



Touro College

Emergency Preparedness \* Information Security \* Campus Security  
**EP\*I\*C\*S AWARENESS Quarterly**

# EXTRA! EXTRA!

The Emergency Preparedness, Information Security, and Campus Security (EPICS) team would like to congratulate our graduating classes of 2011, their faculty and support staff and wish all students happiness, luck and prosperity in their future. Students, remember to bring with you what you have learned at Touro as you move out into your chosen careers. And to all, within these pages you will find fire safety, campus safety and information security tips for your use in your daily Touro lives. Happy reading! - The EPICS team

## Volume 2, Issue 3

## June 2011

In this issue:	Volume 2, Issue 3	June 2011
Emergency Preparedness (S. Yehudah)		Information Security INFOSEC (P. Ciuffo)
EMP News : Fire Safety at Touro College	1-5	INFOSEC: Strong Password creation
Campus Security : CAMPSEC (L. Perez)		INFOSEC: Security and Privacy: An update to
CAMPSEC "See something-say something"	5-7	"Facebook" account options and a look at "LinkedIn"
CAMPSEC: Incident Reports	9	

## EMP NEWS: FIRE SAFETY AT TOURO COLLEGE

A fire safety program is a crucial component of any emergency evacuation plan, and I have dedicated the EMP portion of this EPICS issue to the new procedures at Touro College related to fire safety, and information on basic fire prevention practices that are applicable to the work place.  
- S. Yehudah

## CampSec NEWS: Campus Security Project Update

The Campus Security Department has commenced Phase One of the Security Improvement Project. This project encompasses adding various types of security devices to our campuses throughout New York. These additional features will only help to upgrade and enhance the security measures already in place. We would like to thank both the members of the Security Advisory Committee and Administration that made this project happen.  
- L. Perez

## InfoSec NEWS: Security Awareness is expanding

The employee Information Security awareness program currently consists of training employees by participating at Employee Orientation, Faculty Development and at various Committee meetings throughout the year. It also consists of monthly email blasts and periodic alerts as well as distribution of this newsletter. This year we will be stepping up awareness efforts by providing online training using short videos to tackle topics like social engineering, web browser safety, and password strength, among other topics. Look out for my email updates throughout the year on when this training will be taking place.  
- P. Ciuffo

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Campus Security

Information Security

Emergency Preparedness

Quarterly

AWARENESS

EP\*IC\*S

# EMP NEWS: Fire Safety Policy

- S. Yehudah

The Departments of EMP and Facilities are working on a fire policy that outlines the College's protocols for fire safety including fire prevention, fire incidents and fire drills. The purpose of this policy is to enhance the safety of the College community, prevent damage to College property, and to comply with federal, state and city regulations. Every member of the College community is responsible for preventing common fire hazards and for familiarity with proper emergency procedures. The policy will be disseminated to the College community shortly; however within this newsletter you will find a brief synopsis of the most key aspects and the roles you and your coworkers play in ensuring fire safety at Touro College.



## FIRE DRILLS



Federal and New York State education law, and Fire Department policy mandate fire drills in all educational facilities and residence halls. Drills are conducted unannounced and all building occupants are required to participate. **Failure to evacuate is a serious violation of Touro's Code of Conduct and will subject the employee or student to disciplinary action including, but not limited to, suspension, expulsion or termination.**

**UNLESS YOU HAVE BEEN SPECIFICALLY NOTIFIED OTHERWISE BY YOUR FIRE WARDEN, A FIRE ALARM SHOULD NEVER BE TREATED AS A FALSE ALARM.**



## FIRE INCIDENT PROTOCOL



The following procedures are intended to guide you in the event of a fire or other emergency which requires evacuation. However, there could be times when you will need to make a decision on the safest course to take, such as in the event a primary exit is blocked. In that case, it is important to remember the acronym RED - **R**eact, **E**valuate and **D**ecide. Employees must take the time to "react" to their new situation (i.e. the blocked exit); "evaluate" their options (i.e. locating an alternate route); then "decide" on the best action to take (i.e. take the new route or shelter in place). One of the most important lessons in fire safety is making sure you know two exits from your office or cubicle. Never assume your usual exit route is the closest or safest one to use in an emergency.



### If You Smell Smoke

We've all heard that old adage, "where there's smoke there's fire", however that is not necessarily true. There are many reasons why you might smell smoke on your floor, but that does not mean there is fire present. If you smell smoke contact your floor fire warden, advise them of your location and the location you smell the smoke. Your fire warden will investigate the situation and advise you of the next steps to take.

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## EMP News: Fire Safety Policy (Continued)



### If You See Smoke or Fire



The sighting of smoke is indicative of a hazardous condition. If you see smoke or fire you do not need to contact your fire warden for confirmation. Pull the fire alarm or dial 911 and report the fire, then evacuate immediately.

#### Evacuating in an Emergency

When an alarm sounds, follow these fire evacuation procedures:

1. Leave the building immediately upon activation of the fire alarm. Under normal conditions, you are expected to evacuate from any facility in less than 3 minutes.
2. If possible, bring your keys and ID card and dress for the weather (i.e. a coat). If you cannot access these items easily, LEAVE WITHOUT THEM!
3. When you leave your room/office, close the door.
4. If smoke is present, crawl low to the floor or stay in your room (if you cannot leave your room, see number nine below).
5. Only use stairways; **NEVER USE AN ELEVATOR.**
6. On your way to the safest exit, if possible, warn fellow neighbors by knocking on doors. Follow the instructions of your fire warden and evacuate. Once outside, stay at least 500 feet from the building. Continue to follow your fire warden's orders until they advise you it is safe to re-enter the building.
7. If you are a student/employee with a disability, report to the nearest stairwell. Remain in the stairwell until fire responders arrive and safely complete the evacuation.
8. Do not re-enter the building until instructed to do so by your fire warden, who will be in communication with the emergency manager on the scene. The emergency manager will be wearing a bright vest with **EMERGENCY MANAGER** prominently displayed.

