



Touro College

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EXTRA! EXTRA

Welcome to the year end issue of EPICS! We have grown and expanded to reach you throughout this past year and are interested in hearing what you have to say—please take a minute and complete a short survey to help us plan our coverage for the year ahead. The survey can be found at “<https://www.surveymonkey.com/s/2013EPICSSURVEY>”.

In this issue our coverage expands with viewpoints from various members of our Touro community who have contributed articles on Information Security topics—thank you and remember that we are always looking for writers!

The fun continues in this issue with a cryptogram for you to complete and continues with our “**Did You know...**” tidbits.

We hope you enjoy this edition and the entire EPICS team wishes you a healthy happy new year! Drop us a line at epics.news@touro.edu. Enjoy!

Volume 4, Issue 2

December 2013

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InfoSec: The Results are in!

During National Cyber Security Awareness month in October, Information Security ran a survey on Security Awareness. To encourage participation a Kindle Fire was set aside to be raffled off. The survey drew outstanding participation (more than 550 people took the survey during the short timeframe that it was available) and we are pleased to congratulate the winner of the raffle as Khemwattie Boodram, Registrar for the Lander College for Women. Please join me in congratulating her! And, thank you all for participating and helping to create a baseline measure for security awareness.



- P Ciuffo



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EMP Welcomes New Staff



As emergency management progresses in this country and globally, there are new and ever-increasing issues that must be addressed. To meet this challenge, we have added two new staff members to the Department of Emergency Preparedness.

Amy Toole is Environmental Health and Safety Specialist (EH&S) for the Department of EMP. Amy holds a B.S. in Environmental Science with a concentration in Chemistry from the University of Connecticut, and prior to joining Touro worked for the Department of Environmental Health & Safety at IBM's Yorktown Heights facility. EH&S covers a wide range of topics, but Amy's role at Touro is primarily to ensure laboratory safety and compliance with Federal, NY State and NYC environmental regulations such as OSHA and EPA. She will also provide required safety training for facilities and laboratory staff. Amy can be reached at amy.toole@touro.edu or 212-463-0400 x5536.

Kris Ledins is the Senior Emergency Coordinator for the Department of EMP. He holds a B.A in Philosophy with a minor degree in Emergency Health Services. While attending George Washington University he worked as crew chief for the Emergency Medical Response Group (EMERG) and helped prepare their Emergency Operations Plan. Additionally, he worked for the Department of Health & Safety at GWU, developing their building emergency plans. Kris is currently a volunteer firefighter for Atlantic Hook and Ladder Co. 1 in Port Washington, NY. His role at Touro is to develop emergency response training of EECs, development of evacuation plans for each Touro location, and support for the Department of Facilities in Fire Life Safety. Kris can be reached at kris.ledins@touro.edu or 212-463-0400 x5193.

Please feel free to contact Amy or Kris with any questions you may have regarding their respective areas.

- S. Yehudah



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EMP Winter Weather Terminology

Each year the National Weather Service (NWS) issues thousands of emergency weather alert notifications to regions threatened by hazardous weather conditions. The purpose of these weather alert notifications is to provide up-to-date information about developing weather conditions so that the residents of the affected area(s) can take appropriate steps to protect themselves, as well as their loved ones. Over the course of the past decade, New York City and other surrounding areas have en-

have to prepare for a storm, to what extent they should prepare, and to recognize that regular services and resources may not be immediately available prior to, during, and immediately after a hazardous weather incident. There are suggested measures to take for each alert level. When a hazardous weather outlook has been issued you should be aware of the situation and monitor it closely on local news/weather stations. This is also an appropriate time to determine if evacuating the area would be appropriate. During a hazardous weather watch you should make preparations, taking into consideration that certain resources may become scarce such as food, supplies, shelter, emergency power, etc. During this alert level you should only evacuate if advised by local authorities, and you have made appropriate preparations to do so. When a hazardous weather warning has been issued you should implement your emergency plan and move to protect yourself and your loved ones immediately. Evacuation during this final stage is not advised, unless directed to do so by local authorities. Remember, planning is critical during hazardous weather incidents and failing to plan is planning to fail. Below is a list of specific winter weather alerts for New York. It is important to note that regions across the country may have different alert criteria so it is critical to make sure that you are familiar with the alert criteria for your region. This will ensure you receive the most accurate information.

