



Touro College & University System

Campus Security * Information Security * EPICS AWARENESS

EXTRA! EXTRA

The EPICS team is delighted to present you with, yet, another edition of the EPICS newsletter. This issue comes to you jam packed with information updates related to Emergency Preparedness programs, including an opportunity to participate in a National Preparedness Day on May 4th. It also provides some safe driving tips from Campus Security and training updates. And, Information Security leaned on IITS management to update you on an Identity Management initiative and is providing you with Box updates and a vishing story to keep you interested. As always we would like to hear from you on any ideas you may have for future issues and your thoughts on the newsletter in general. Drop us a line at epics.news@touro.edu. And remember, we are always looking for writers! Enjoy!

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EMP: EOC Functional Exercise

On March 25, 2015 Touro’s Emergency Operations group held our annual emergency tabletop exercise. Directors from the operations section of the college got together in the Emergency Operations Center (EOC) to assess the roles, responsibilities, communication strategies, and resources critical during an actual crisis.



Simulations of emergency exercises are integral to a sound emergency plan. They offer opportunities for businesses of all types to examine and strengthen their capacities for responding to various emergencies. By participating in different types of exercises, schools can identify the appropriate methods for preventing, preparing for, responding to, and recovering from crises. Our exercise focused specifically on operational coordination, operation communications and situational assessment involving a winter storm and the closing of a major location. **Sound familiar?**

Schools generally conduct five main types of emergency exercises for emergency response training and practice; beginning with simple exercises (orientations) and working their way toward the most complex, as you can see from the descriptions that follow.....continued on page 2.

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EMP: EOC Functional Exercise Continued

Orientations are introductions to a school’s emergency management program. The purpose of an orientation is to familiarize participants with roles, responsibilities, plans, procedures and equipment. Orientations can also resolve questions of coordination and assignment of responsibilities.

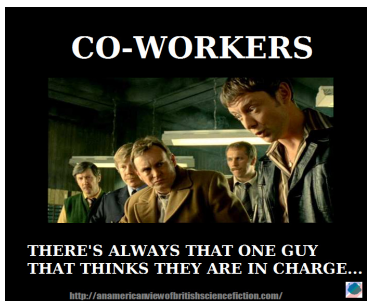
Drills test a specific operation or function of the emergency plan. The goal of a drill is to practice aspects of the response plan and prepare participants for more extensive exercises in the future. Schools generally conduct evacuation, shelter-in-place or lockdown drills with students and staff to demonstrate the steps they should take in an emergency. Drill exercises may include local public safety agencies.

Tabletop exercises analyze an emergency event in an informal, stress-free environment. They provide participants with an emergency scenario to analyze and increase their awareness of the roles and responsibilities of individuals who need to respond, stabilize, terminate and help others recover from emergencies. They are designed to prompt a constructive discussion about existing emergency response plans as the participants identify, investigate and resolve issues.

Functional exercises test one or more functions of a school’s emergency response plan during an interactive, time-pressured, simulated event. Participants are given directions via telephones, radios and televisions, and they must respond appropriately to the incidents that arise. Evaluators candidly critique the exercise and the team’s performance.



Full-scale exercises evaluate the operational capability of emergency management systems in a highly stressful environment that simulates actual conditions. Full-scale exercises test most functions of the emergency response operational plan, including the mobilization of emergency personnel, equipment and resources. The types of exercises are usually community based, and the scenario chosen is one that is most likely to occur in the community.



Touro’s EOC functional exercise was designed and developed by Margolis Healy & Associates. Based on the exercise, MHA concluded that the college has well defined roles and responsibilities for the emergency management team; that our use of standardized forms and strict timelines provided for greater communication between team members, and we have successfully integrated the college’s operational departments into our emergency management plan.

[NOTE : CHECK OUT PAGE 3 TO SEE HOW YOU CAN PARTICIPATE IN NATIONAL EMERGENCY PREPAREDNESS EXERCISES].

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EMP: JOIN OTHER NEW YORKERS IN THE NATIONAL PREPAREDNESS EFFORT



WHAT WILL YOU DO IN AN EMERGENCY?

