## Document Control

### Version History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>1 July 2014</td>
<td>Updated to current style. LDS Section Removed</td>
</tr>
<tr>
<td>3.1</td>
<td>20 Oct 2014</td>
<td>Drawings updated</td>
</tr>
<tr>
<td>3.2</td>
<td>6 Jan 2015</td>
<td>Added use of Rwy 15R/33L as alternate parking area.</td>
</tr>
<tr>
<td>3.3</td>
<td>14 Sep 2015</td>
<td>Updated to reflect new corporate structure</td>
</tr>
</tbody>
</table>

### Revision and Approval Control of Last Version

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible</th>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation</td>
<td>L. Olsson</td>
<td>Manager, Aviation Programs, Coordination &amp; Compliance</td>
<td>14 Sep 15</td>
</tr>
<tr>
<td>Revision</td>
<td>M. Belanger</td>
<td>Director, Aviation Programs &amp; Compliance</td>
<td>14 Sep 15</td>
</tr>
<tr>
<td>Approval</td>
<td>M. Belanger</td>
<td>Director, Aviation Programs &amp; Compliance</td>
<td>14 Sep 15</td>
</tr>
</tbody>
</table>

### Reference Documents
# Table of Contents

1 General .......................................................................................................................... 1
   1.1 Background .............................................................................................................. 1
   1.2 Purpose ................................................................................................................... 1
   1.3 Principles & Guidelines ......................................................................................... 1
       1.3.1 Guiding Principles ......................................................................................... 1
       1.3.2 Designated Holding Areas .............................................................................. 2
       1.3.3 Taxi Operations ............................................................................................... 2
2 Roles & Responsibilities ............................................................................................... 3
   2.1 Apron Management Unit (AMU) .......................................................................... 3
   2.2 Resource Management Unit (RMU) ....................................................................... 3
   2.3 Central Deicing Facility (CDF) (non winter event). ............................................... 4
   2.4 GTAA Manager Operations AVS (MO AVS) .......................................................... 4
   2.5 Nav Canada ............................................................................................................ 4
   2.6 T1 Carriers ............................................................................................................ 4
   2.7 T3 Carriers ............................................................................................................ 4
3 Communication ........................................................................................................... 4
   3.1 Conference Calls ................................................................................................... 4
   3.2 EXCDS .................................................................................................................. 5

Emergencies .................................................................................................................... 5

A Appendix A - Designated Holding Areas ................................................................. 6
   A.1 Infield Terminal (IFT) ............................................................................................ 6
   A.2 Central Deicing Facility (CDF) ............................................................................... 7
   A.3 GTAA 3-Bay Hangar Apron .................................................................................. 8
   A.4 Taxi lanes 11 East and West .................................................................................. 9
   A.5 Runway 06R/24L Staging – 06L Operations .......................................................... 10
   A.6 Runway 06R/24L Staging – 24R Operations .......................................................... 11
   A.7 Runway 15R/33L Staging – 15R Operations .......................................................... 12
   A.8 Runway 15R/33L Staging – 33L Operations .......................................................... 13
B Appendix B - Typical Taxi Routes .............................................................................. 14
   B.1 Runway 05, 06L/R Operations .............................................................................. 14
   B.2 Runway 23, 24L/R Operations .............................................................................. 15
   B.3 Runway 15 Operations ......................................................................................... 16
   B.4 Runway 33 Operations ......................................................................................... 17
1 General

1.1 Background
Weather and other events have the potential to substantially disrupt ground operations at Toronto Pearson and cause a gate shortage and create congestion on the terminal aprons. Due to a number of aircraft holding off gate for long periods of time, resuming operations becomes challenging and has significant disruption to the travelling public and airline operations.

1.2 Purpose
The purpose of this plan is to establish and standardize coordination, communication and procedures for managing the movement of aircraft during irregular operations in a safe and expeditious manner.

In addition, the purpose of this document is to ensure a controlled flow and release of aircraft throughout the event. The goal is to gate, park and stage the maximum number of aircraft possible minimizing the impact to the travelling public.

This plan for parking and staging aircraft may be utilized in any situation which may impact the normal day-to-day operation at the airport or cause a degraded level of service or operation for any facility or segment of the airport.

1.3 Principles & Guidelines

1.3.1 Guiding Principles
In order to maintain an equitable approach, the “first in/first out” principle, as related to aircraft holding areas, will be utilized by all gating agencies. Priority flights, as identified by the air carrier may have precedence as gates become available dependent on their holding position on the airfield. Priority flights must be communicated prior to the landing of the aircraft to facilitate the coordination of appropriate holding areas.

