Highly vigorous surface fire. Intermittent crowning. Ground forces effective at lower end Heavy equipment and aircraft effective HFI: 500 – 2000 kw/m Surface Flame Length: 1.5 to 2.5 m Direct Attack SHOULD USE ANCHOR POINTS
HFI CLASS 4	HFI CLASS 5	HFI CLASS 6
Burning conditions become critical. Intermittent crowning, short range spotting. HFI: 2000 – 4000 kw/m Surface Flame Length: 2.5 to 3.5 m Parallel or Indirect Attack MUST ANCHOR	Intermittent and sustained crown fire. Control is extremely difficult. Short to moderate range spotting. HFI: 4000 – 10,000 kw/m Surface Flame Length: 3.5 to 5.5 m Suppression Flanks and Back Co-ordinated Ground & Air Tactics MUST ANCHOR	Extreme fire behaviour, serious control problems, sustained crown fire. Mid to long range spotting. HFI: >10,000 kw/m Surface Flame Length: >5.5 m Suppression Flanks and Back Co-ordinated Ground & Air Tactics MUST ANCHOR



Assignment List (ICS 204)

1. BRANCH _____	2. DIVISION/GROUP/STAGING _____
-----------------	---------------------------------

3. INCIDENT NAME _____	4. OPERATIONAL PERIOD From: Date _____ Time _____ To: Date _____ Time _____
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5. OPERATIONAL PERSONNEL

Operations Chief _____ Division/ Group Supervisor _____

Branch Director _____ Staging Area Manager _____

6. RESOURCES ASSIGNED TO THIS PERIOD

Resource Identifier	Leader	No. of Persons	Contact Cell #, radio freq. etc.	LDOL	Reporting Location, Special Equipment and Supplies, Remarks

7. WORK ASSIGNMENTS

8. SPECIAL INSTRUCTIONS

9. DIVISION/GROUP COMMUNICATIONS SUMMARY

Function		Frequencies	System	Chan.	Function		Frequencies	System	Chan.	
Command	Local				Logistics	Local				
	Repeat					Repeat				
Div./Group Tactical					Ground to Air					
PREPARED BY (Resource Unit Leader)					APPROVED BY (Planning Section Chief)				Date	Time
Signature <i>Ernie B. Bridge</i>					Signature <i>[Signature]</i>					



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Command	Local				Logistics	Local				
	Repeat					Repeat				
Div./Group Tactical					Ground to Air					
PREPARED BY (Resource Unit Leader)					APPROVED BY (Planning Section Chief)				Date	Time
Signature <i>Ernie Burtidge</i>					Signature <i>[Signature]</i>					



Assignment List (ICS 204)

1. BRANCH _____	2. DIVISION/GROUP/STAGING _____
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3. INCIDENT NAME _____	4. OPERATIONAL PERIOD From: Date _____ Time _____ To: Date _____ Time _____
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5. OPERATIONAL PERSONNEL	
Operations Chief _____	Division/ Group Supervisor _____
Branch Director _____	Division/Group Supervisor _____

6. RESOURCES ASSIGNED TO THIS PERIOD				
Resource Identifier	Leader	Group ID	Contact Cell #, radio freq. etc.	Reporting Location, Special Equipment and Supplies, Remarks

7. WORK ASSIGNMENTS

8. SPECIAL INSTRUCTIONS

9. DIVISION/GROUP COMMUNICATIONS SUMMARY											
Function		Frequencies		System	Chan.	Function		Frequencies		System	Chan.
Command	Local					Logistics	Local				
	Repeat						Repeat				
Div./Group Tactical						Ground to Air					
PREPARED BY (Resource Unit Leader)				APPROVED BY (Planning Section Chief)				Date		Time	
Signature <i>Emme Butidge</i>				Signature <i>[Signature]</i>							