SNACKS

Exhibits, Demonstrations, and Brochures

Presented by:

RAFFLE

GIFTS

LOCATION: 75-31 150th Street, Kew Gardens Hills, NY 11367

DATE: Monday, May 4th, 2015

TIME: 10:00 AM - 4:00 PM

ALL STUDENTS, FACULTY, AND STAFF ARE WELCOME

WHAT'S NEW?

The Department of Emergency Preparedness is pleased to announce that it will be supplying a fire safety trailer through Bullex, a leading company in fire safety for this year's Emergency Preparedness Day. The fire safety trailer will allow participants to gain hands-on experience in fire safety and prevention, under the supervision of a Fire Chief. The training simulator provides quick, safe, and effective educational scenarios for students, faculty, and staff. An audiovisual display will also be available on the exterior of the trailer to allow spectators to follow along with the training occurring inside the simulator.



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EMP News: Changes to CPR program



The Department of Emergency Preparedness would like to inform you of some recent changes to our CPR Responder program here at Touro. Due to the expansion of our "Save a Life, Save a World" CPR/AED training program, we have an increased number of CPR Responders available to respond to potential CPR emergencies.

In an effort to simplify the CPR responder procedures and make it easier for a quali-

fied person to respond to a CPR incident, we will no longer be distributing a rotating monthly list of CPR Responders on Duty. Instead, the posted list will contain ALL of the CPR Responders at the site, and their contact information. This list will be kept updated as responders are added or removed from the program, but will not change on a monthly basis.

If you have any questions about these changes, please do not hesitate to contact either Amy Toole at (646) 565-6536 or Kris Ledins at (646) 565-6193.

Thank you very much, CPR Training Team.

InfoSec: Social Engineering



Social engineering attacks come to us from all venues these days. I generally speak to you about phishing type social engineering attacks that come to us in the form of an email or a text message and entice us to respond, sometimes by giving us a "sob" story about being stranded overseas and other times appearing to be a legitimate tax or visa bill with an embedded link that ask us to complete additional information. **DO NOT** fall for these PHISHING scams, it will create problems for you ranging from embarrassment at having to inform your family and friends that you fell for a scam, to more malicious problems such as holding your data hostage until you pay a "fee" to release it or even worse, stealing your identity.

Phone calls are another form of Social Engineering called vishing. Be cautious with vishing type attacks. If you recall, I wrote to you in the past about vishing and provided some links for more information (see EPICS, June 2013, page 10 located on mytouro.touro.edu under the Campus Security—EPICS). Since that edition was published, I had a family member almost fall for a vishing attack! My mother almost fell for a scam that could have cost upwards of \$2500. Mom received a phone call asking her to bail out her grandson who was thrown in jail for drinking and driving. Since her grandson is attending college out of state, this was not a far fetched story, and of course grandma is always there for her grandchildren. Well, to make a long story short, thankfully, she thought about what her daughter does for a living and instead of running to the nearest drug store to send an untraceable money order, she called her daughter-in-law. Her daughter-in-law was able to contact her grandson and validate that he was not in jail but instead in an Accounting class!

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InfoSec: Social Engineering Continued

The lesson from my story is that we should always think before acting!!!! **Remember:**

- Never give your account credentials, banking information or other sensitive data to anyone, via an email or a telephone request. This means you are not to give your user ID and password to anyone even if they claim to be helping you avoid or address a particular issue. Our IT department will never ask for this information in an email or over the telephone and no other reputable company will, either.
- Never give personal information to someone over the telephone if you did not make the call and do not know the person. Remember that if it sounds too good to be true, it is!

CAMPSEC: Training Update

Campus Security Authorities

During the month of March you should have received a new link for training on Campus Security Authorities. The updated training will cover the new violence against women act (VAWA) regulations and at the same time will serve as a recertification for those who have completed the initial training. We look forward to hearing from you regarding your

experience with the training program segment.



Touro Community Training:

The New Version of Stay Safe is now available for all the Touro Community in our Portal Page. The training encompasses all the New regulations Violence Against Women Act. Please take the time to review the material available for you.

