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# School Annual Safety & Security Engagement

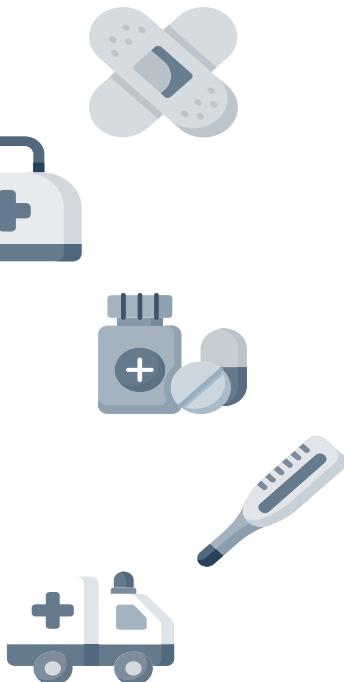
11 Feb 2026

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# Safety Motto

**In Safety, every Damaian matters**

Take ownership of our **own** safety,  
and look out for **others'** safety



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In Safety, Every Damaian Matters!

## **Safe + is Everyone's Responsibility**

- Everyone to know and adopt safe practices on a day to day basis
- To be prepared and ready as a school to respond appropriately to emergency situations

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# AGENDA

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## 1. Emergency Preparedness

- Evacuation
- Lockdown (update)

## 2. School Safety

- Road Safety
- Safety @ PE and CCA
- Special Rooms
- General safety



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# What is an Emergency?

Sudden incidents involving actual or potential loss of lives and/or damage to properties on a scale in excess of what a school can deal with normally.

## Characteristics:

- Sudden occurrence
- Injuries and fatalities
- Affected victims
- Trapped persons
- Damage to properties
- Anxious parents
- Eager media
- Crowd or volunteers
- Traffic congestion



Associated with: Disaster, Catastrophe, Crisis, Accident, Distress

# Emergency Preparedness

Fire breaks out at Concord Primary School in Choa Chu Kang, 1,400 people evacuated



About 1,400 people were evacuated by staff of Concord Primary School before firefighters arrived on Wednesday (Jan 29) morning.

TNP READER

29 January 2020



The Straits Times

<https://www.straitstimes.com/singapore/firefighters...>

Firefighters put out blaze at Raffles Institution

5 Jan 2026 — The fire involved the contents of a second-floor office at the school and took place at around 12.30pm. Read more at straitstimes.com.

Singapore

**False bomb threat made to Evergreen Secondary School; students and staff evacuated**

A teenager is assisting in investigations, say police.



21 July 2022

MINUTE

**Woman charged with possessing weapons after stabbing herself outside St Hilda's Secondary School**

Published September 22, 2022

Updated September 22, 2022



22 September 2022



Social Media and Singapore Police Force

composite of a screengrab of the incident outside St Hilda's Secondary School on Monday evening, as well as the two knives seized by the authorities after the woman's arrest.



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Asia

## How did almost 400 people safely evacuate burning Japan Airlines jet after Haneda Airport crash?

The Japan Airlines jet collided with a Coast Guard plane when landing at Tokyo's Haneda Airport on Tuesday after flying in from the northern city of Sapporo.



Fabian Koh

03 Jan 2024 02:01PM  
(Updated: 05 Jan 2024 09:23AM)



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# Emergency Preparedness

How ready are we as a school to respond to such a crisis?  
Do we know what to do?



## Security Incident

Hostage  
Attack/Assault by  
Criminal  
Terrorist



## Crisis & Disaster

Haze  
Fire  
Bomb  
Threat  
Gas leak



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# Emergency Preparedness

We need to be prepared and ready to respond to both:

- A situation that required immediate evacuation. E.g. fire, explosion, bomb threat.
- A situation that required all to lockdown. E.g. sudden intrusion that threaten the safety of school



# Emergency Evacuation

## **GENERAL SEQUENCE**

Activation

Prolonged ringing of the bell

Procedure:

- Do not evacuate immediately
- Stop work immediately, **listen to announcements**
- If evacuation is necessary,
  - switch off all lights, fans, air conditioners, appliances
  - line up in twos, and move towards the Assembly Area under the supervision of the teacher
  - Move calmly and quickly

**Everyone need to be familiar** with the school site orientation, i.e. location of blocks, staircases and evacuation routes to Assembly Area (AA).

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# EVACUATION (SAMPLE ANNOUNCEMENT)

Your attention please, the fire alarm has been activated. We are investigating the situation. Please remain calm and standby for further instruction.

Your attention please, we have investigated the situation and found it to be a false alarm. You can resume your normal activities.

**No need to evacuate**

Your attention please, there is an emergency situation in the school. Please evacuate by the nearest staircase to the Assembly Area at <location>. Do not use the corridor at <location> and staircase at <location>.

**Need to evacuate**

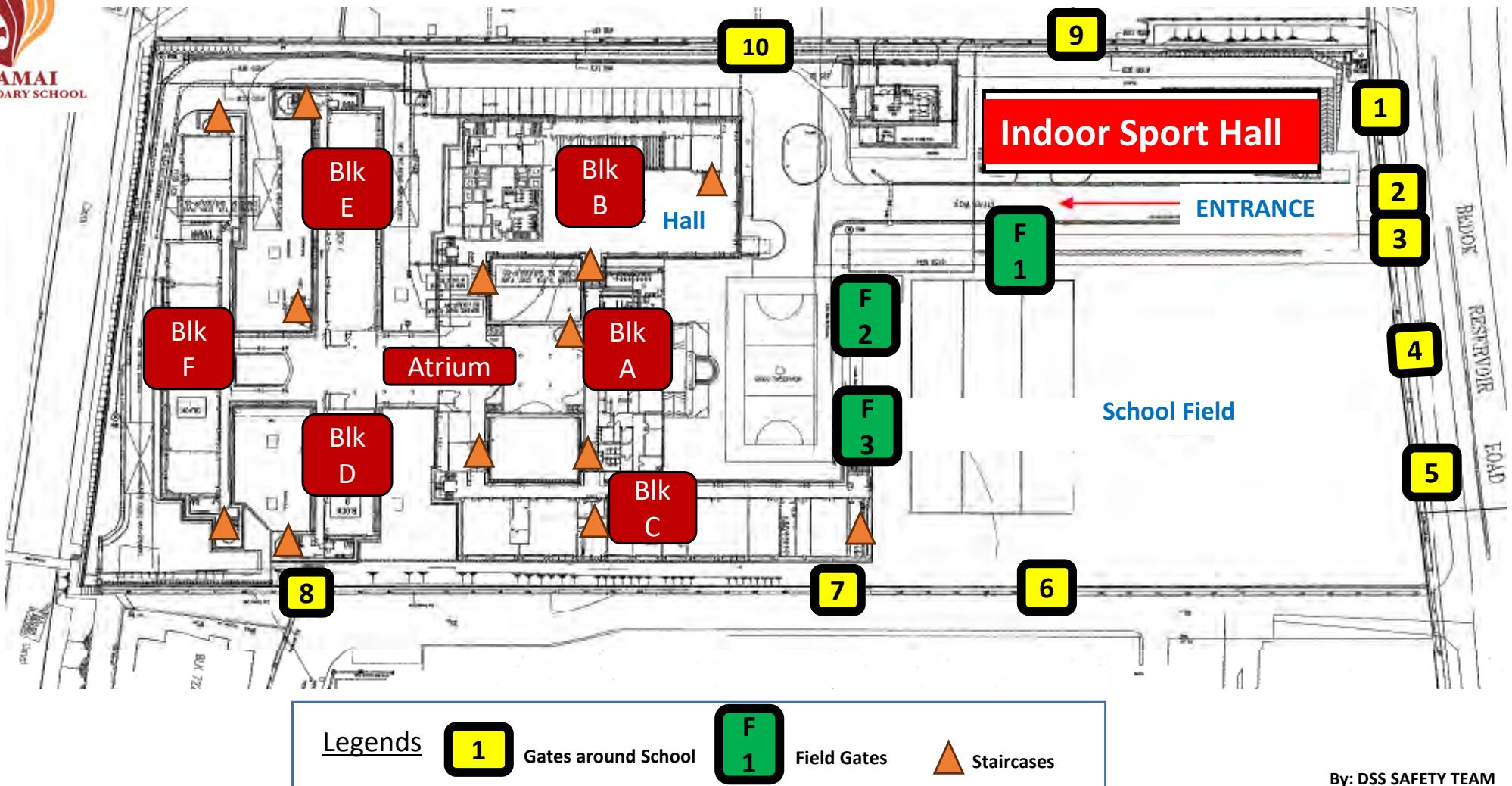


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# DAMAI SECONDARY SCHOOL OVERVIEW



