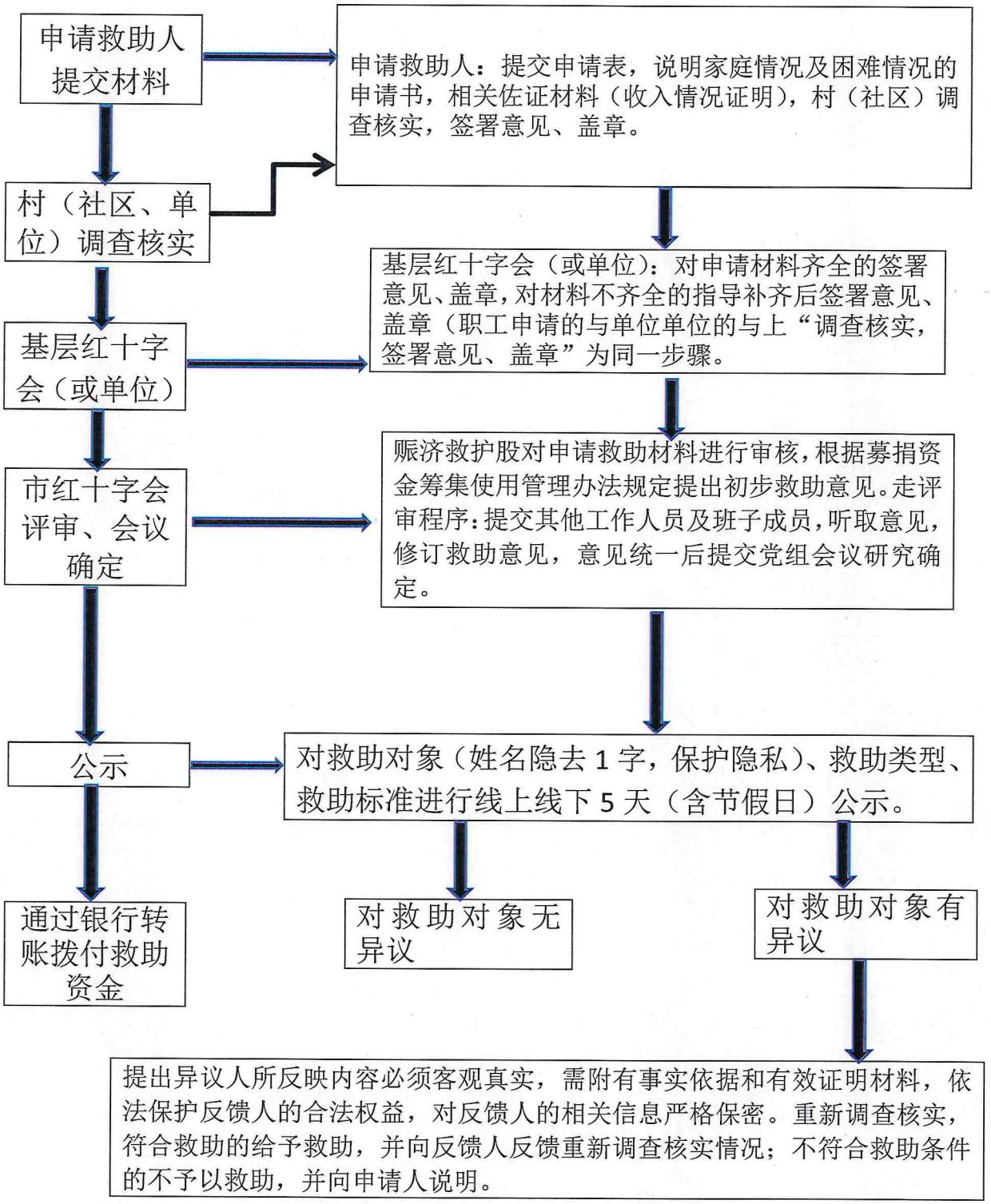泸水市红十字会人道救助工作流程