CAMPSEC: Lost and Found

Did you know we have a lost and found section? Log on to the Touro Portal and see if you can find your lost property.



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CAMPSEC : Crime Prevention

This quarter we have noted an increase in lost/stolen property. We are reminding everyone that Security starts with you. It is not OK for anyone to leave their phone, IPAD, or Laptop unattended. It only takes a second for someone to walk away with your property.

Refuse To Be A Victim.®

We have scheduled Crime prevention lectures, and will continue to do so in the coming months, where the NYPD will be present to conduct "operation ID". Operation ID allows the NYPD to recover your property when it is discovered missing. This is also a good time to remind you of the process for reporting an incident:

- Your first step is to contact the Campus Security Department to see if your lost/stolen item has been turned in.
- Each Campus Security Officer located at any post can generate a incident report. You must provide them with as much detail as possible, such as your contact information, a detailed description of the item that is missing, the cost of the item, whether or not the item is equipped or registered with tracking software, the last known location, and the time and date you last saw the item.
- You must also take the time to report the incident to your local law enforcement agency. The Campus Security Officer can make the initial call for you, however, you must be available to speak with the agency yourself.
- We will follow-up on all reported incidents, as best as possible.

Again we remind you that the Touro Community is an open and inviting Community and it is up to all of us to play an active role in securing our property.

CAMPSEC : Crime Prevention | Tailgating or Piggybacking

Tailgating– describes the means of gaining unauthorized entry to a controlled area by entering directly behind someone who has authorized access to the area. As bystanders, we normally do not want to get involved and don't take the time to notify someone that this has occurred. And, while we do not expect you to confront the tailgater, we do expect that you let a campus security officer know immediately when this occurs, so



the issue can be addressed swiftly. Tailgating or piggybacking can impact our community in more ways than one. While theft is the number one reason, the College Community is also taking an active role in preventing Work Place and Domestic Violence by being pro-active; simply "saying something" will assist us in making Touro College a safe place.

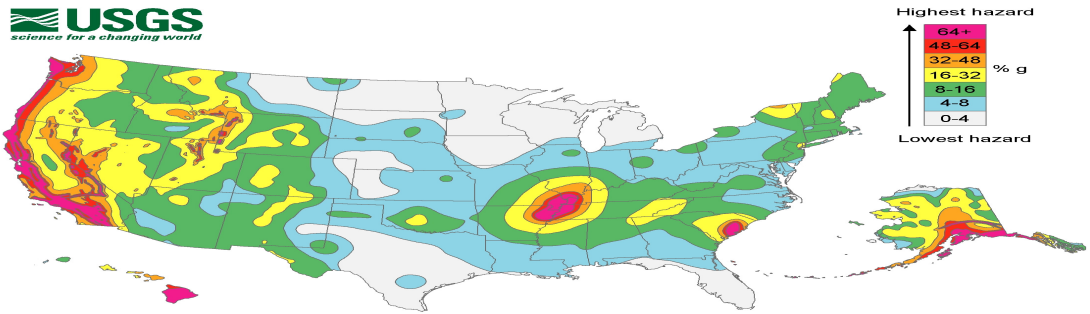
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CAMPSEC : Hazardous Driving Conditions



This quarter, the hazardous weather conditions is prompting us to write about the major factors that cause most traffic accidents:

Know the Causes

- **Drowsy driving**—the National Sleep Foundation reports that drowsiness causes one out of every six fatal traffic accidents.
- **Aggressive driving** - we have all seen them, drivers who weave in and out of traffic, cut off other drivers; fail to yield, tailgate, and display anger by horn honking, rude gestures or shouting.
- **Distracted driving** - texting, looking at your GPS or cellphone, talking to a friend in the car, tuning your radio up loud, waving at a neighbor, reaching for a drink, etc. Any time you are not looking at the road or keeping your hands on the steering wheel, you are driving distracted.
- **Impaired driving** –driving can be impaired by anything that reduces your attentiveness and reaction time, such as cell phone use, alcohol, substance abuse, blinding sun glare, prescription medication, or drowsiness.
- **Unsafe driving** –unsafe driving encompasses a long list of unsafe behaviors. Some of the most common:
 - forgetting to use your signal when turning or changing lanes,
 - forgetting to look in your mirrors and over your shoulder when changing lanes,
 - driving too fast, or, driving too slow,
 - failing to stay in your lane,
 - passing in a no-passing zone,
 - making sudden stops on an open stretch of road,
 - failing to accelerate to highway speed when merging,
 - failing to properly decelerate on a highway exit,
 - failure to ensure that the vehicle is in proper working order,
 - not wearing a seatbelt, and
 - forgetting that laws change from state to state.