By: DSS SAFETY TEAM

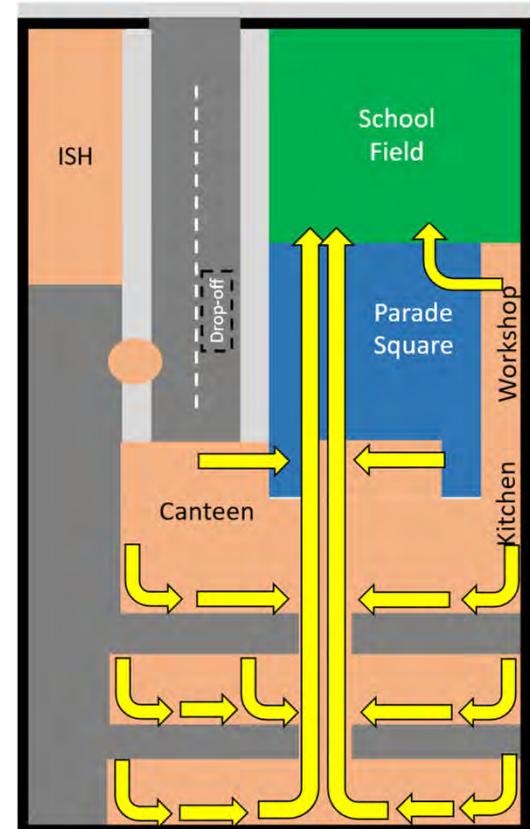
# EVACUATION ROUTE

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**... to Assembly Area (School Field)**

## General Route:

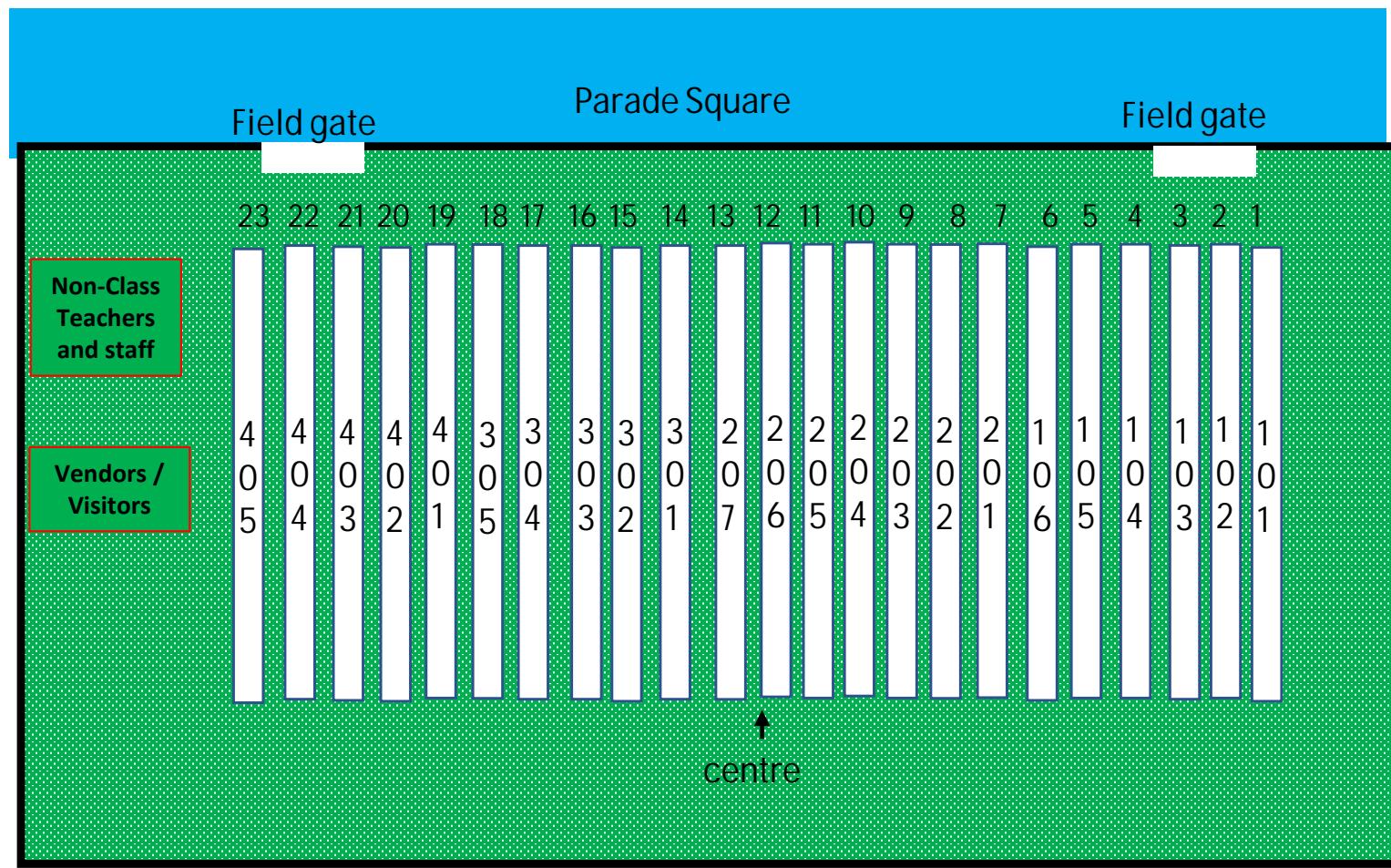
- **Access Level 1 via the nearest staircase**
- **Avoid incident areas if any**
- **move towards Assembly Area**



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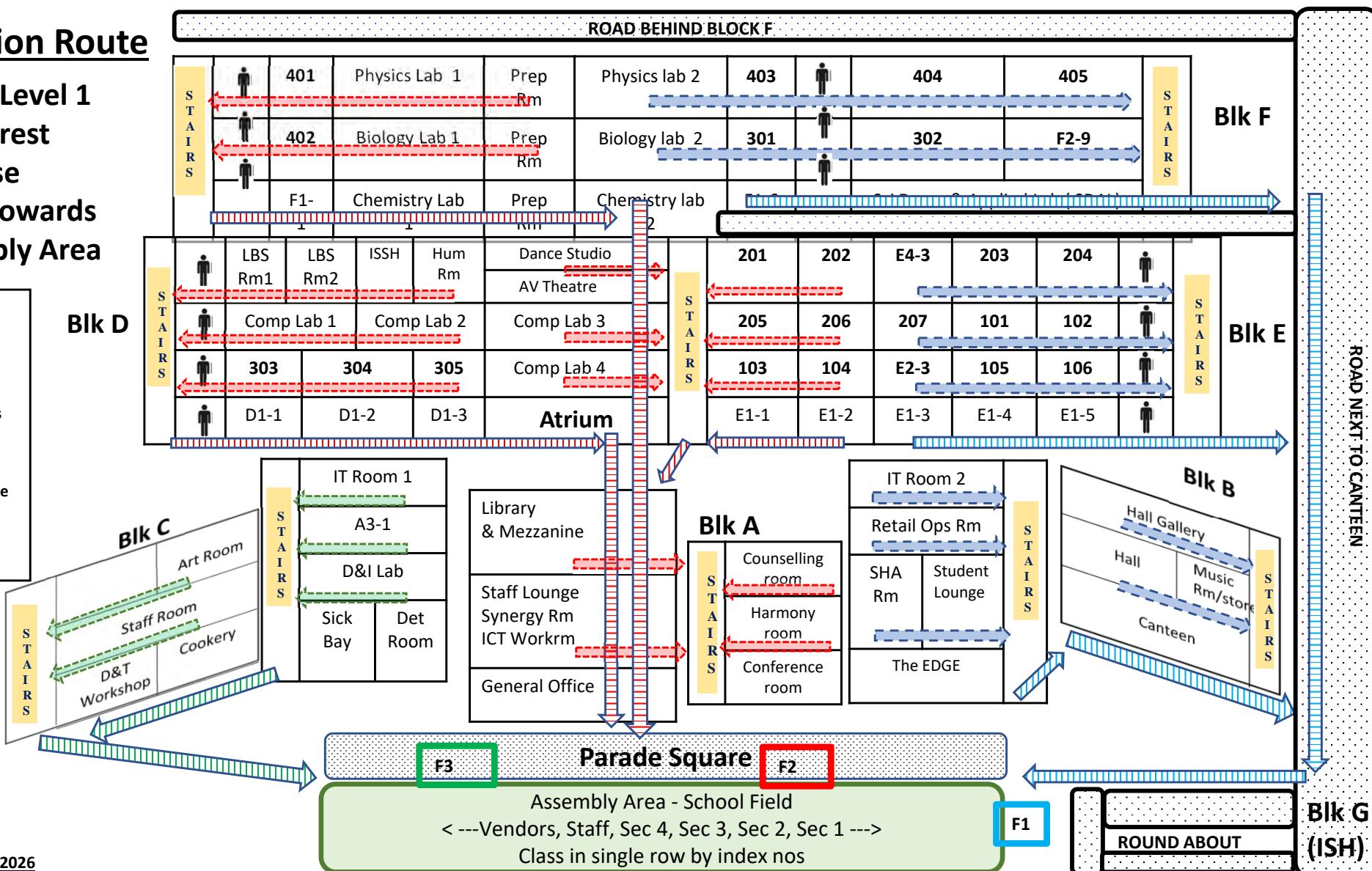
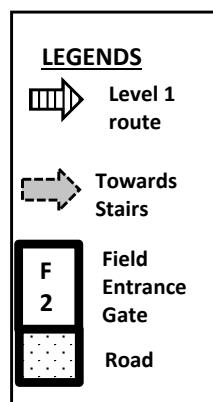
In Safety, Every Damaian Matters!

