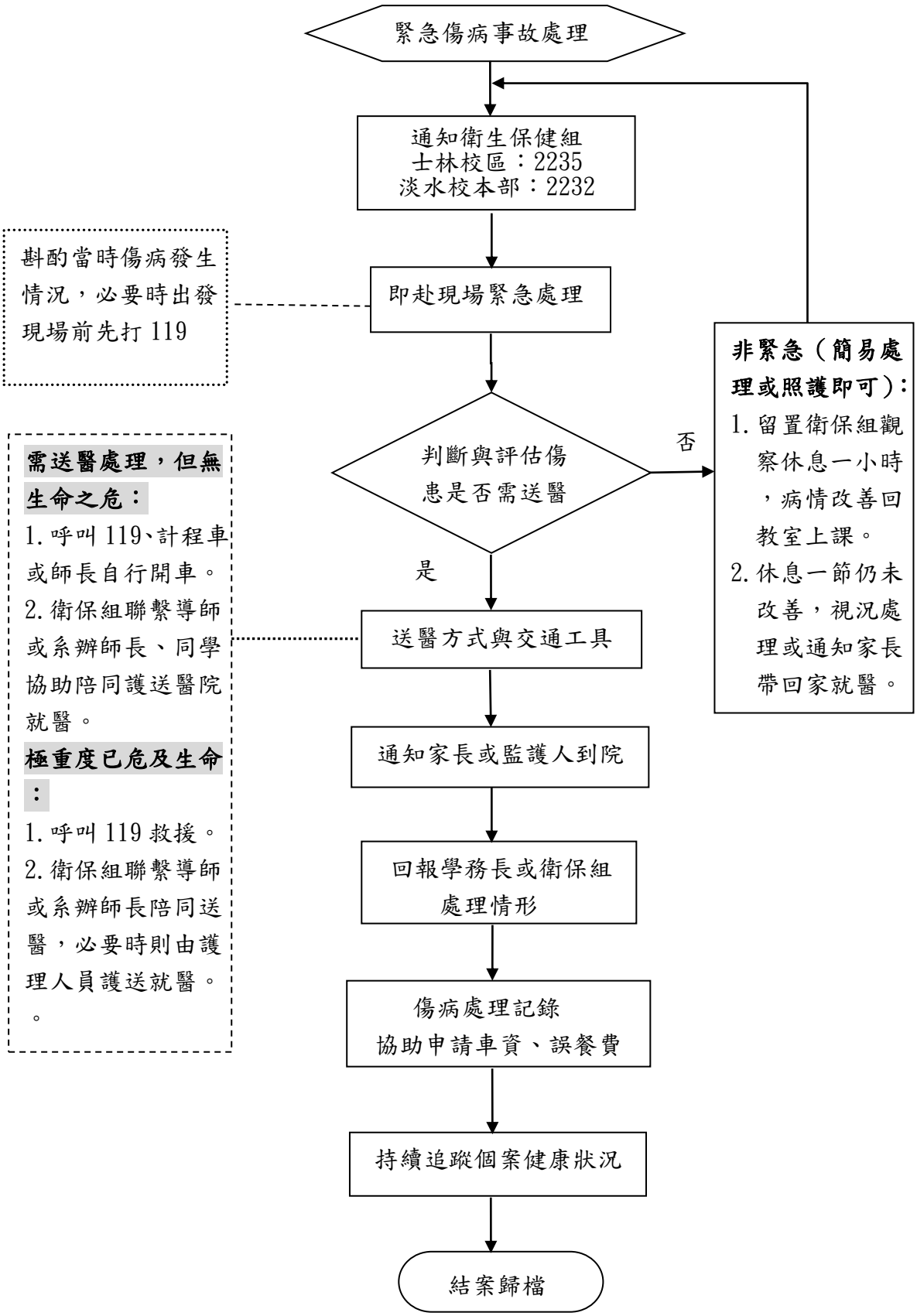台北海洋科技大學學務處衛保組緊急傷病事故處理作業流程