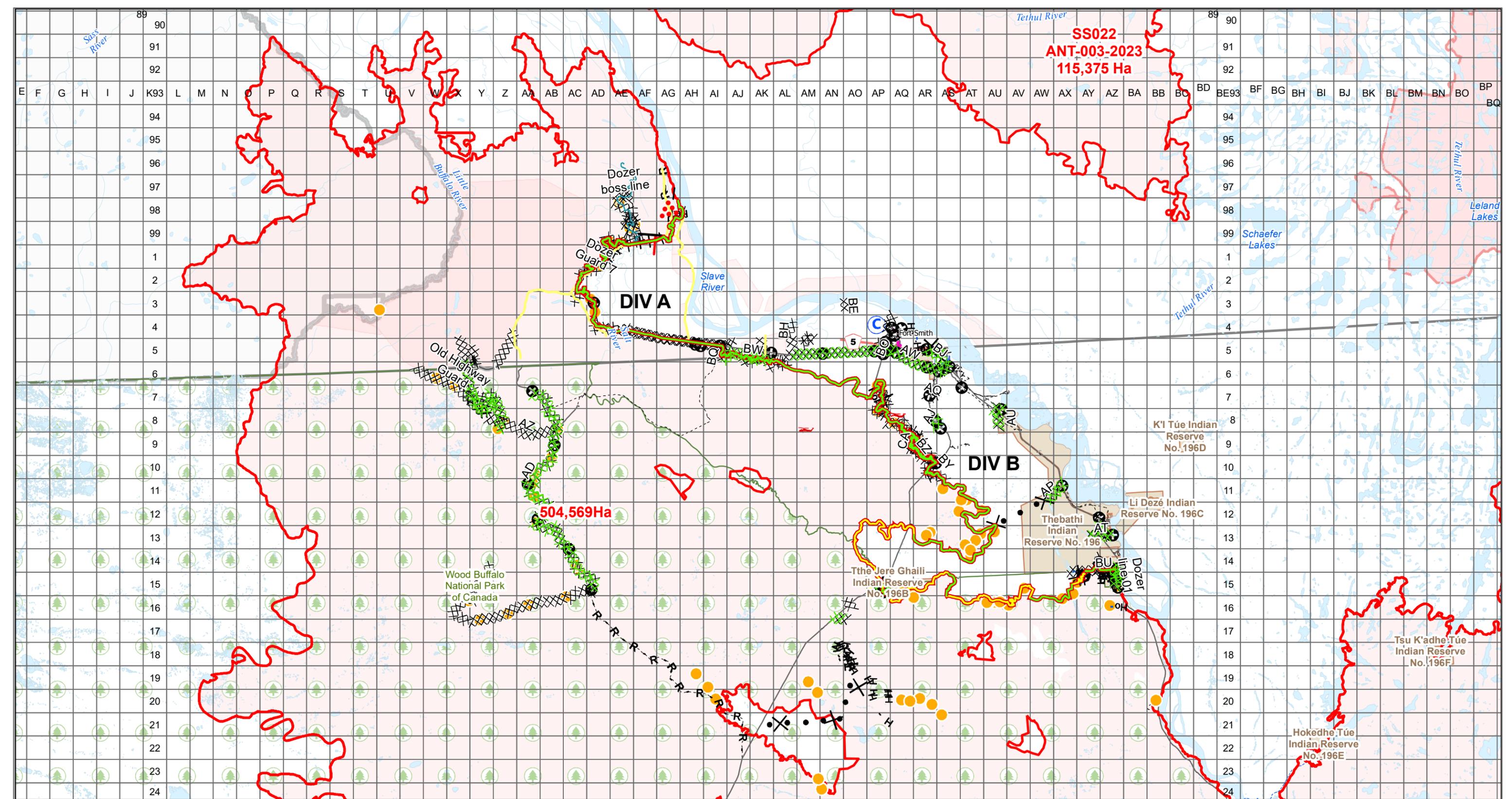
ICS Form 204

1. BRANCH		2. DIVISION/GROUP			ASSIGNMENT LIST ICS 204				
3. INCIDENT NAME				4. OPERATIONAL PERIOD					
				Date _____		Time _____			
5. OPERATIONAL PERSONNEL									
Operations Chief _____				Division/Group Supervisor _____					
Branch Director _____									
6. RESOURCES ASSIGNED TO THIS PERIOD									
Resource Identifier		Leader		No. of Persons	Contact Cell #, radio freq. etc.	Reporting Location, Special Equipment and Supplies, Remarks			
7. WORK ASSIGNMENTS									
8. SPECIAL INSTRUCTIONS									
9. DIVISION/GROUP COMMUNICATIONS SUMMARY									
Function		Freq.	System	Chan.	Function		Freq.	System	Chan.
Command	Local				Command	Local			
	Repeat					Repeat			
Div./Group Tactical					Ground to Air				
PREPARED BY (Resource Unit Leader)				APPROVED BY (Planning Section Chief)				Date	Time



Safety Message/Plan (ICS 208)

1. INCIDENT NAME	2. OPERATIONAL PERIOD: Date from: _____ Date to: _____	
	Time from: _____	Time to: _____
3. SAFETY MESSAGE/EXPANDED SAFETY MESSAGE, SAFETY PLAN, SITE SAFETY PLAN:		
4. SITE SAFETY PLAN REQUIRED? Yes No Approved Site Safety Plan(s) Located At:		
IAP Page	5. PREPARED BY (Name and Position)	Date/Time:
ICS 208		



Wood Buffalo Complex
IAP
 October 03, 2023

Magnetic declination 14.3

MNZ-3
 Capture Date: 2023-October-02 0800hrs
 Perimeter: 1068.9 km
 Area: 504569.2 Ha

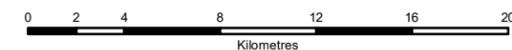
Completed Dozer Line = 259.1 km
 Completed Hand Line = 23.6 km
 Hose Lay = 12.2 km
 Controlled Line = 125.5 km
 Contained Line = 39.8 km

- | | | | | |
|-------------------------|----------------------|------------------------|---------------------------|-------------------------------|
| Completed Reclamation | Completed Burnout | Proposed Dozer Line | Incident Command Post | Alberta Boundary ATS v4.1 |
| Controlled Line | Completed Dozer Line | Road Repair | Perimeter Sector | Fire Polygon (MNZ-003) |
| Access or Improved Road | Completed Hand Line | Road as Completed Line | Abandoned Helipoint Event | Indian Reserve BC NT Sask |
| Active Burnout | Contained Line | Unknown | Major Tower | |
| Aerial Ignition | Hose Lay | Camp | Primary Road | |
| Air Tanker Retardant | Other | Helipad | Rivers | |
| | Proposed Burnout | | Lakes | |
| | | | Parks and Protected Area | |
| | | | First Nations | |