# School Field Layout (2026)



## Evacuation Route

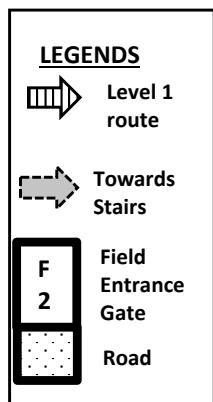
- Access Level 1 via nearest staircase
- Move towards Assembly Area



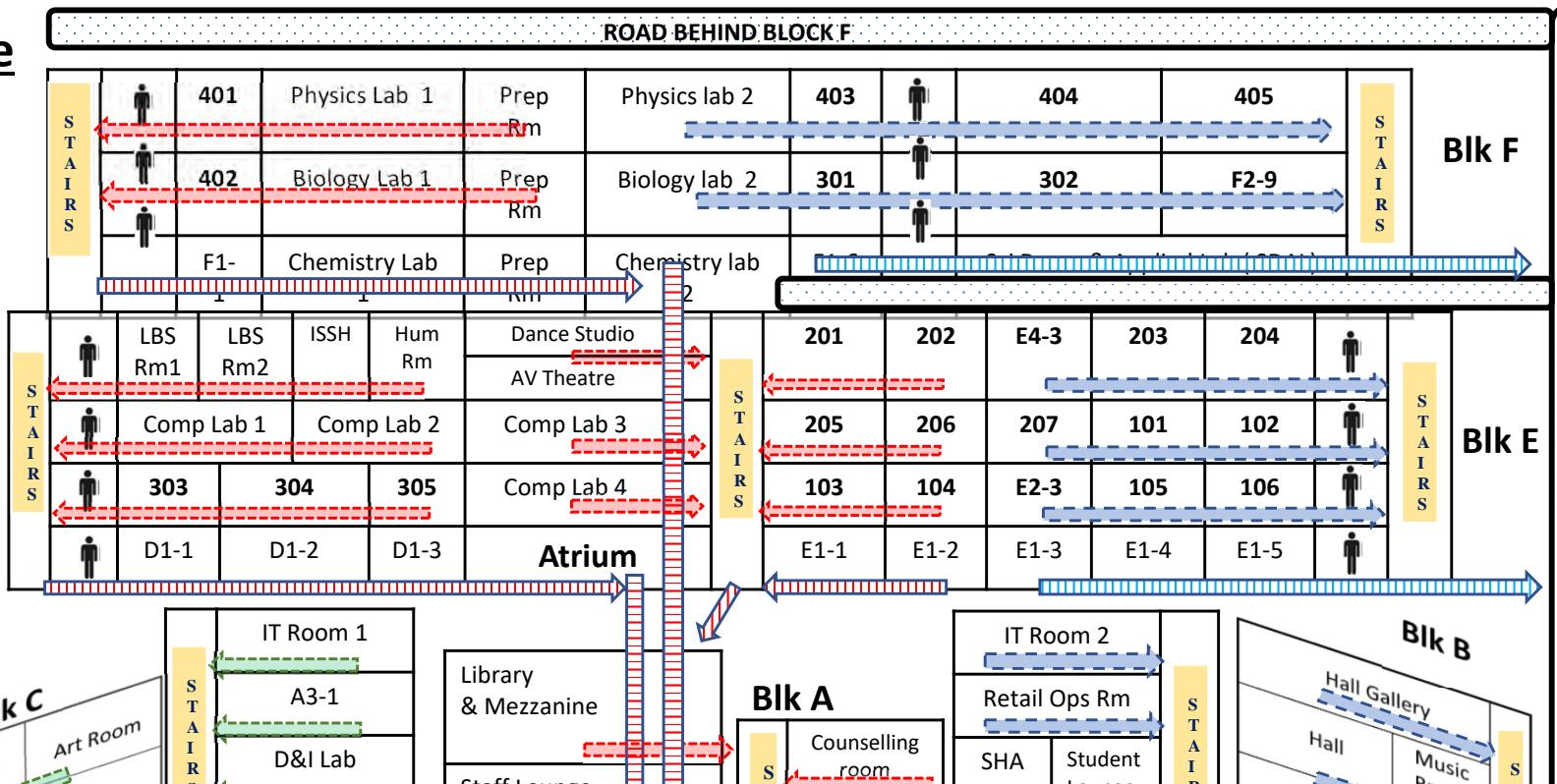
Updated as of 2 Jan 2026

## Evacuation Route

- Access Level 1 via nearest staircase
- Move towards Assembly Area



Blk D



- This copy of Evacuation Route Plan will be in all the classrooms
- The red dot indicates the room you are in.



Updated as of 2 Jan 2026



# What is Lockdown?



- Intrusions into schools with malicious intent
- Classified under two categories
  - **Criminal in nature**
  - **Terrorism-linked**



- ✓ **Confinement of people inside secured rooms** for safety reasons
- ✓ Used when a serious threat exists to the school that requires students and staff to remain in a locked facility (eg. classrooms) for safety.

# Lockdown Activation

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- The indication for lockdown is when you receive the lockdown message through PA system:

	Message
Activate Lockdown	Will the parents of Doreen Saw, please remain at <incident location>?

- Once lockdown is activated, we will execute the following procedures:

Run

Hide

Tell



## Lockdown Activation

Run

Hide

Tell

- If you are in open areas, follow instructions from teachers. If there are no teachers around, move quickly to **nearest room** (but **avoid** incident area)
- If you are in rooms (e.g. classrooms, labs), **stay** in the rooms (safe areas).

