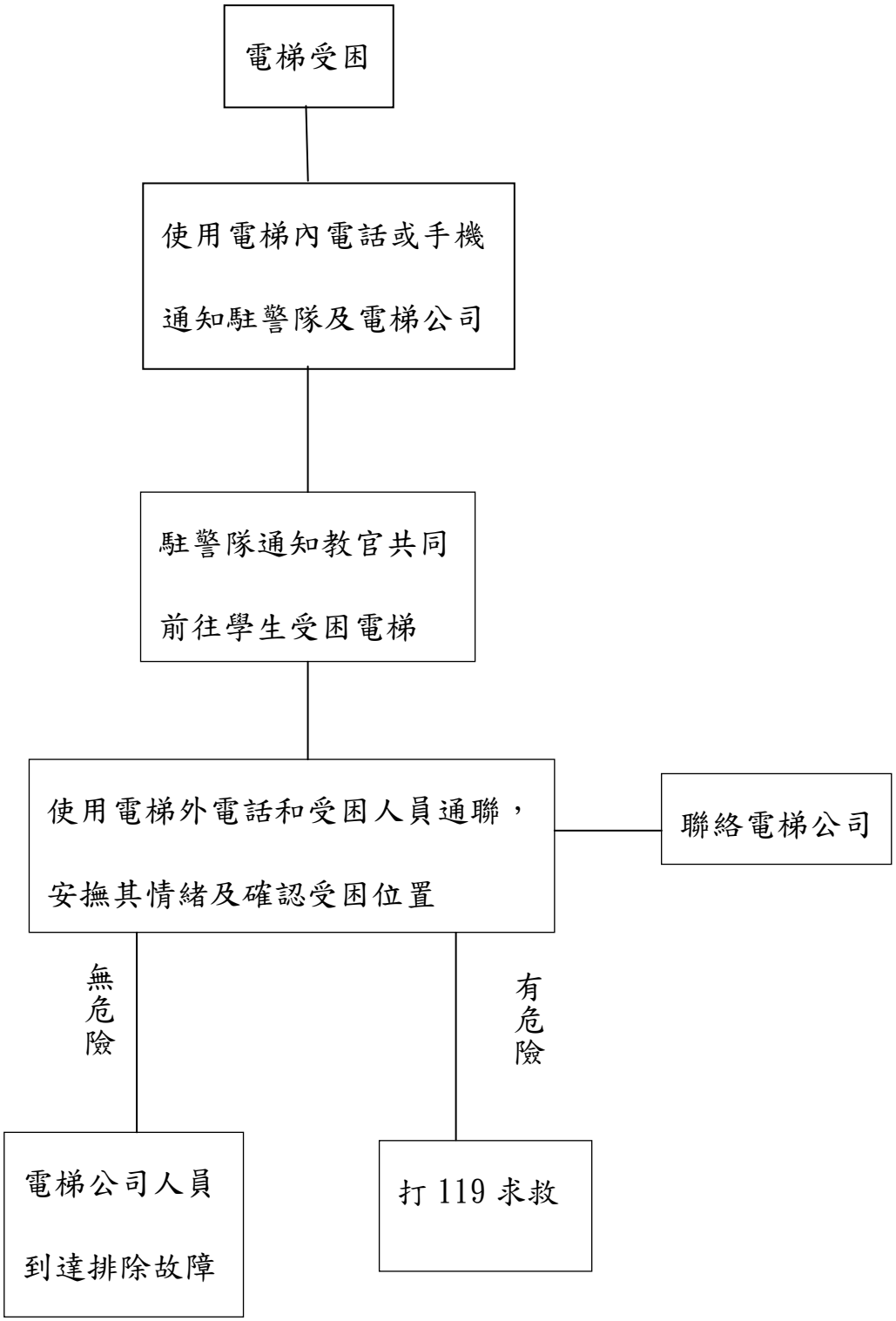國立嘉義大學電梯受困處理SOP流程圖