Parks Canada | Parcs Canada

Prepared by Wildfire Incident Command GIS Staff
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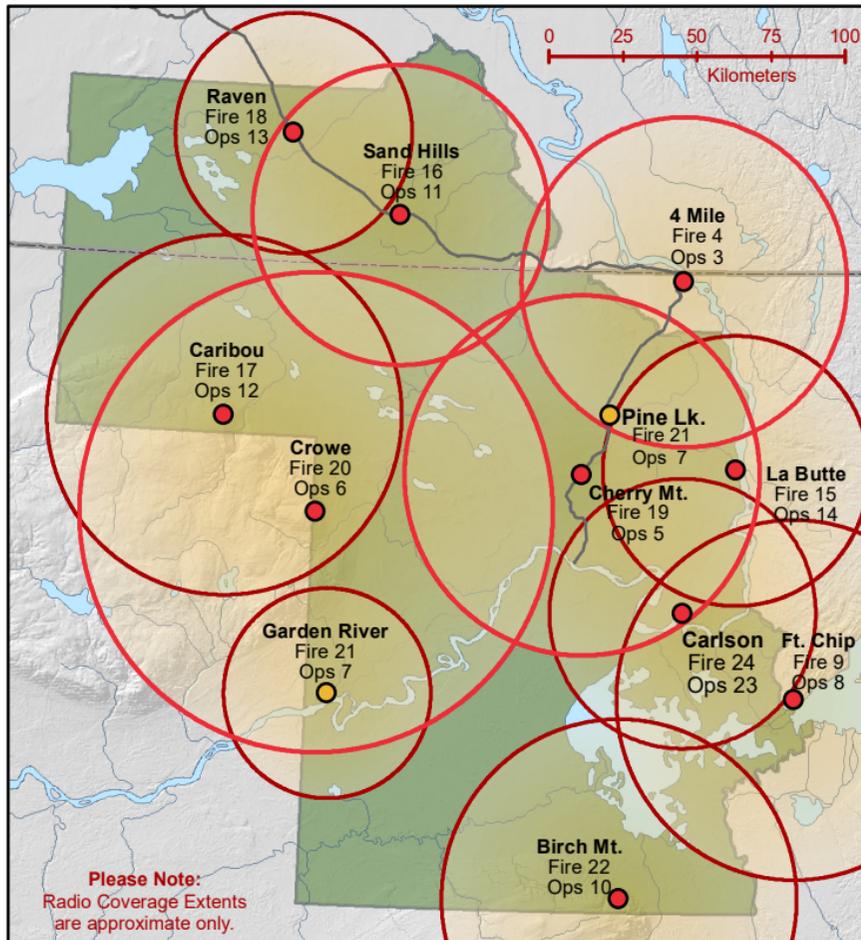
Wood Buffalo National Park Radio Network

FIRE CHANNELS

Name	Channel	Rx Freq	Tx Freq	Tone
4 Mile - Fire	4	164.940	169.920	203.5
Ft. Chip	9	165.870	170.850	203.5
La Butte	15	164.355	169.335	203.5
Sandhills	16	163.830	168.810	203.5
Caribou	17	165.690	170.670	203.5
Raven	18	165.030	170.010	203.5
Cherry Mt.	19	165.015	169.995	203.5
Crowe	20	164.880	169.860	203.5
Garden R. / Pine Lake	21	164.340	169.320	203.5
Birch Mt.	22	165.750	170.730	203.5
Carlson	24	166.950	169.950	203.5
Portable Rptr.	25	163.785	169.935	203.5

OPS CHANNELS

Name	Channel	Rx Freq	Tx Freq	Tone
4 Mile - Ops	3	163.485	168.465	203.5
Cherry Mt.	5	162.300	167.280	203.5
Crowe	6	163.170	168.150	203.5
Garden R. / Pine Lake	7	162.120	167.100	203.5
Ft. Chip - Ops	8	163.275	168.255	203.5
Birch Mt.	10	162.990	167.970	203.5
Sandhills	11	162.360	167.340	203.5
Caribou	12	164.235	169.215	203.5
Raven	13	163.575	168.555	203.5
La Butte	14	162.810	167.790	203.5
Carlson	23	166.470	169.470	203.5





Medical Plan (ICS 206)

MEDICAL PLAN	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED	4. OPERATIONAL PERIOD						
5. INCIDENT MEDICAL AID STATION										
Medical Aid Stations	Location			Paramedics		Yes	No			
6. TRANSPORTATION (indicate air or ground)										
Ambulance Service	Location		Contact (number or frequency)		Level of Serv.		ALS	BLS		
7. HOSPITALS										
Hospital Name	Address (Lat. and Long. if Helipad)		Travel Time		Contact (number or frequency)		Helipad		Burn Ctr.	
			Air	Grnd			Yes	No	Yes	No
8. SPECIAL MEDICAL EMERGENCY PROCEDURES										
PREPARED BY (Medical Unit Leader)						10. APPROVED BY (Safety Officer)				

MEDEVAC PLAN

INCIDENT OCCURS

- On scene first aider will assess the injury and provides first aid
- relay the situation up the chain of command **CREW > TFL > DivS**

CALL FOR MEDEVAC

CREW calls **WOOD BUFFALO DISPATCH** on 4 Mile Fire or 236

CREW relays the:

- **NATURE and SEVERITY of EMERGENCY**
- **LOCATION**
- **EQUIPMENT REQUIRED**
- Recommends **GROUND** or **AIR MEDEVAC**

WOOD BUFFALO DISPATCH may implement radio silence – “**ATTENTION ALL STATIONS, CEASE RADIO TRANSMISSIONS DUE TO EMERGENCY SITUATION**”

WOOD BUFFALO DISPATCH calls to dispatch closest medevac helicopter (GSA or BHS)

