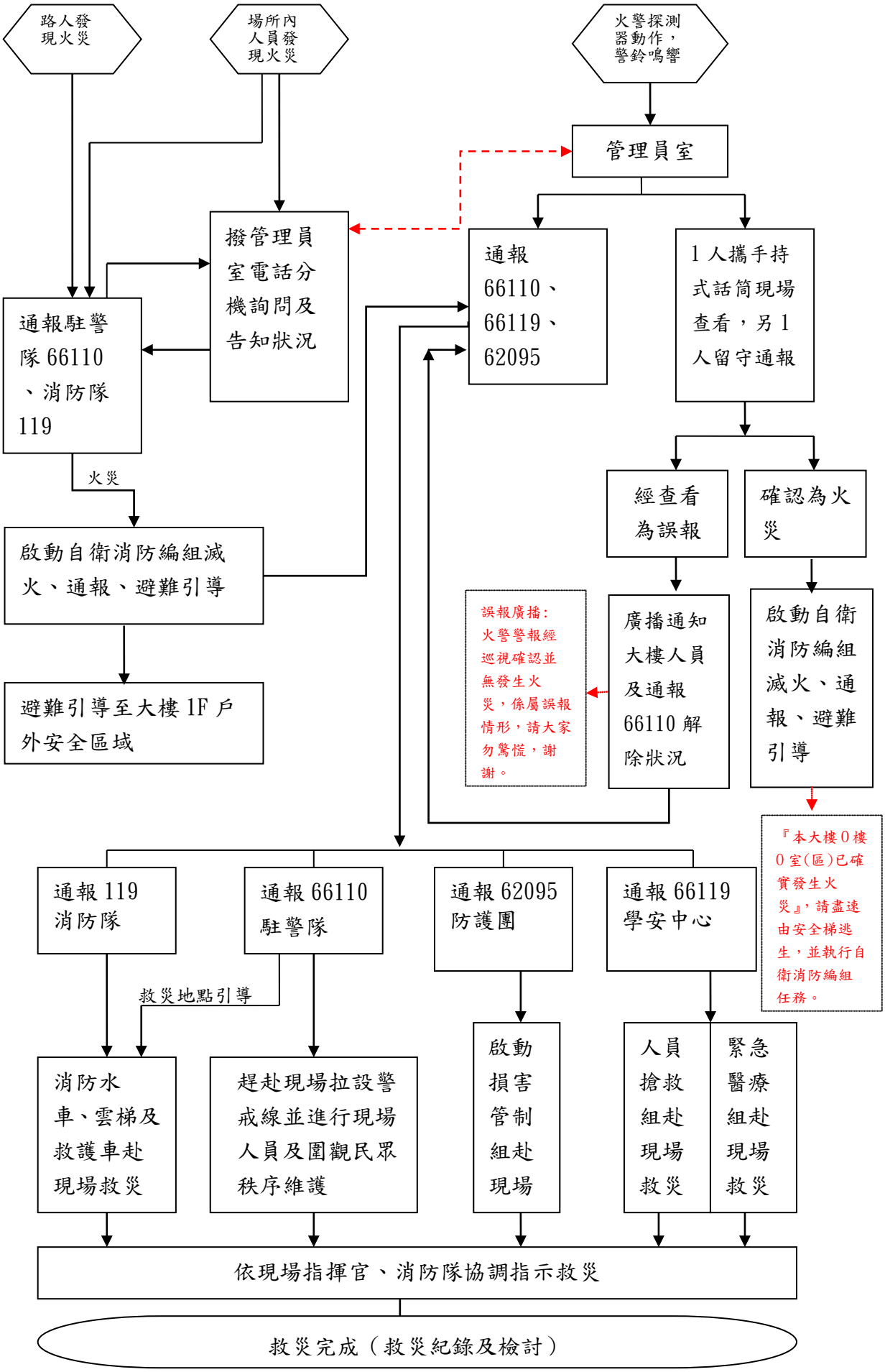國立政治大學火災/警報處理標準作業流程