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# Lockdown Activation

Run

Hide

Tell

## RECOMMENDED SAFE AREAS

If you are in the vicinity of...	Move to the nearest room (e.g.)
School Field, ISH	ISH Level 2
Parade Square	D&T Workshop, Cookery Rooms
School Hall	Staff Room or Canteen Stalls
Canteen, Atrium	Canteen stalls, Bookshop, Cookery Rooms, Classrooms (preferably) with teachers
Common areas of Blk A & C, Level 1 & 2	Staff Room
Common areas of Blk A, B, C, Level 3 & 4	Library
Classroom Blocks (Blk D, E, F)	Classrooms with teachers



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# Lockdown Activation

Run

Hide

Tell

Once you are in the safe areas:

- 1) If there are staff/students nearby, let them into rooms ASAP
- 2) Lock all doors and shut all windows
- 3) Switch off all lights, fans and electrical / electronic devices such as overhead projectors
- 4) Put all mobile devices to silent mode
- 5) Sit down at your seats and be quiet
- 6) Remain in the safe areas until you receive the clear lockdown message



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# Lockdown Activation

Run

Hide

Tell

In real incidents, it will be helpful if School / Police can have the following information. Please take note only if it is safe to do so.

Total number of perpetrators

Equipment carried by the perpetrators

Look of the perpetrators

Location of the perpetrators, or direction they are heading

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# Lockdown Activation

Run

Hide

Tell

If you are not with a teacher, inform your FT discreetly your location when possible.

1. Report via <https://go.gov.sg/dss-emergency> The link is push down to your ipad home screen and email to student icon email.
2. SMS to school emergency line 96157350

Avoid calling as it may alert the intruder.



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# Lockdown CLEAR

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- The indication to Clear lockdown is when you receive the Clear lockdown message through the following only:
  - PA system
  - Door-to-door knocks
- Clear lockdown message (drill):  
*Parents of Doreen Saw have left the school*



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# LOCKDOWN AND EVACUATION (EHA)

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## 1. Lockdown Drill

- a. Communication procedures
- b. Run, Hide & Tell procedures to safe areas
- c. Lockdown procedures in safe areas
- d. Clear Lockdown procedures

## 2. Evacuation Drill to EHA

- a. Evacuation of School Population from School premises to EHA
  - b. Familiarisation of emergency posts at EHA
  - c. Return of School Population from EHA to School premises
- 

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# **Evacuation Route (EHA- Damai Pri)**

A map of the Bedok Reservoir Road area, showing residential blocks (745-721), schools (Belvia Primary School, Damai Primary School, Damai Secondary School), and landmarks (Bedok Reservoir GDN, Bedok Town Pk). A red X marks the location of 'Gate 10'. A black arrow points from the X to a photograph of a green fence labeled 'Gate 10'. Another black arrow points from the map to a photograph of a paved path in a park.

# **2026 Annual Emergency Preparedness (EP) Drill**

<b>Exercise</b>	<b>Dates</b>	<b>Personnel involved</b>
Temperature Taking	1 April	All staff and students
EP Drill #1 (Lockdown Drill)	Term 1/3	All staff and students
EP Drill (Evacuation to External Holding Area – Damai Primary)	Term 2	All staff and students

**Be ready at all times.**

**Follow the instruction to execute the EP responsibly and swiftly.**

**Everyone should evacuate to Assembly Area safely and attendance reported within 5 mins**

# What is my role in school safety?

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At personal level

- Know what to do in time of emergency
- Know and adopt safe practices. Act responsibly at all times
- Ensure the safety and well-being of one self and others
- Ask and Clarify if you are not sure

At class level

- Take ownership of your classroom.
- Look after the facilities
- Do your part to ensure your class is safe and conducive for learning.

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# ROAD SAFETY

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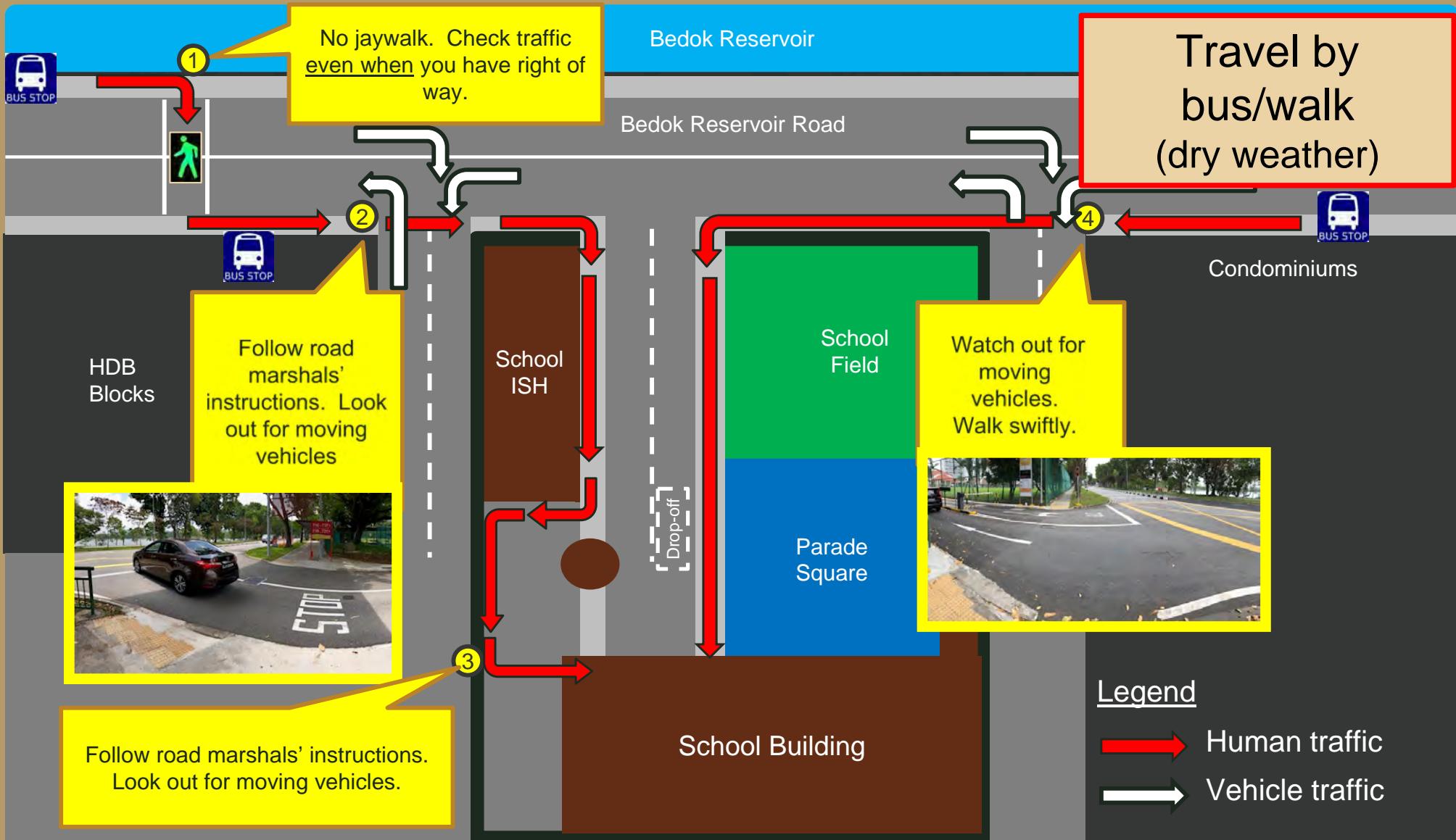