MINOR

- Patient transported off the fire line by medevac helicopter
- **WOOD BUFFALO DISPATCH** will notify Airport or Smith Landing Camp medic of incoming patient

MAJOR

- **WOOD BUFFALO DISPATCH** coordinates medevac helicopter and notifies closest **PCP MEDIC**
- **WOOD BUFFALO DISPATCH** contact Fort Smith Health Centre (867-872-2222) to activate ambulance
- Ambulance will meet medic and transport patient to Fort Smith Health Centre
- **SAFTEY OFFICER** notified
- Patient will be taken to Smith Camp to be treated by medic
- Advise health care facility patient will be coming in

Patient requires further medical treatment?
(status of patient determined by PCP medic)

NO

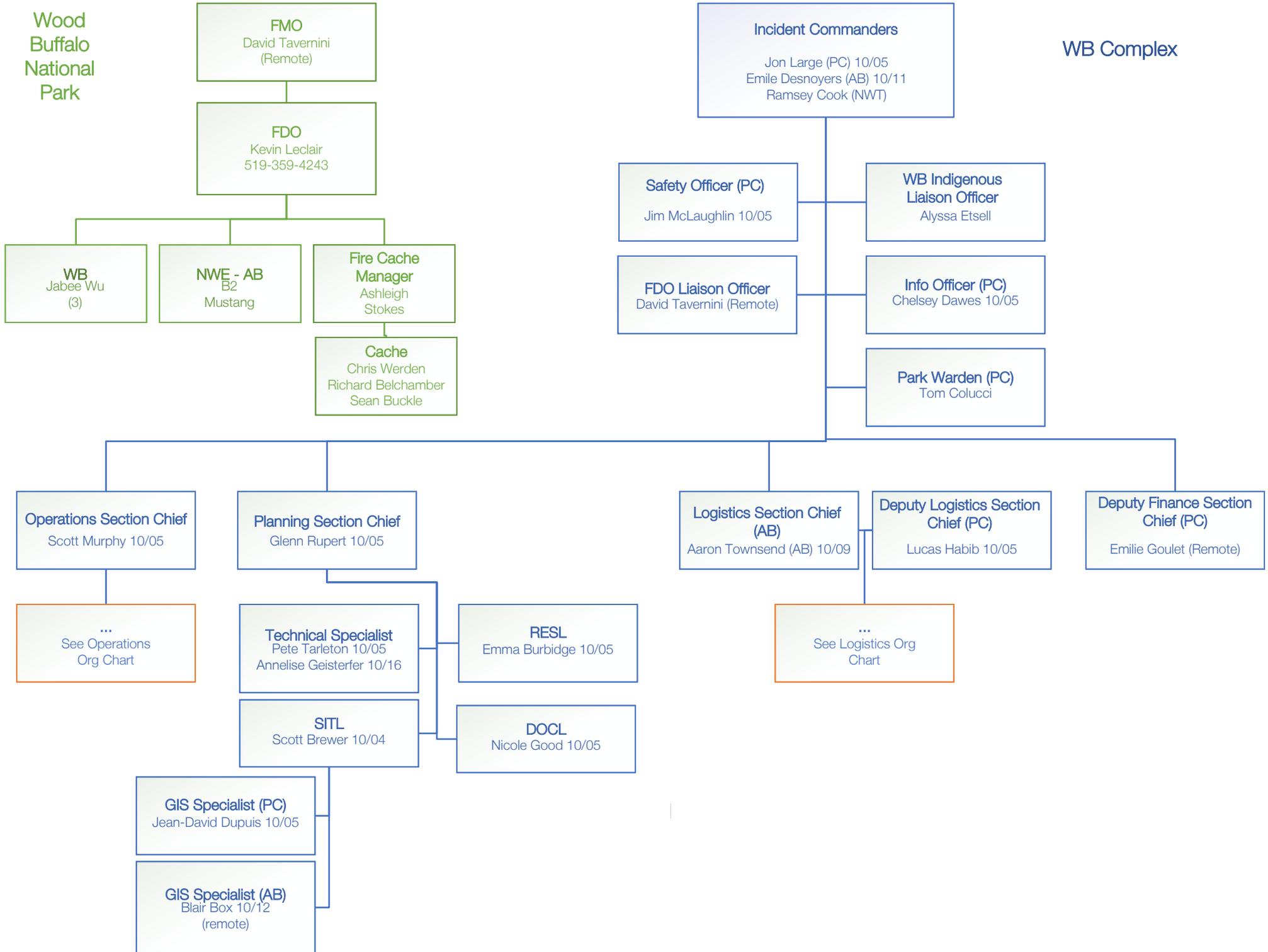
Return to work or rest at camp
Advise supervisor