What to do

1. **Plan Your Route.** Know where you're going ahead of time. Tune in to a local media source to be well informed about weather and road conditions or traffic activity along your route.

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CAMPSEC : Hazardous Driving Conditions Continued

2. Maintain Your Vehicle: Read the owner’s manual and follow the recommended schedule for maintenance service.

Conduct your own routine check-ups on the tires, brakes, lights, wipers, and fluid levels. For good visibility make sure your mirrors, windows, and outside lights are clean. Secure any loose items or cargo that could become a hazard. Make sure you have enough gas to get to your planned destination.

3. Focus Your Attention: Being well rested, alert, and attentive enables you to respond quickly. Take a break if you have difficulty focusing. Remain calm—don’t let your temper or frustration cause you to act recklessly.

4. Minimize Your Distractions: Keep your hands on the wheel, your eyes on the road, and your mind on the task of driving. Do not let people, objects, or events inside or outside your vehicle distract you.

5. Know Your Surroundings: Look out for trouble. Scan the roadway continually for hazards. Keep your eyes moving, looking from one side to the other. Know what is happening well ahead of you, watch for brake lights. Know what is to the rear and sides of your vehicle.

6. Share Your Space: Many crashes could be prevented if drivers behaved courteously to other road users. You share the road with drivers of various ages and skill levels, with pedestrians, bicyclists, motorcyclists, and vehicles of varying sizes. Be aware of

special needs and limitations of other drivers and roadway users.

7. Watch Your Speed: Posted maximum speeds are for ideal driving conditions. Adjust your speed for traffic, road, and visibility conditions, or when not operating at your best. Higher speeds magnify your errors and provide less time to identify and react to a hazard; stopping distances are longer and crashes are more severe. REMEMBER THE SPEED LIMIT FOR NYC IS 25 Miles per hour.

8. Keep Your Distance: Give yourself room to maneuver. You’ll need it in a crisis. To protect yourself, keep a large “safety cushion” around your vehicle. This will enable you to change lanes safely and give you room to take evasive action in emergencies. Keeping a safe distance between vehicles increases your ability to

see and to be seen by other drivers. Hand or a flash of your lights. enough to create Black Ice form melting snow and ice left over.

9. Signal Your Intentions: Driving can be a stressful business. Be courteous and signal your intentions so other road users know what you plan to do next. Be predictable. Don’t hesitate to use your horn or headlights to establish eye contact, when needed. Remember to express your thanks, by a wave of the hand.

10. Always Wear Your Seat Belt: Seat belts are your best defense in a crash. Being properly secured keeps you in control of your vehicle and ready to react to a



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CAMPSEC : Hazardous Driving Conditions continued

hazardous situation. So buckle up and make sure your passengers do the same. Seat belts save lives.

11. Road Hazards. Be aware that with snow and ice, roads develop Pot Holes. They are caused by water seeping into cracks within the pavement. This water then freezes and expands causing the black-top to push up and out. As vehicles drive over these deteriorated spots they break away the pavement and a Pot hole is created. Large Pot holes have been known to disable vehicles by removing the tire or in some incidents, the entire wheel. Drive slowly over these obstacles and leave plenty of room between you and the vehicle in



Identity Management at Touro

Touro College and University System New York is currently in the process of replacing its identity management infrastructure, which includes replacing program software that runs the identity management system (IDM proper), and the LDAP (Lightweight Directory Access Protocol) directory and the central authentication system (CAS). These three programs are currently outsourced to a vender (Campus EAI) and run in the vender's Cleveland data center. The three replacement systems, using open source software, will be run directly by Touro, with dual setups—one at 23rd St and the other at our cloud hosted site in St. Louis.