While weather forecasting has dramatically improved over the past decade, there still exists a margin of error. It is important to stay tuned to your local news/weather channel for the most up-to-date information about developing weather conditions and what precautions ought to be taken. Failure to take proper action can threaten not only your own life, but the lives of your loved ones and emergency

(continued on next page)

Figure 1:

General Definitions¹

Outlook	Indicates the potential for significant weather events up to 7 days in advance with a forecaster confidence around 30%.
Watch	Indicates that conditions are favorable for the particular weather event in and near the Watch area, and which may pose a risk to life and property. Watches are issued up to 48 hours in advance with forecaster confidence around 50%.
Warning/ Advisory	Indicates that a particular weather event is imminent or occurring. Advisories are issued if the weather event will lead to nuisance conditions, while Warnings are issued for significant weather events which will pose a risk to life and property. Warnings and Advisories are issued up to 48 hours in advance with forecaster confidence of at least 80%.

dured numerous severe winter storms, resulting in widespread property damage, disruptions to mass transit, and threats to life and property. While the severity and frequency of winter storms cannot be controlled, there are several measures that can be exercised in order to mitigate the effects of such storms, which include being familiar with the different types of emergency alert notifications distributed by the NWS, and what each type of emergency alert notification signifies. There is a hierarchy of weather alerts based on several factors including the probability that hazardous weather will occur, the risk the weather will pose, and the amount of time before the hazardous weather is predicted to strike. The idea behind the hierarchy is to allow individuals to judge how much time they

¹National Weather Service Forecast Office Watch, Warning and Advisory Definitions Page- New York, NY." National Weather Service Forecast Office Watch, Warning and Advisory Definitions Page- New York, NY. NOAA, 9 May 2010. Web. 25 Nov. 2013.



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EMP Winter Weather Terminology Continued

responders as well. Remember Murphy's Law and prepare for the worst. You will be pleasantly relieved if the worst does not happen, but fully prepared if it does.

- K. Ledins

EMP: Environmental Health & Safety

SAFETY DATA SHEETS

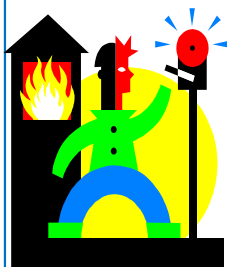


Do you know where to find safety information on the chemicals you work with in our science laboratories? The Safety Data Sheet (SDS), formerly the Material Safety Data Sheet (MSDS), is a great place to start! Here you will find information on the chemical's hazards and properties, ecological information, how to work safely with the chemical, and even first aid measures. You should always consult the SDS before working with any new chemical.

As part of an ongoing international effort to standardize hazard communication, SDSs are beginning to follow a standard format containing 16 sections of important information, with all SDSs complying by June 1, 2015. Until then, they will still contain the same important information, just perhaps in a different format. A chemical's SDS can be found in the yellow MSDS binder in the lab, or online through Touro's *MSDSonline* account. SDSs are currently being added by lab personnel at each campus, with many campuses complete. Through *MSDSonline* you can view SDSs at each location, and also search through the company's database of thousands of different SDSs. The site can be accessed at the following link, but please keep in mind not all of our labs' SDSs have been added yet. <https://msdsmanagement.msdsonline.com/?ID=fe421b12-d810-45f6-a871-944a6c3ac810>

- Amy Toole

EMP: DID YOU KNOW...



Did you know that the first fire drills held in New York City occurred on March 25, 1914? Fire drills were conducted in schools and factories throughout NYC. This date marked the 3rd anniversary of the Triangle Waist Factory fire, an 18-minute rag bin fire of the Asch Building (now known as the Brown Building of New York University). **Touro's fire safety policy makes it mandatory for students, faculty and staff to participate in fire drills.**

EMP: Year end tidbit...



Winter storms are coming; make sure your generator is working and you have enough batteries for emergency lighting.

- S. Yehudah



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CAMPSEC: "Harassing Phone Calls"

As you may be aware, the Clery Act now requires the reporting of Violent Crime against Women. Our Annual Security and Fire Report for 2014 will include categories on some of the crimes associated with new regulations. One of the Crimes being reported is Stalking. Stalking generally begins with harassing phone calls.



Harassing phone calls can be annoying and frustrating. There is one common misconception that most people associate with these types of phone calls, they think that the police department can arbitrarily trace phone calls based on someone's request. However, the police department must have a legal basis for such an investigation. What follows are some tips you can use to discourage this type of behavior:

- If your life and property is threatened, or the calls are obscene in nature you should call your local law enforcement agency. You should also keep a record of the date, time and nature of these calls. Indicate the gender of the caller and any distinguishing characteristics such as caller's accent, any speech impediment or background noises, etc.
- Write down what the caller said, and if you have Caller ID write down the name and number displayed.
- Contact your local phone service provider to inquire about options available to you.
- Don't engage in a conversation with the caller or divulge any personal information.
- If the caller asks what number they have called, don't give the number to them, instead, ask them to tell you what number they have dialed. Instruct all your family, house guests, and baby sitters to do the same.
- Keep your number private, and don't include your number in your voice mail.
- If the caller is harassing you via text save all your text messages and provide them to your local law enforcement agency.
- If you know your caller, inform him/her that their calls are unwelcome and must stop.