YES

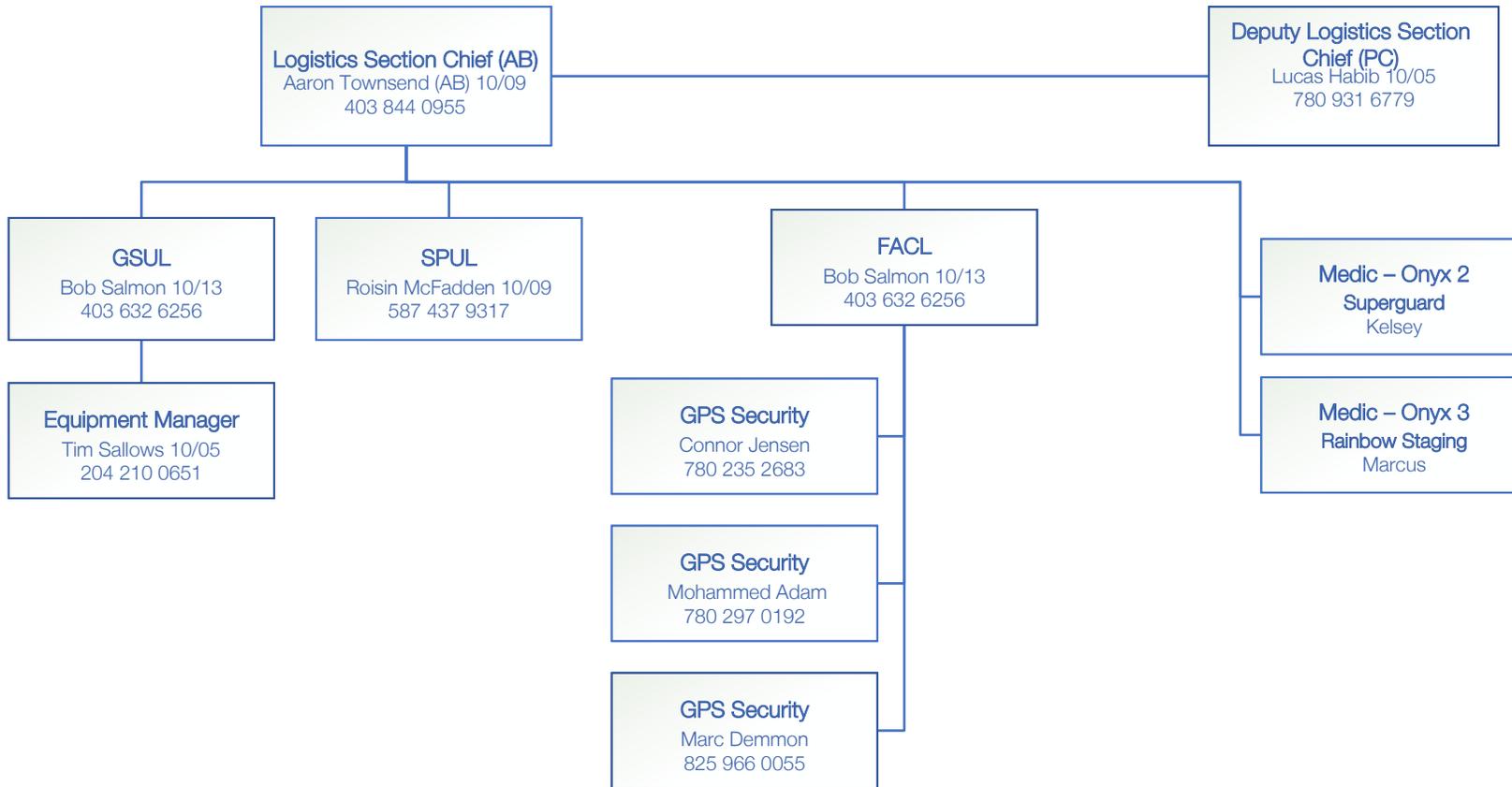
Transport patient to Fort Smith Health Centre
41 Breynat St