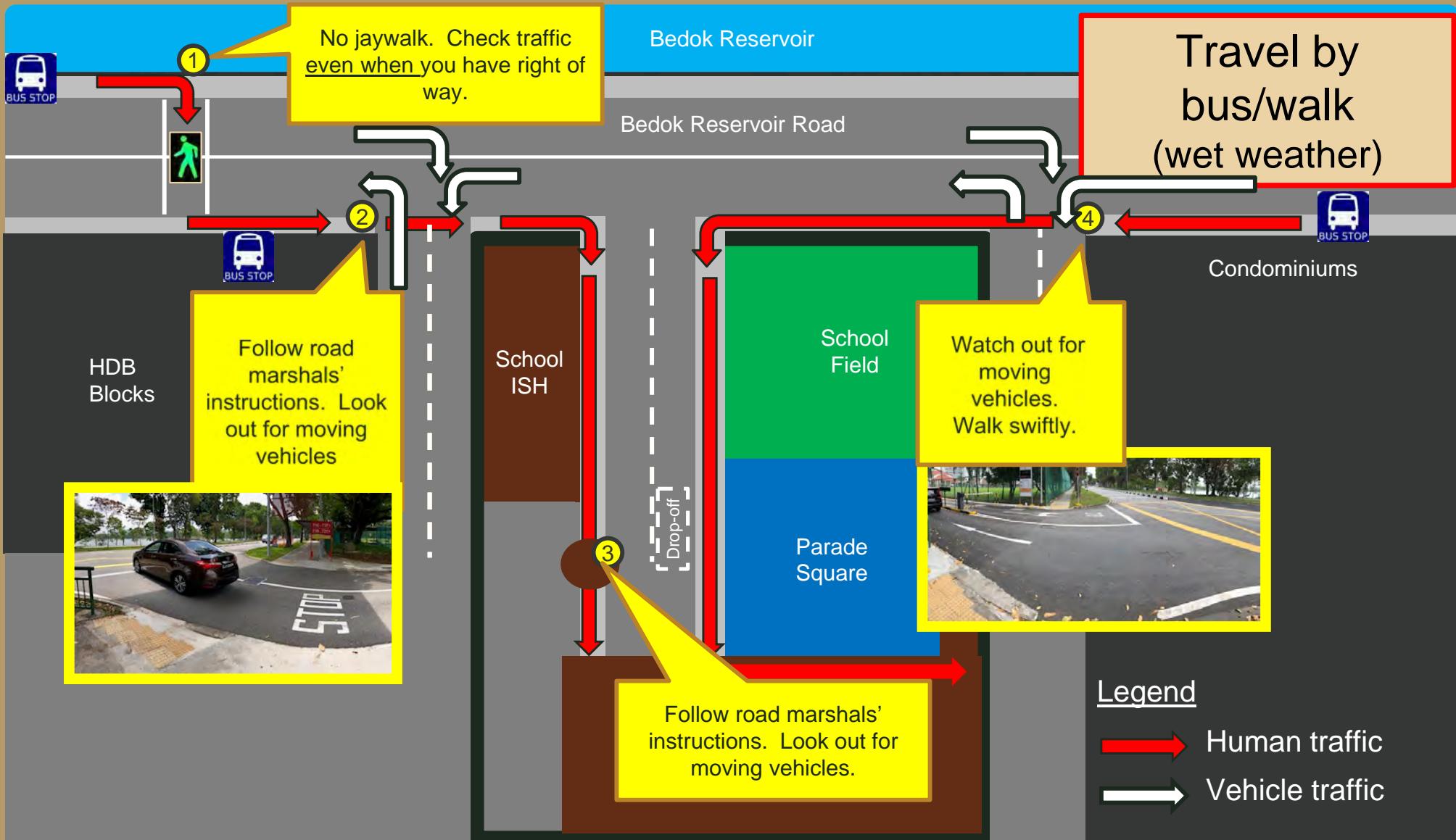
Bus/Walk  
Bicycle  
Car

Dry/wet  
weather

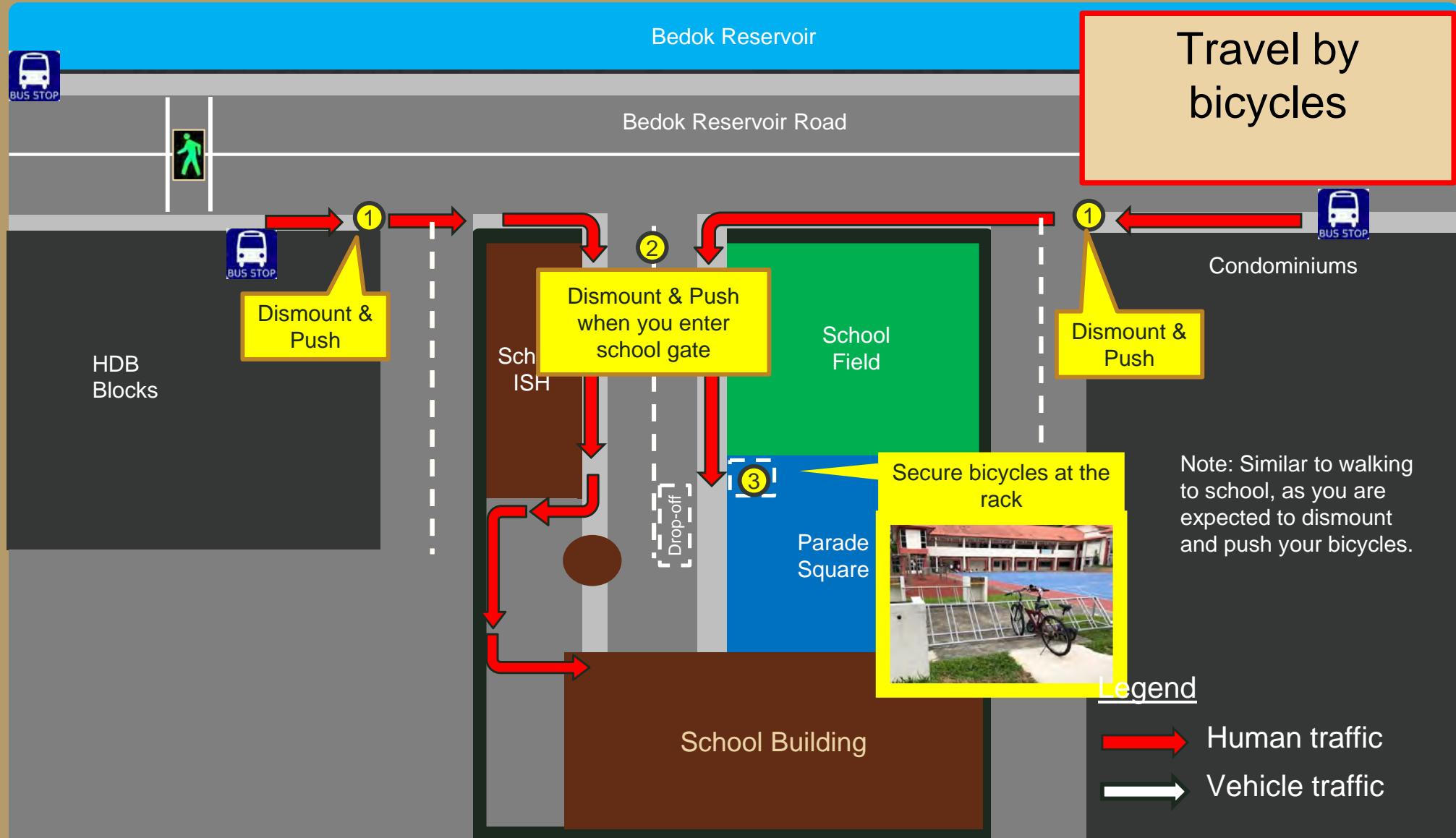
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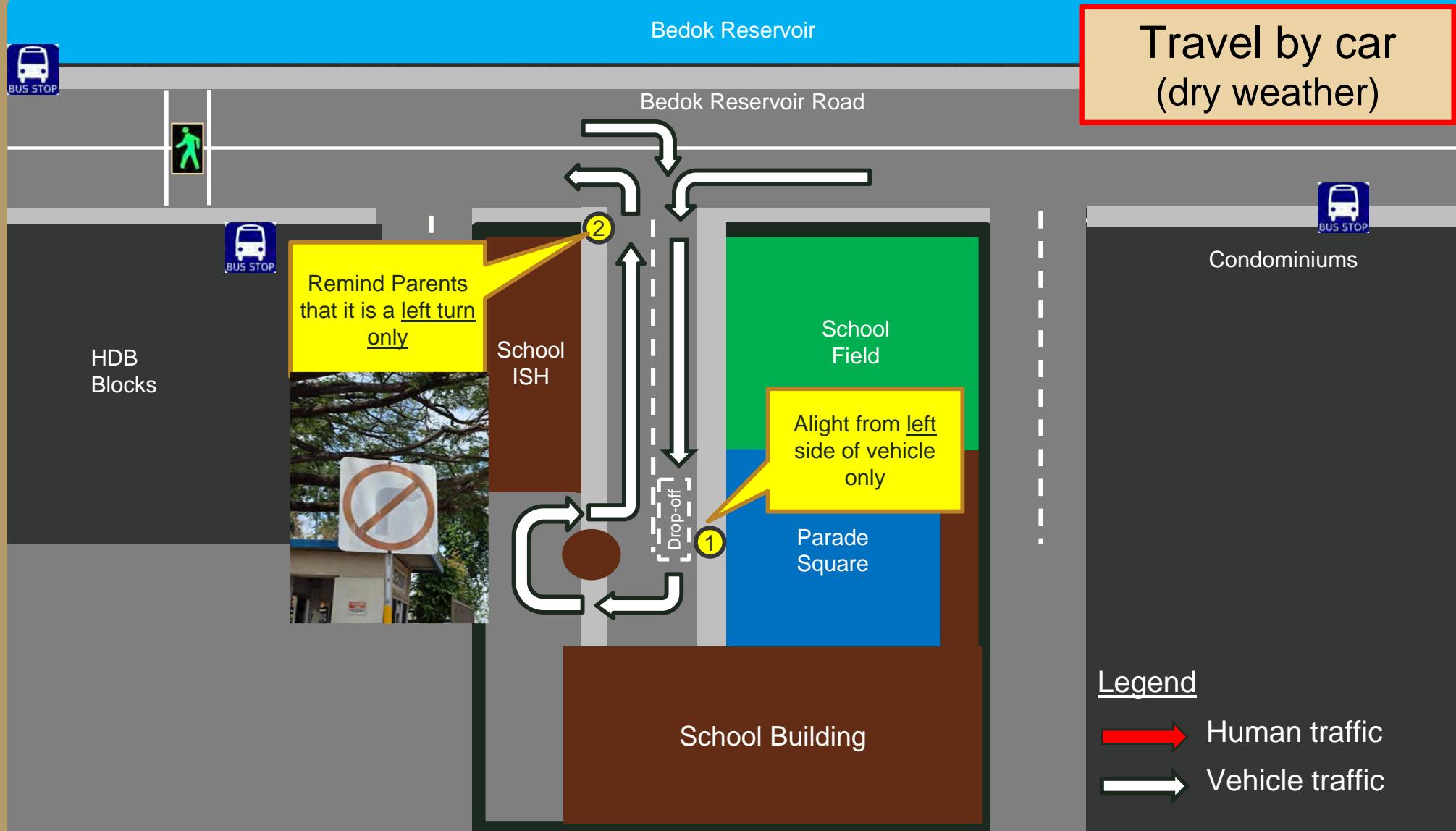