The following fundamental principles have been segregated into two phases for each type of event:

Non winter event
When all gates are full and apron areas cannot support further aircraft holding:

- Utilize reverse flow through the Central Deicing Facility (CDF) and Infield Terminal (IFT). Stage all other aircraft for the duration of the event at designated holding areas. 06R/24L or 15R/33L; and
- Reduce frequency congestion between Flight Crews, Nav Canada, AMU, and the CDF.
Post non winter event
- Maintain a controlled release of aircraft from the holding areas to available gates; and
- Continue to direct inbound aircraft to holding areas until the inventory of staged aircraft has cleared.
- If requested initiate bussing operations from aircraft parked off gate.

Winter Event – No gates available
- Minimal holding on the aprons as this will impede the snow clearing operation.
- Utilize the IFT and the Hotel gates and in after consultation with NavCanada Tower Supervisor, as required 06R/24L or 15R/33L.
- Maintain a controlled release of aircraft from the holding areas to available gates; and
- Continue to direct inbound aircraft to holding areas until the inventory of staged aircraft has cleared.
- If requested initiate bussing operations from aircraft parked off gate.

1.3.2 Designated Holding Areas
In order to ensure a controlled flow and release of aircraft throughout the lightning event, designated holding areas, to be used once terminal aprons are maximized, are identified below. Diagrams of specific holding areas are referenced in Appendix A.

1. CDF: Designated for aircraft destined for T1 (Summer operations only)
2. IFT/Taxiway November west of Taxiway Echo: Designated for aircraft destined for T3 (Summer). Any aircraft during winter operations
3. 3-Bay Hangar Apron: Accessed by TC and restricted to three Jazz CRJ200/Dash 8 aircraft
4. Apron Area between DV & DT: Accessed by DV and restricted to four Code C aircraft or two Code D/E aircraft
5. In consultation with Nav Canada Tower Supervisor Runway 06R/24L or 15R/33L
6. Lanes 11E & 11W: Code C with wingspan of 28.4m or smaller. Bussing operations for Jazz CRJ and DH8 1, 2, 3 and 4 only.

1.3.3 Taxi Operations
Once it is deemed necessary to hold aircraft off of the apron areas, the standard taxi flows through the holding areas will be in an east to west direction.

Non-winter
All aircraft destined for T1 will be directed to the CDF holding area. Aircraft destined for T3 will be segregated and instructed to stage at the IFT and on Taxiway November. Once staging is maximized at these locations, all additional T3 aircraft will then be directed to the CDF holding area.
In order to accommodate routing to the CDF, Nav Canada will maintain control of Taxiway Victor as long as operationally possible to ensure inbound aircraft enter the CDF from the west. All aircraft will continue to taxi to the applicable holding area, even once the lightning
advisory has ended, until the inventory of aircraft holding for gates has cleared. Diagrams of typical taxi routes for lightning events are referenced in Appendix B.

**Winter**
All aircraft will be instructed to stage at the IFT and on Taxiway November. Once staging is maximized at this location, all additional aircraft will then be directed to Runway 06R/24L or 15R/33L.

All aircraft will continue to taxi to the applicable holding area, even once gates become available until the inventory of aircraft holding for gates has cleared.

## 2 Roles & Responsibilities
Roles and responsibilities of those agencies recognized in the Aircraft Staging and Parking Plan are described below.

### 2.1 Apron Management Unit (AMU)
The AMU will notify the GTAA MO AVS once they are required to direct aircraft to an off apron holding area and must include information regarding the status of their apron. For example, advise the MO AVS that only one aircraft is holding due to the specific gate being occupied or that the apron is at capacity and all other arriving flights will be sent to the holding areas.

To reduce radio congestion and eliminate gating queries from Flight Crews over various frequencies, all gating information from the Resource Management Unit (RMU) and ACA Gating will be communicated to the AMU Coordinator for dissemination to the CDF (as required), Nav Canada and ultimately to the Flight Crew. Essentially, the Flight Crew will be notified by either the CDF or AMU when their gate is available. The AMU will enter all gating information on the FDE accordingly, indicating the gate number and that the gate is available.

Once the CDF (as required) or Nav Canada receive this visual indication on the FDE, the applicable Flight Crew will be contacted to start engines, call for taxi and will be issued taxi instructions to the appropriate gate. This strategy can be utilized in anticipation of a gate becoming available to minimize the wait time for holding aircraft.