Wood Buffalo National Park

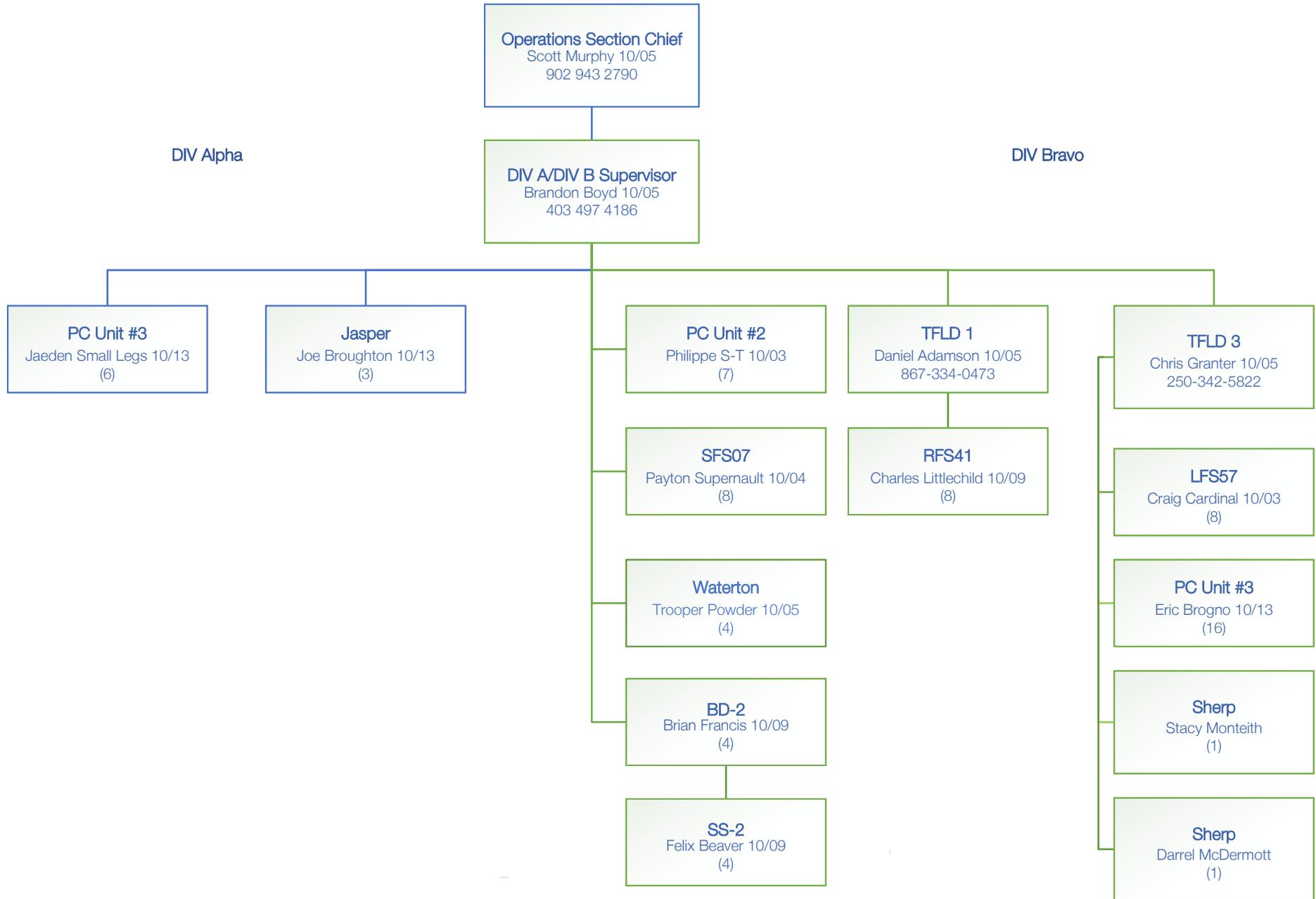
WB Complex



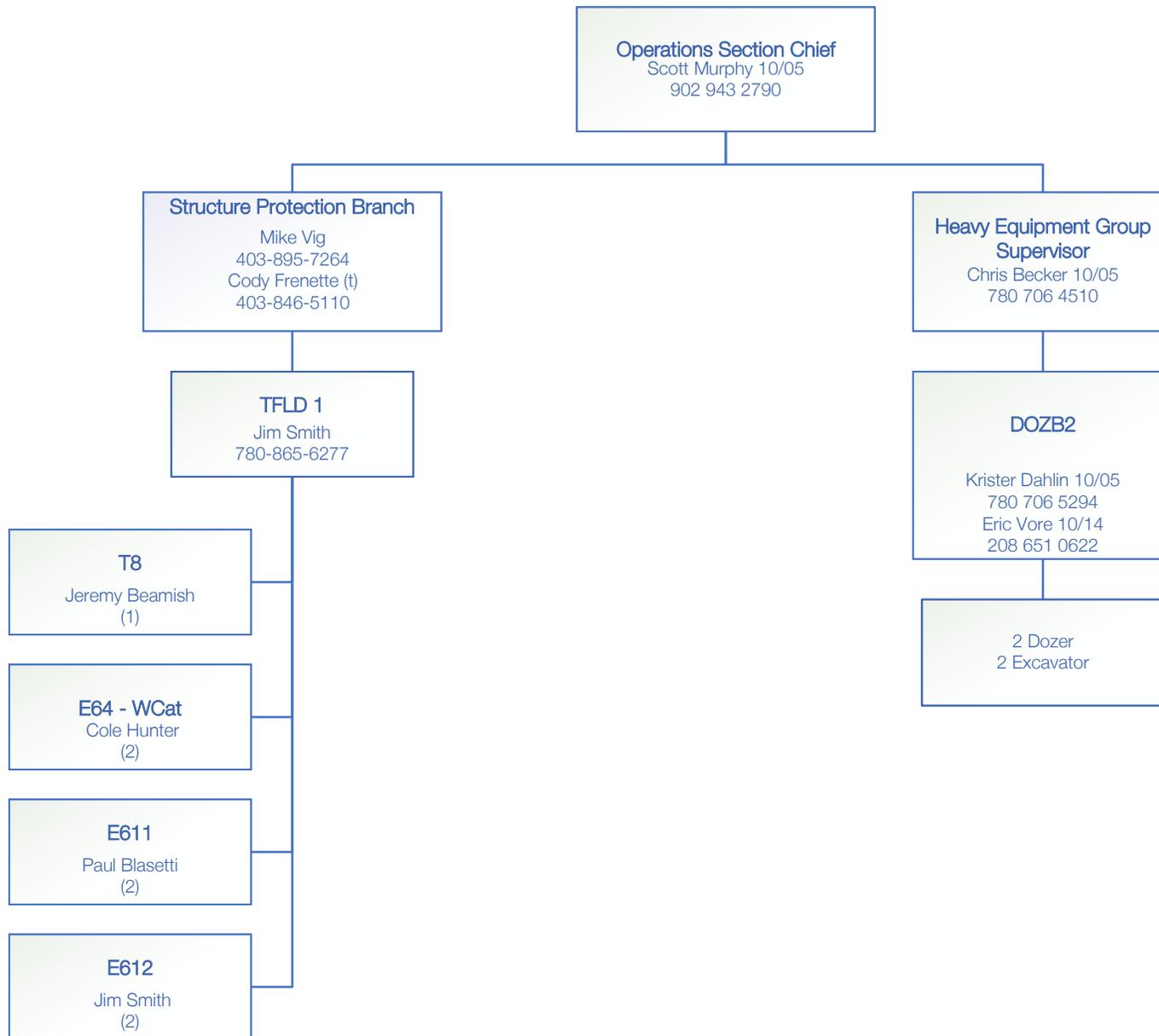
Logistics



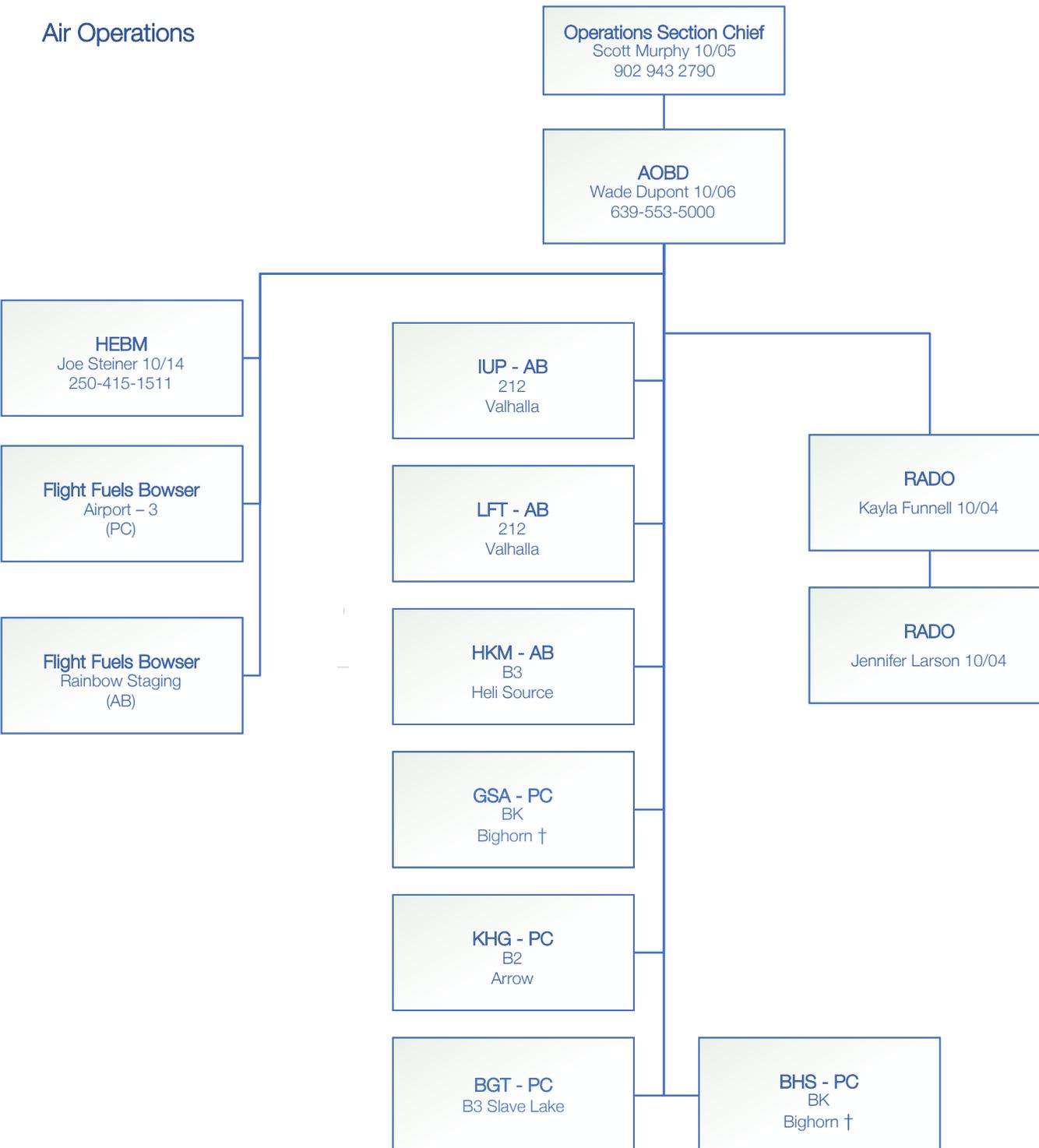
Ground Operations



Structure Protection Branch and Heavy Equipment Group



Air Operations



† Designated medivac aircrafts: GSA // BHS

Wood Buffalo Complex - Phone List

Fireline Position	Name	Number
COMMAND		
Unified Commander - Alberta	Emile Desnoyers	780-524-8554
Unified Commader - NWT	Ramsey Cook	204-307-6359
Unified Commander - Parks Canada	Jon Large	250-409-4772
Information Officer - PC	Chelsey Dawes	250-270-0214
Liaison Officer - FDO	David Tavernini	403-763-0764
WB Indigenous Liaison Officer	Alyssa Etsell	867-621-0764
Safety Officer	Jim McLaughlin	431-275-0556
Park Warden	Tom Colucci	867-872-0672
OPERATIONS		
Operations Section Chief	Scott Murphy	902-943-2790
DIV B Supervisor	Brandon Boyd	403-497-4186
DIV B Task Force Leader 1	Daniel Adamson	867-334-0473