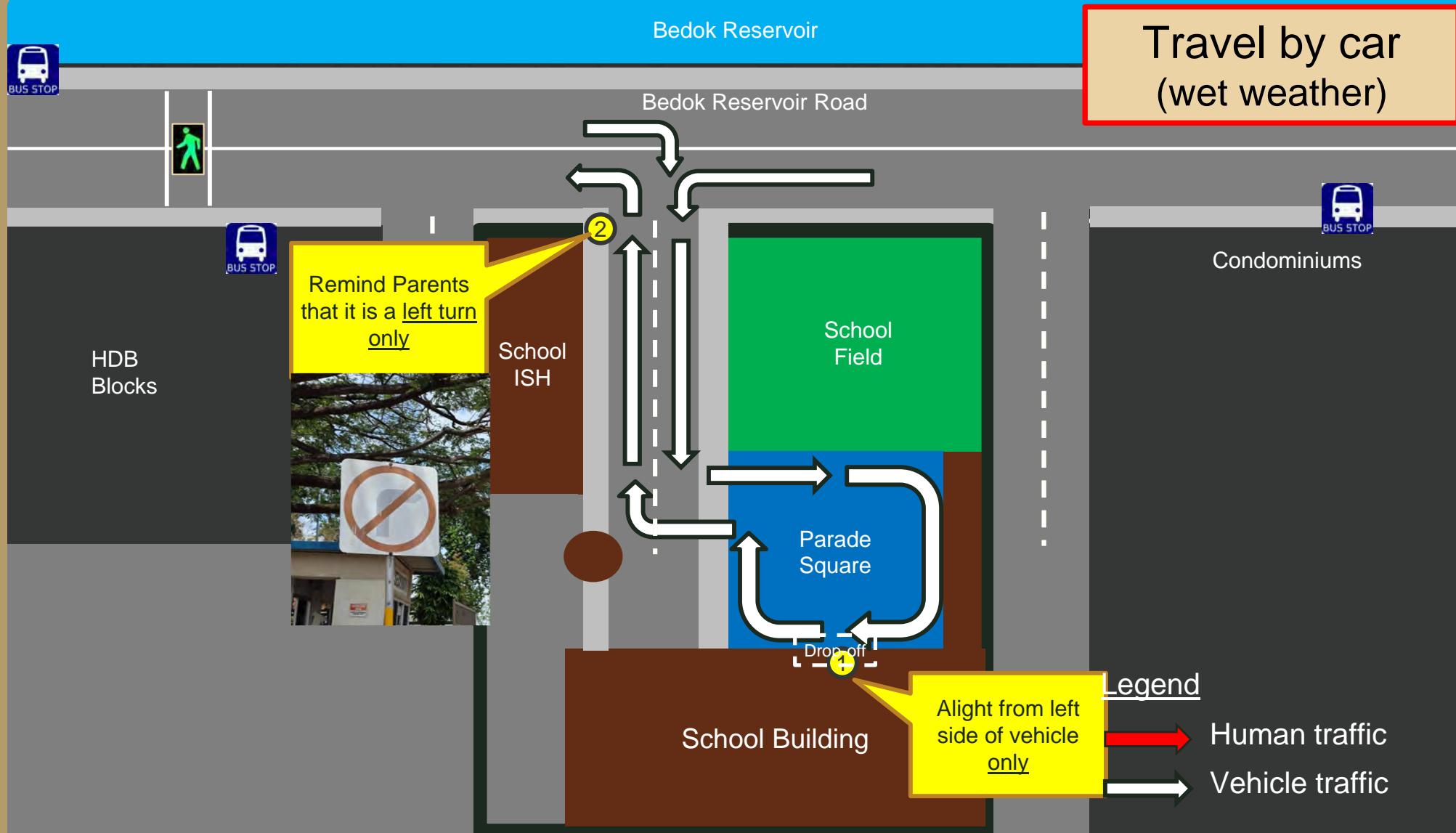
## Travel by bicycles



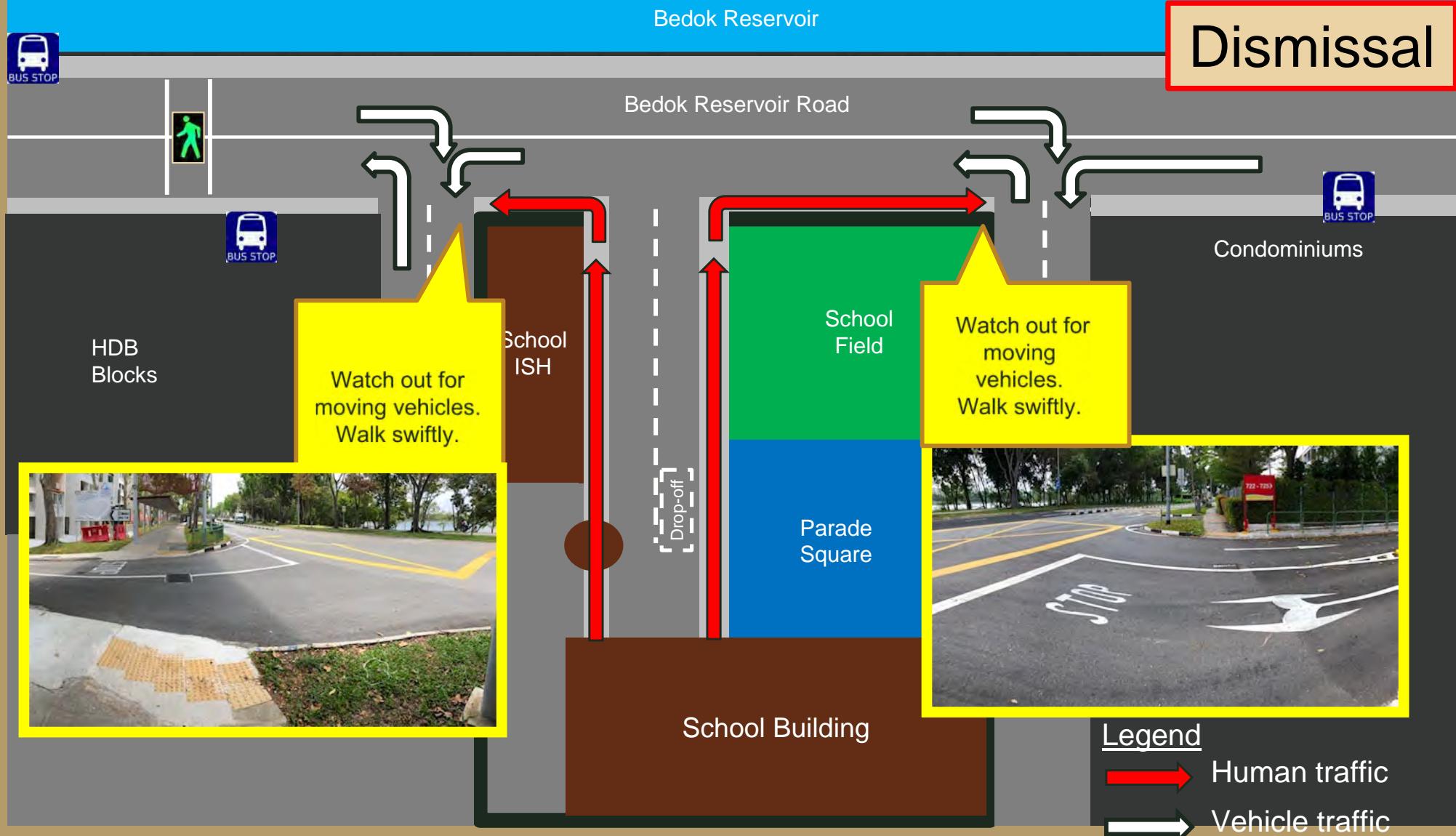
## Travel by car (dry weather)



## Travel by car (wet weather)



# Dismissal



# ROAD SAFETY REMINDER

- Follow road marshal's instructions
- Check traffic before crossing
- Be punctual (avoid the rush)
- Do not use devices on the move 
- Do not jay-walk
- Do not assume traffic will stop for you

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# ROAD SAFETY (FOR CYCLIST)

Students who cycle to school must register with the school

Advisory Note issue on 7 January 2026

Alternatively, students may register via the QR Code



<https://go.gov.sg/dsscyclistregister>  
2026

 DAMAI SECONDARY SCHOOL  
4800 Bedok Reservoir Road Singapore 479229  
Tel: +65 64436848 Fax: +65 64425629  
Email: [damai\\_ss@moe.edu.sg](mailto:damai_ss@moe.edu.sg)  
School website: <http://www.damaisec.moe.edu.sg>

7 January 2026  
Dear Parent/Guardian

**ADVISORY NOTE: CYCLING TO SCHOOL**

1. You are receiving this advisory note because your child/ward is cycling to school.
2. Given the potential hazards that cyclists may encounter, the school is concerned about the safety of students who cycle to school.
3. We thus seek your support to remind your child/ward to take the necessary safety precautions, including but not limited to the following:
  - a. Before cycling to school, always make sure that the bicycle is in good working condition. Bicycles should ideally be fitted with front and rear lights and a bell. Ensure that the bicycle's brakes, chains, tires, lights and bell are well-maintained and are in good working order.
  - b. Your child/ward should always wear protective gear, such as a helmet, and proper shoes (if there are shoelaces, they should be properly tied) to protect against injuries.
  - c. Your child/ward should be reminded not to use his or her mobile phone, even with an in-ear attachment, or listen to music through earphones while cycling.
  - d. Your child should use the covered pavements when cycling and avoid cycling on the road.
4. Your child/ward is advised to secure his or her bicycle at the bicycle racks located on the school premises. The school will not be responsible for the loss of, or any damage to, your child's/ward's bicycle.
5. Please endorse the Acknowledgement Slip and return it to your child's/ward's form teacher by 23 January 2026. Thank you.

Serving with you,  
*Prashant Jayaprakash*

Prashant s/o Jayaprakash (Mr)  
Principal

Please detach \_\_\_\_\_

DAMAI SECONDARY SCHOOL  
ADVISORY NOTE: CYCLING TO SCHOOL  
ACKNOWLEDGEMENT SLIP

To: The Principal  
Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_  
I, \_\_\_\_\_ Parent/Guardian\* of the above-mentioned student, acknowledge receipt of the Advisory Note on Cycling to School, dated 7 January 2026.

Signature of Parent/Guardian\*  
Date:  
\*Delete where not applicable

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# **ROAD SAFETY (FOR CYCLIST)**

Active Mobility Act (AMA) provides a set of rules to improve road safety (including cycling). If you fail to adhere to the rules, you may face prosecution by the Authority.