- L. Perez

CAMPSEC: DID YOU KNOW...

The first police car was a wagon run by [electricity](#) fielded on the streets of [Akron, Ohio](#), in 1899. It could reach 16 mph and travel 30 miles before its battery needed to be re-charged. The car's first assignment was to pick up a drunken man at the junction of Main and Exchange streets.

At our Lander College for Men location, the Security Officers use a GEM (electric) car to patrol the campus grounds.

- L. Perez



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CAMPSEC: Alcohol Consumption

The use of alcohol by underage students in college settings has increased. In an effort to assist our College community in coping with the pressures that can lead to alcohol abuse in this or any College setting, remember:



- Touro College has a **Zero Tolerance** for Alcohol Consumption/Abuse.
- **Build self-esteem.** Have Confidence in your own abilities. And, know and respect your life.
- **Pick your friends.** Surround yourself with people that respect that you don't want to drink.
- **Pick your surroundings.** Stay away from bars. If you plan to participate in an event that involves drinking, drink soda or water.
- **Politely say no.** Don't make a big deal about not drinking.
- **Plan Alternatives.** Select events that don't involve drinking.
- **Be Firm.** You can show people that you can have just as much fun without drinking in any setting or gathering.

Remember that every decision you make has an impact on you and may have negative consequences that may affect the outcome of your future plans.

- L. Perez

CAMPSEC: Year end tidbit...



"Remember to always be conscious of your surroundings." This is true when commuting to work, when at work, when at home, when leaving home to go to an appointment, when leaving work to go home, always be aware of your surroundings.

CAMPSEC: Holiday Traveling Tips

- Get a passport. If you already have a passport check the expiration date to verify that it is valid during the time you are vacationing.
- Determine Visa Requirements, where applicable.
- Learn about the location you plan to visit.
- Visit your physician and make sure you have sufficient medication and the appropriate immunizations if you plan to travel internationally. Make sure your medical coverage is applicable at your intended destination.
- Check your wallet and remove any unnecessary credit cards, and information.
- Make a copy of your important documents such as passport, driver's license, Insurance cards, credit cards, and prescriptions in the event that these documents are lost or stolen.
- Prepare your laptops, smartphones, and other devices, make sure that you use a secure internet source, and that your phone plan covers the destination you are visiting.



*****Remember the most important tip we can provide to you in any scenario is that you are "ALWAYS AWARE OF YOUR SURROUNDINGS"**

- L. Perez

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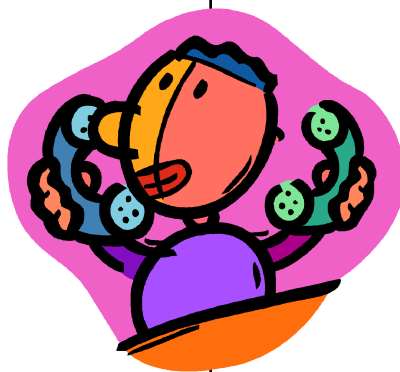
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INFOSEC: Social Engineering

Usually you can Google just about anyone's name and gather some personal information. With websites like LinkedIn and Facebook, there are also plenty of ways to identify a person's workplace and role within a company as well as their duties and schedule. When a cyber-criminal is gathering information for an attack, they could call the organization itself and use social engineering techniques to look for a particular department or a specific person. Once a personal connection is made with the organization, information such as title, location, email, etc. can be easily gotten as the people who man the phones usually aren't security conscious. A receptionist or operator is hired to help connect people with their desired contact. As the cyber-criminal moves along the organizational chart, undetected, they usually call from an untraceable phone number and usually from a foreign country. A common scam is to pose as a rep from a well-known technology company expecting the person on the other end of the call not to know how to



identify if they are legitimate; the target is usually very cooperative and informative. A client of mine recently called to inform me that Microsoft called asking them for information. The client asked me how they should address these types of calls. I informed my client that Microsoft, like other companies, will not call their users if the user has a software issue. It is the end users responsibility to take the initiative to call for support, the same way we all do when we have a problem. Furthermore, it is our responsibility to always question those who call us especially when we do not know the person or expect the call. My recommendation is simply to refuse to answer any questions so as to limit the abilities of the criminal and thwart them enough to move on to another organization.

- **Daniel L. Messana, CCNA**

Network Administrator II, IITS

INFOSEC: DID YOU KNOW...