DIV B Task Force Leader 3	Chris Granter	250-342-5822
Crew Leader - FTAC LFS057	Craig Cardinal	825-993-1840
Crew Leader - FTAC SFS07	Payton Supernault	780-536-0453
Crew Leader - FTAC RFS41	Charles Littlechild	403-895-9252
Crew Leader - PC Unit #2	Philippe Samson-Toussaint	581-988-7830
Crew Leader - PC Unit #3	Eric Brogno	250-272-6753
Crew Leader - PC Unit #3	Jaeden Small Legs	403-632-5031
Crew Leader - Waterton	Trooper Powder	403-625-0478
Crew Leader - Jasper	Joe Broughton	905-410-3556
Crew Leader - BD-2	Brian Francis	867-377-2256
Crew Leader - SS-2	Felix Beaver	587-357-6519
Heavy Equipment Group Supervisor	Chris Becker	780-706-4510
Dozer Boss 1	Eric Vore	208-651-0622
Dozer Boss 2	Krister Dahlin	780-706-5294
Air Operations Branch Director	Wade Dupont	639-533-5000
Helibase Manager	Joe Steiner	250-415-1511
Structure Protection Branch Director	Mike Vig	403-895-7264
Structure Protection Branch Director (t)	Cody Frenette	403-846-5110
Structure Protection TFLD 1	Jim Smith	780-865-6277