Useful reference: [LTA active mobility rules and code of conduct](#)

## **Safety Guidelines for Cyclists**

- Give way to pedestrians.
- Slow down around others.
- Dismount and push your bicycle in crowded areas.
- Keep both hands on the handlebars.
- Do not use devices while cycling.
- Check that your bicycle is in good condition before setting off.

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# ROAD SAFETY (FOR CYCLIST)

## Where can you ride?



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# ROAD SAFETY (FOR CYCLIST)

## Where can you ride?



- Cycling on roads is not recommended
- Mandatory to wear helmets

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## Some offences and the maximum punishment

Offence	New offender	Repeat offender
Users		
Riding electric bicycles on footpath	\$1,000 fine or three months' jail, or both	\$2,000 fine or six months' jail, or both
Speeding	\$5,000 fine or six months' jail, or both	\$10,000 fine or six months' jail, or both
Not stopping to help accident victims	\$5,000 fine or six months' jail, or both	\$10,000 fine or six months' jail, or both
Using non-compliant devices	\$5,000 fine or three months' jail, or both	\$10,000 fine or six months' jail, or both

**Examples of offences and  
consequences  
(not exhaustive)**

Land Transport Authority  
10 Sin Ming Drive Singapore 575701  
Tel: 1800-CALL LTA (1800-2255 582)

ACTIVE MOBILITY ACT 2017 (NO.3 OF 2017)  
SECTION 54  
NOTICE OF ACTIVE MOBILITY OFFENCE

Mr / Mrs / Miss / Ms / Dr

< Name >

Notice No.

Date of Issue

NRIC / Passport / FIN No.

Vehicle No.

Date and Time of Offence  
Place of Offence

Offence	Composition amount (if any)
<small>Expiry date for payment (is &lt;due date&gt;).</small>	

For first offence, a maximum court fine amount of up to xx and/or a jail term of up to xx.  
For second or subsequent offence, a maximum court fine amount of up to xx and/or a jail term of up to xx.

1. Please pay \$<amount> by <due date>.
2. If you fail to pay, you must go to State Court No. <court\_no> at 1 Havelock Square on <court\_date> at <court\_time>.
3. If you fail to attend Court on the above mentioned court date, you will be arrested anywhere in Singapore, including at your home or workplace, and you may have to pay an additional fine of up to \$2,000 or serve a jail term of up to 2 months for failing to attend Court.
4. Do not ignore this notice unless you have already made payment.

**DO NOT DUPLICATE**

# ROAD SAFETY (FOR CYCLIST)



**Cyclists caught riding without handbrakes may be fined up to \$10,000 and/or jailed for up to 6 months, if convicted for the first offence. Repeat offenders may face higher penalties.**

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# What is my role in school safety?

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At personal level

- Know what to do in time of emergency
- Know and adopt safe practices. Act responsibly at all times
- Ensure the safety and well-being of one self and others
- Ask and Clarify if you are not sure

At class level

- Take ownership of your classroom.
- Look after the facilities
- Do your part to ensure your class is safe and conducive for learning.