The AMU will participate in conference calls to determine the maximum airport holding capacity when notified by the MO AVS.

### 2.2 Resource Management Unit (RMU)
The RMU will participate in conference calls to determine the maximum airport holding capacity when notified by the MO AVS.
2.3 Central Deicing Facility (CDF) (non winter event).
The CDF will flow traffic in a west to east direction (non winter event). In addition, the CDF will hold a maximum of six narrow body aircraft or three wide body aircraft per pad in order to achieve the greatest number of aircraft staged in the CDF. A CDF staging diagram is referenced in Appendix A.2. Once the pads are full, and if required, the CDF will hold aircraft on Taxi Lane 1 and on Taxiways Tango and Victor east of Taxiway Mike.

The CDF will notify the applicable Flight Crews as soon as their gate is assigned and will instruct crews to start their engines and call when ready to taxi.

The CDF will participate in conference calls to determine the maximum airport holding capacity when notified by the MO AVS.

2.4 GTAA Manager Operations AVS (MO AVS)
The MO AVS will convene a conference call with all parties once it becomes apparent that all arriving aircraft will be directed to the designated holding areas. Subsequent conference calls will be determined on an as required basis.

2.5 Nav Canada
During an extended event, once gates and terminal apron areas are at capacity, Nav Canada will direct arriving aircraft to the appropriate holding areas in a west to east direction until advised of the termination phase.
Nav Canada will participate in conference calls to determine the maximum airport holding capacity when notified by the MO AVS.

2.6 T1 Carriers
Participate in conference calls to determine the maximum airport holding capacity when notified by the MO AVS.

2.7 T3 Carriers
Participate in conference calls to determine the maximum airport holding capacity when notified by the MO AVS.

3 Communication

3.1 Conference Calls
Conference calls with all agencies will be conducted and coordinated by the MO AVS via the AOC using Everbridge. The first conference call will be initiated in the pre-planning phase and during the event once gates and terminal apron areas are at capacity resulting in all inbound aircraft to be directed to appropriate designated holding areas. Subsequent conference calls will be determined on an as required basis. Conference calls will be utilized to discuss the weather forecast, aircraft inventory, the number of inbound flights en route
and ultimately to determine the airport’s saturation point, the maximum airport holding capacity.

3.2 EXCDS
In order to optimize operational efficiency and to reduce frequency congestion all gating information is to be communicated to the applicable AMU for data entry on the FDE by using the Extended Computer Display System (EXCDS).

Emergencies
All emergencies will be reported to the AOCC at 416-776-3033. All aircraft are required to be staged in a manner that would allow for the safe evacuation of an aircraft or access by emergency responders. In the event of an emergency situation at the CDF, guidelines for safety, control, care and evacuation are referenced in the Central Deicing Facility Emergency Operation Plan.
Appendix A - Designated Holding Areas

A.1 Infield Terminal (IFT)
A.2  Central Deicing Facility (CDF)
A.3 GTAA 3-Bay Hangar Apron

* DASH-8 1/3/400 & CRJ 1/200 ONLY

* = T1 DOMESTIC STAGING ONLY
A.4 Taxilanes 11 East and West
A.5  Runway 06R/24L Staging – 06L Operations
A.6 Runway 06R/24L Staging - 24R Operations

<table>
<thead>
<tr>
<th>RUNWAY IN USE</th>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>24R</td>
<td>CODE 'C' OR SMALLER</td>
<td>CODE 'E' OR SMALLER</td>
</tr>
</tbody>
</table>

**Restrictions**
- CODE 'F' AIRCRAFT NOT AUTHORIZED
- CODE 'D' & 'E' AIRCRAFT MUST EXIT TO NORTH SIDE OF RUNWAY 06L/24R

**Legend**
- = CODE 'C' OR SMALLER
- = CODE 'E' OR SMALLER
- = ELECTRONIC ZONING
- = OBSTACLE ZONING
- = ROUTING ARROWS

AIRCRAFT STAGING & PARKING
RWY 06R/24L

October 20, 2014
AP_MB_IRROPES.Stage_005.dgn
A.7  Runway 15R/33L Staging – 15R Operations

Drawing under development
A.8 Runway 15R/33L Staging – 33L Operations

Drawing under development
Appendix B - Typical Taxi Routes

B.1 Runway 05, 06L/R Operations
B.2 Runway 23, 24L/R Operations
B.3 Runway 15 Operations
B.4 Runway 33 Operations