The identity management system contains information about roles and access rights for all members of the Touro community. That information is transferred to the directories that are checked when people want to log into a protected system. These directories are not like phone directories which give people information directly. Rather the directories are used to grant access to systems. For example, when a staff member logs onto a desktop computer, the login information is passed to a directory that verifies that the user is who he or she says they are. The verification requires an account name a password. Only if that information matches what is in the system, will the log in be successful. The information in the directory comes from the identity management system (IDM). The current directories in use are LDAP and AD (Microsoft Active Directory). The IDM also will set up email for students, faculty and staff.

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Identity Management at Touro continued



The IDM gets its information from the Touro official data sources, right now J.D. Edwards and Jenzabar. When Banner goes live, the IDM will get its information from Banner. Once the IDM secures the official data, it processes the data and fills the directories that are checked for log in, etc.

The current IDM is used only by New York Touro College students, faculty and staff. The new IDM will be available to all

members of the Touro community. When the new IDM is ready, many of the current manual processes in use across Touro will be able to be replaced with automated processes based on official information. For example, today when students enter one of the non-IDM schools, their directory information must be entered separately into the directory. That information is already in the central databases, but it is not transferred to important directories. When the IDM is in place, there will need be only the entry of student data into the central database. Directories will be automatically provisioned by the IDM with the central data, eliminating slow manual processes.

We expect the first phase of the new IDM to be ready by July 1. When the Human Resources (HR) and student modules go live in Banner in 2016, the IDM will be expanded to use Banner data exclusively, and it will be available to provision any Touro system that needs critical directory information.

- Franklin Steen, Ph.D.

INFOSEC: BOX STORAGE UPDATE

As of Monday, April 20, 2015, Touro will activate "BOX Single Sign-On".

Activation means that anyone using Box will use their Touro email address and password combination to sign in to their Box account. Remember that Box is "cloud" based storage that Touro faculty and staff use to store **non restrictive** and **non sensitive data**.

As a reminder, all Touro locations will be impacted and email addresses vary, so know your email address:

<u>Touro College New York</u>	@touro.edu
<u>Touro Law Center</u>	@toulaw.edu
<u>Touro University California</u>	@tu.edu
<u>Touro University Nevada</u>	@tun.touro.edu



Examples: Patricia.Ciuffo@touro.edu or Jose.Noriega@tu.edu.

Please also note that the use of a personal Box account for storage of institutional data should be avoided. And, never store restricted or sensitive data in BOX space—if in doubt leave it out and check with Information Security, if it is ok to use BOX to do so.

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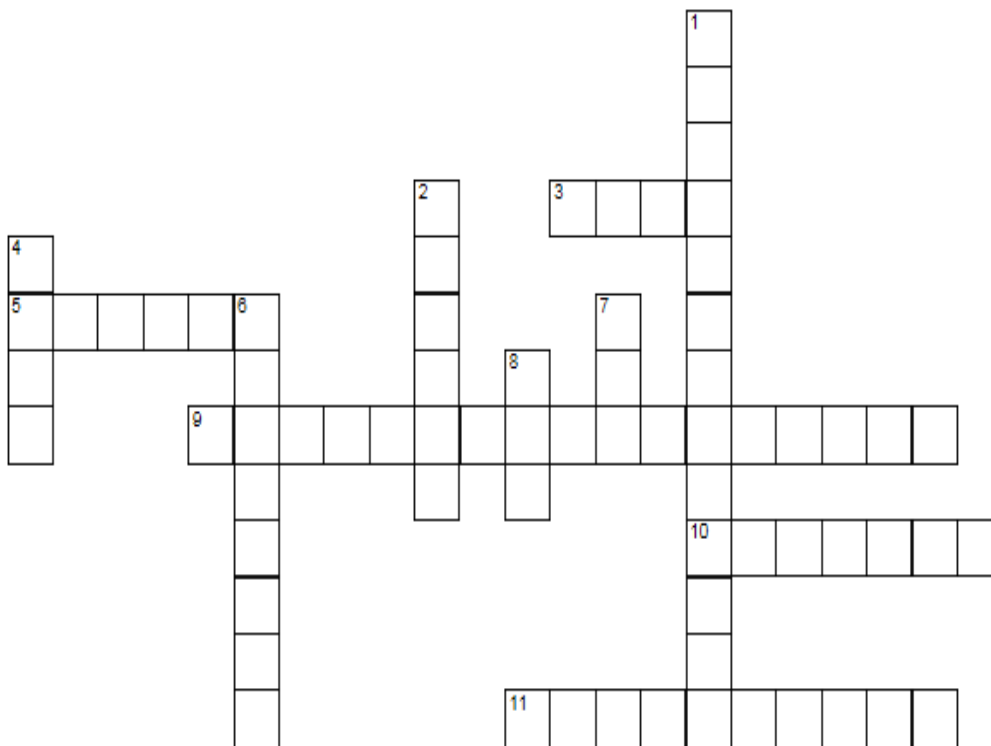