Did you know that in 2012, the Huffington post reported that the most popular password and worst password in use for two years in a row was "password". I would not be surprised if it was repeated for a third year in a row.....but, not at Touro! Touro has password criteria that would prevent the use of "password" as a password so thankfully, we could not be represented in that survey.



- P. Ciuffo

INFOSEC: Year end tidbit...



When was the last time you changed your password? The end of the calendar year is always a good time to review all your accounts and make sure they are up to date, and, also a good time to change all your passwords.

- P. Ciuffo

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INFOSEC: Wireless Network

Hey, did you know that Touro is in the process of replacing its wireless network!



We have come a long way! When we first built our campus Wi-Fi infrastructure in 2007, we were able to offer limited wireless coverage to only four Touro College locations; we have since expanded to cover all 20 New York locations and have also started a strategic project to implement newer, improved technology that will be standardized throughout all Touro locations.

Background

Our academic wireless LAN, at all sites, was beginning to show its age. Its autonomous access points lacked centralized management capabilities and were becoming increasingly unreliable. The need for a high level of service and access to cutting-edge technology to enable advanced functionality, efficiency and innovation placed us in the market for a replacement. The replacement would bring the school's academic wireless network up-to-date, while providing support for expanded coverage, facilitating new ways of teaching and learning. This would enable faculty and students to access tools and information they need, whether it is data or video; tools which students increasingly expect, anytime, anywhere, using any type of device.

With our needs in mind, IITS management and our Network team championed a strategic project to replace all outdated WIFI infrastructure throughout Touro over a period of several years.

Where we are today

The wireless upgrade project has begun and we currently are implementing a new wireless solution for TOUROCOP and TOUROCOM at our 125th street campus.

The new solution includes a controller-less architecture ("hive" technology) coupled with Network Access Control (NAC) to ensure security. This solution allows for flexibility, expandability and security throughout the Touro College an University System environment and standardizes the approach across all campuses from NY to Nevada to Vallejo, CA.

I will try to update you on our progress periodically as we deploy this solution throughout Touro, but in the meantime, if you have any specific questions, feel free to drop me a note at Markiel.Babekov@touro.edu.

- M. Babekov, Network Administrator, IITS





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INFOSEC: Entitlement Reviews

Why are Entitlement Reviews Important?

What is an entitlement review? Simply stated it is the process of reviewing what access to systems and applications people have and whether that access is appropriate to their job responsibilities.



Data can only be protected by the people who grant access permission. These are usually IT people, but sometimes these are non-IT people. We see this more and more with internet based systems that various groups use in their daily work routines that are administered, not by IT, but by the user. Thus, entitlement reviews are important, and the people who grant permission cannot do it alone. It is important that each department keeps track of the systems they use and why. The work flow of your office may fluctuate from time to time which could include new responsibilities, expectations and positions. When someone begins at a company we are quick to give them the access they need to do their jobs, right? But what about when someone leaves their position? Do we remember all of the systems they had access to in the first place? By routinely performing entitlement reviews, you can continually provide updated information and improve the ongoing accuracy of the access to your unstructured data.

Three steps is all that is needed. It's really easy to do:



1. Make a list of the programs your department uses. (Even the one you only use some of the time)
2. Keep a list of the employees who have access to the programs.
3. Update the access granters when someone changes positions. Don't assume someone else will do it for you.

Then, once or twice a year, take out those lists and update them. This process will increase the security over our data and systems at Touro College and University System and keep our Information Security Office happy!

- Miranda Paredes, Director of Bursar Data Operations



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Information Security—Computer Safety

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Campus Security—Road Rage

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Emergency Preparedness—Travel Smart

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 O I O
 V F F N B T A M O N T A U V S N

The FIRST three people to respond with the correct answers will receive their choice of six FREE months of KASPERSKY ANTI-VIRUS software or CRASH PLAN service. Send your responses to epics.news@touro.edu

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EMP: OEM Watch

New York and the Metropolitan Area

New York City Office of Emergency Management
165 Cadman Plaza East, Brooklyn, NY 11201
Ph: (718) 422-4888
Web Page: www.nyc.gov

California (Solano County)

Solano County Office of Emergency Svcs
530 Clay Street, Fairfield, CA 94533
Ph: (707) 784-1600
Web Page: www.co.solano.ca.us

California (Los Angeles County)

Los Angeles County of Emergency Services Management
1275 N. Eastern Avenue
Los Angeles, CA 90063
(323) 980-2261
Web Page: lacounty.gov



Nevada

Nevada Office of Emergency Services
10014 North Bloomfield Road
Nevada City, NV 95959
(530) 265-7000
Web Page: www.mynevadacounty.com

Florida

Miami-Dade Department of Emergency Mgmt
9300 NW 41st Street
Miami, FL 33178
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