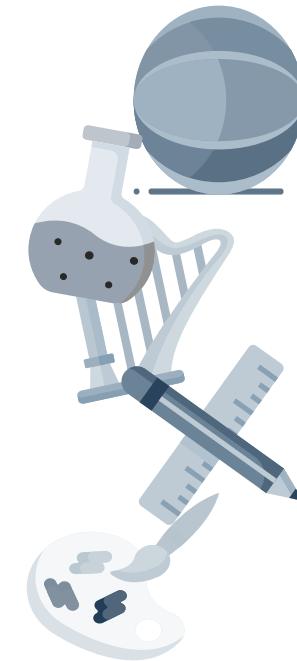


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# SCHOOL SAFETY WHILE LEARNING



- PE
- CCA
- Workshops
- Laboratories
- Kitchens
- Art rooms



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# SAFETY - PE & CCA

- Follow teachers' instructions at all times
- Inform teachers if you
  - are not feeling well
  - have just recovered from illness
  - are excused from certain activities
  - just received your vaccination jab
- Bring your medication to school, e.g. inhalers
- Important: while challenging ourselves to be better, always remember Safety First.



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# SAFETY - PE & CCA

- Stay under shelter when lightning alerts are activated



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# SAFETY – UNSTRUCTURED PLAY

## Timing

- Unstructured play is allowed during school hours when students are not having lessons.
- Students should minimise outdoor play between hours of 11 to 3pm. During these hours, students are advised to:
  - ✓ Keep physical activity duration short with frequent rest breaks
  - ✓ Have water breaks and rest periods under shaded areas
  - ✓ Use sunscreen for UV protection

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# SAFETY – UNSTRUCTURED PLAY

## Venues

Students should play responsibly and be aware of their surroundings when playing at the respective venues. Students are allowed to engage in unstructured play in the following venues:

### **School Hall**

- Only badminton is allowed in the school hall
- Hall shutters should not be closed during unstructured play.

### **Parade Square, School Field, Basketball Court**

- All sports are allowed
- Students are advised to play safely only within the demarcated court areas

### **Atrium, flagpole, wooden benches, other open areas**

- Only badminton allowed

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# SAFETY – UNSTRUCTURED PLAY

## Safety

- Students are to manage their own safety during unstructured play. Students should exercise self awareness and risk assessment and management for themselves and others.
- Students must report all incidents / accidents to the General Office.

## Responsible use of school equipment and facilities

- Students are to use the school equipment and facilities responsibly.
- Students should exercise awareness of surroundings, and take precautions to avoid possible damage to furniture and fixtures (fans, lights, CCTV etc.) during play.
- Students should exercise mutual consideration for other schoolmates and share the common equipment and venues.
- No food & drinks in playing areas - stay hydrated with plain water.
- Strictly no littering

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# SAFETY – SPECIAL ROOMS

(Workshops, Laboratories, Kitchens, Art rooms)

Enter special rooms only when teacher is present. Follow teachers' instructions at all times, e.g.

- Do not take tools/equipment out of the rooms
- Only use tools for their intended purposes
- Female students must tie up their long hair neatly
- Keep rooms tidy, avoid tripping hazards
- Ask when in doubt



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# GENERAL SAFETY

- No running along corridors and canteen area
- Ball games are only allowed at authorized areas such as Hall, ISH and Parade Square

## Use of Swings

- No standing behind and in front of the swings when the swings are in use.
- Do not push the users with excessive force



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## Safety on Swings and See-saws

Schools may have swings and see-saws in their school compound and their use is usually unsupervised. Hence, it is important to remind the students on the safe and proper use of the swings and see-saws to avoid risk of injury. In 2024 there was such an incident:

A student was playing on the swing at the school garden. Her knee hit the metal seat of the swing and she was in severe pain and unable to walk. She was brought to hospital by ambulance for treatment where it was diagnosed as a sprain.

Important points to note on the safe and proper use of Swings and See-saws:

### Swings

- Proper swing usage is important. Sit on the swing; do not climb or stand on it.
- A person in motion on the swing will be unstable and is at risk of falling off. If assisting a swing user, do not push the user using excessive force after the initial starting push.
- The risk of falling increases as the swing goes higher. Hold the ropes/chain/metal bar on both sides when swinging. Do not swing with excessive force.
- Get off the swing only after it has stopped moving.

## **GENERAL SAFETY ADVICE**

- If you are injured or felt unwell, please proceed to General Office or inform a teacher. Staff will render first-aid and follow up with your parents/guardians.
- Group Personal Accident (GPA) Insurance covers every student when he or she is in school, participating in the school's activities and etc.

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# SUSPICIOUS CHARACTER/PARCELS

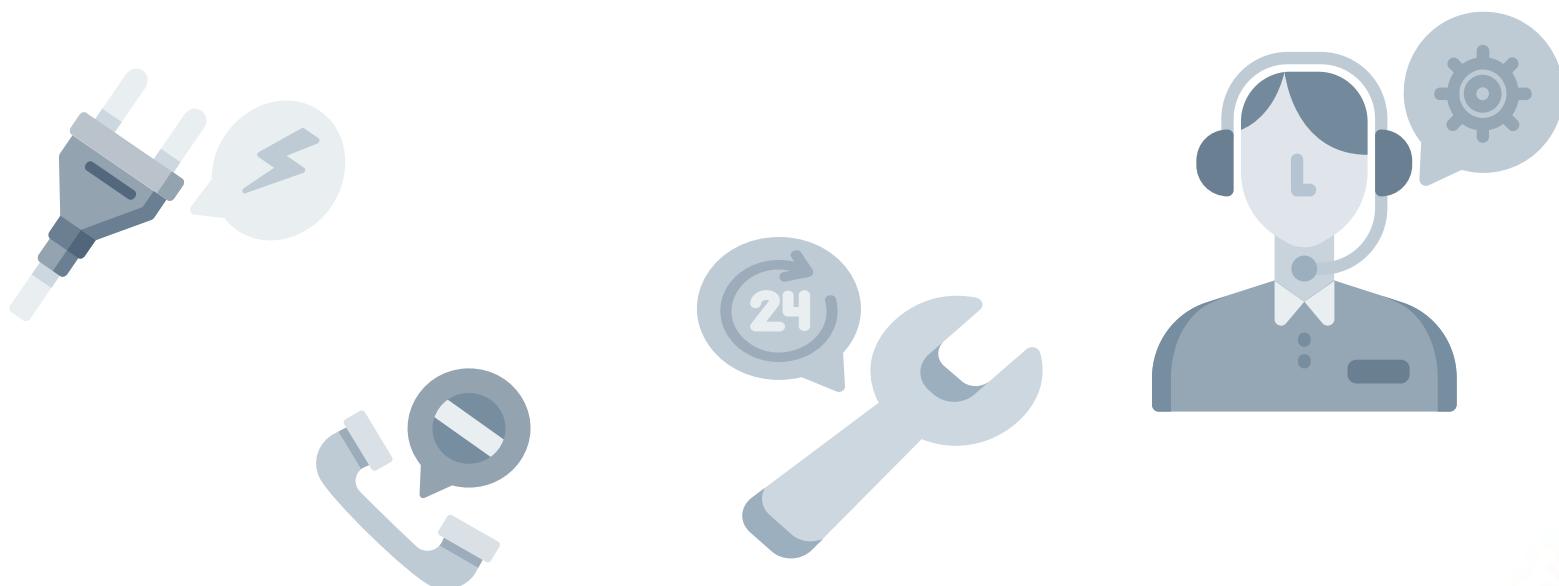


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# REPORTING OF SAFETY ISSUES

Inform Teachers or General Office if you notice safety issues or faulty equipment / facilities



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## **CARE FOR THE ENVIRONMENT**

**Switch off lights and fans if there is no one in the classroom (including visualiser and projector)**

**Return/Put items back to where you took from – Sports equipment, food utensils etc**

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# STUDENT HANDBOOK



[Home](#) > Information > Students > Student Handbook

## Student Handbook

Click [here](#) to view

**Please refer to  
Student Handbook  
(Page 48 onwards)**



In Safety, Every Damaian Matters!

We are a **community**. Our **actions affect** each other.

We **all** have a part to play.

Be **respectful**. Be **responsible**.

Manage self. Lead for others

**Atarimae**

Have a safe and meaningful time in Damai!  
THANK YOU

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# **Do your part as the Steward of School Safety**

**Complete SLS assignment**

- Safety and Security Learning Package on HBL day (11 Feb)**

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