Wood Buffalo Complex - Phone List

Fireline Position	Name	Number
PLANNING		
Plans Section Chief - PC	Glenn Rupert	306-961-1267
Documentation Unit Leader	Nicole Good	343-553-9463
Situation Unit Leader	Scott Brewer	780-499-7381
Resources Unit Leader	Emma Burbidge	819-962-3520
Technical Specialist	Pete Tarleton	250-814-7902
Technical Specialist	Annelise Geisterfer	873-376-6730
GIS Specialist - AB (remote support)	Blair Box	780-706-4510
GIS Specialist - PC	Jean-David Dupuis	418-360-6158
LOGISTICS		
Logistics Section Chief	Aaron Townsend	403-844-0955
Deputy Logistics Section Chief	Lucas Habib	780-931-6779
Equipment Manager	Tim Sallows	204-210-0651
Supply Unit Leader	Roisin McFadden	587-437-9317
Ground Support Unit Leader	Robert Salmon	403-632-6256
FINANCE		
Deputy Finance Section Chief (remote)	Emilie Goulet	403-497-6534
MEDIC		
ONYX - Emergency Medical Response	Kelsey Janko	780-235-5899
ONYX - Emergency Medical Response	Marcus Wright	403-797-2656
PILOTS		
BGT - Slave Lake	Toby Spitzer	403-807-1330
BHS - Bighorn	Lane Wilson	250-417-6662
GSA - Bighorn	Clay Wilson	250-489-8949
LFT - Valhalla	Greg Verdel	250-692-9440
IUP - Valhalla	Ryan Edwards	250-200-0251
KHG - Arrow	Jeff Wynnynchuk	250-439-9678
NWE - Mustang	Justin Pederson	780-349-0606
HKM - Helisource	Scott Lessard	587-229-7229

ACCESS Alberta FIELD MAPS DATA

SET UP



1. Download **ArcGIS Field Maps** (Google Play Store, Apple App Store).
2. Open the app and use the '**Sign in with ArcGIS Enterprise**' option.
3. Specify a new URL
4. Enter <https://geospatial.alberta.ca/portal>
5. Expand ArcGIS login (do not login via Alberta Geospatial Services) and enter sign in details

(please do not distribute this information widely. It is to only be used for the incident).

Username: **wf.mcmurrayseas**

Password: **Wag-wmb383**

6. Download areas of interest to device. Click '**Wildfire Seasonal Staff Collection**'.
7. If you want an imagery background, click '**Wildfire Incident Data Collection Imagery – V2**', otherwise click 'Wildfire Incident Data Collection – Base – V2'.
8. Download '**Fort McMurray**' or '**Fort McMurray North**'

USE

1. Tutorial videos can be found on the FireDrive (Alberta Wildfire/Incident Information/MNZ-003-23/Field Maps Training Videos).
2. **NEVER delete any data from Field maps.** If any fire point, line or polygon is no longer needed, please edit/ update the "Delete This" Field to YES, then the GIS tech will delete it for you.
3. Ensure **Incident Number field is populated with fire number 3.**
DO NOT use the default number or enter any other random number as this will create some issue in the backend.
The data will not sync without Fire Number 3.
4. **RUN Sync** after new data collection or editing if there is reliable network connection.



1. Download AvenzaMaps App from your App store
2. Open AvenzaMaps and go through the introduction screens
3. After closing the introduction screens, the default screen of the app is known as "My Maps". This is where all your maps are stored.
4. Download the .pdf maps you want from the Fire Drive / Google Drive
5. Go into your phone files, tap on the map and open it with AvenzaMaps. The map should be charged into AvenzaMaps now so you will have access to it every time you open AvenzaMaps.
6. In the default screen "My Maps", tap on the map you want to open and allow AvenzaMaps to have access to your location. You should now be able to use the map and see where you are on it with .

CREATE A POINT

1. Move the map with your fingers until the target is where you want to create a point
2. Tap on the  icon. Modify name, description, etc. Add a photo if you have one. Tap on checkmark on top corner to create the point.

SAVE A TRACK

1. Tap on the  icon, and then "Record GPS track".
2. When you see "Ready to track" over the compass, tap "Start tracking" icon to start recording.
3. When you are done recording, tap 'Stop' and the track will be saved as a Map Feature. You also have the option to pause tracking instead by tapping 'Pause'.
4. Tap the track to show its label, then tap the information icon. You will then be able to modify the name of the track and add a photo.

EXPORT and SEND DATA FROM A MAP

1. Tap the  icon and tap the placemarks or the layer that contains the placemarks
2. Tap the  icon then Export icon 
3. Choose **Format** = KML for points, GPX for tracks and **Data** = Custom
4. Select the points/tracks/features you want to export, then tap the Export icon 
5. Select a way to send it by email or upload it to a drive.