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EPICS FUN PAGE

Puzzle words were taken from this EPICS issue
words come from articles submitted by each group



Across

- 3. Violence against Women Act
- 5. Test a specific operation or function of the emergency plan
- 9. Participants analyze events in an informal, stress free environment
- 10. Telephone phishing
- 11. Someone gains unauthorized entry by coming directly behind someone with authorized entry

Down

- 1. Forgetting to use signals when changing lanes
- 2. National Preparedness Day Date
- 4. Lightweight Directory Access Protocol
- 6. Campus Security Training Program name
- 7. Touro's cloud storage solution name
- 8. Save a life, save the world

Word Bank: Vishing, VAWA, Unsafedriving, Tailgating, Tabletopexercises, staysafe, may4th,
LDAP, Drills, CPR, BOX

Puzzle Courtesy of: http://www.puzzle-maker.com/crossword_FreePuzzle.cgi

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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
Ph: (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
Ph: (305) 468-5400
Web Page: www.miamidade.gov
Email: oec@miamidade.gov

Human Resources — New York

First	Last	Title	Email	Ext.
Brenda	Cordova	Payroll Administrator	Brenda.Cordova@touro.edu	55227
Francisco	Castano	HR Administrator	Francisco.Castano@touro.edu	55707
Lucille	Petti-Goldblatt	Assistant Director of HR	Lucille.Petti-Goldblatt @touro.edu	55104
Kenneth	Johansen	Manager of Time & Attendance	Kenneth.Johansen2@touro.edu	55211
Barbara	LaRue, PHR, GBA	Benefit Manager	Barbara.LaRue@touro.edu	55755
Olga	Popkopaeva	HR Admin	olga.podkopaeva@touro.edu	55485
Roberta	Rosenblatt, SPHR-CA, GPHR	Director	Roberta.Rosenblatt@touro.edu	55163
Daisy	Rivera-Rodriguez	HR Project Manager	daisy.rivera-rodriguez17@touro.edu	55578
Tanya	Woods	HR Generalist	Tanya.Woods@touro.edu	55314

EPICS NEWSLETTER CONTACTS

Lydia Perez, Campus Security Director
500 Seventh Avenue
New York, NY 10018
Tel: (646) 565-6000 x55134
Lydia.Perez@Touro.edu

Patricia Ciuffo, CISO
500 Seventh Avenue
New York, NY 10018
Tel: (646) 565-6000 x 55383
Patricia.ciuffo@touro.edu

Shoshana Yehudah
Director of Emergency Preparedness
500 Seventh Avenue
New York, NY 10018
Tel: (646) 565-6000 x55668
Shoshana.Yehudah@Touro.edu

Alan Schoor
Sr. VP Administration and Operations
27-33 West 23rd Street
New York, NY 10010
Tel: (212) 463-0400 x5700
Alan.Schoor@Touro.edu

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