If you cannot leave your room/office due to a disability or any other reason:

- block all openings (underneath the door, HVAC vents) with wet or dry towels (this includes paper towels), clothing or any other fabric;
- call **911** or the **Touro Emergency Hotline** at **1-88-TOURO911** and advise the dispatcher of your location;
- stay close to a window holding a wet towel to your face if possible;
- do not open the windows except to alert rescue personnel by hanging a white sheet or cloth out in the wind.

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Information Security

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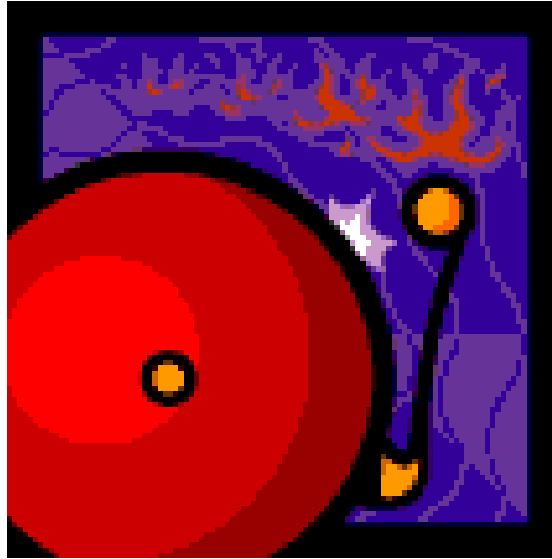
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# EMP News: Fire Safety Group

## Fire Safety Group

The Fire Safety Group (FSG) consists of the fire wardens and floor searchers designated at every College location. Fire Wardens (FWs) are volunteers enlisted by the Department of Emergency Preparedness who are responsible to coordinate evacuation of the floor of the building that they normally occupy. FWs have participated in fire safety egress train-

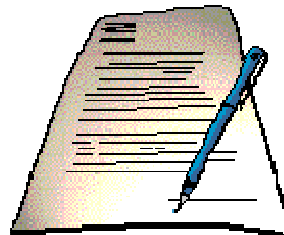
occupants with drills, and are given training the nearest exit on their floor. They are responsible for keeping an open line of communication with their floor occupants regarding fire safety concerns. Most of the College's locations have FWs, and it is the responsibility of every employee to find their floor wardens. If you would like to know the name of the fire wardens in your location, please send an email to [damaris.richardson@touro.edu](mailto:damaris.richardson@touro.edu).



ing to help their floor evacuation procedure a fire safety plan details exit for each office are also responsible line of communication occupants regarding concerns. Most of the have FWs, and it is responsibility to find their floor wardens. Know the name of the location, please send

Floor searchers assist the fire wardens in evacuation by checking the bathrooms, file rooms and other isolated locations on the floor where employees may not hear the fire alarm when it sounds. While all FSGs must verbally encourage occupants to evacuate the floor, they are not expected to jeopardize their own safety at any time. So when your fire warden or floor searcher tells you to evacuate, you should do so immediately. Every second they argue with you to leave, they are jeopardizing their own safety.

Communication is a key component of the fire safety plan and I am pleased to announce that the College has authorized the purchase of two-way radios for the fire wardens. This will enable each other, the Emergency as an incident escalates or is many employees at the Main take place between the college community. After an explaining the nature of the problem, how it was resolved and what, if anything, will be done to avoid a similar problem in the future.



the FWs to stay in touch with Manager and facilities personnel resolved. Thanks to the input of Campus, communication will also Emergency Manager and the College incident a brief memo will go out (continued on page 5)

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Touro College

Emergency Preparedness \* Information Security \* Campus Security

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## EMP News: Fire Safety Group (Continued)

- S. Yehudah

I would like to take this opportunity to thank all of the members of the Fire Safety Group. These employees have volunteered their time and energy to make sure the rest of us work and learn in a safer environment. They are on the front line in all kinds of weather and circumstances, rearrange their work schedules to take training classes, and manage to smile and keep their coworkers and students calm during crisis situations.

The next time you see your fire warden, take a moment to say thank you, or give him or her a thumbs up. Let them know you appreciate their services as much as I do.

## CampSec: "see something say something"

- L. Perez

During the month of May we had several news worthy occurrences reported by our media networks. As a result of these events I would like to take this opportunity to discuss what the Touro Community can do to make our campuses and streets safer.

First let's be clear that there has not been any direct threat made, however we can assist our law enforcement agencies by recognizing potential signs and adopting the slogan made famous by MTA, "If you see something say something". The United States Secret Service, Department of Education and the Federal Bureau of Investigation conducted a study called Campus Attacks Targeted Violence Affecting Institutions of Higher Education, which was published in April 2010. The study showed that perpetrators of targeted violence were broken down as follows:

- Current/Former Students - 60%
- Current/Former Employee's - 11%
- Indirectly Affiliated - 20% (Domestic violence is captured in this percentage)
- No Known Affiliation - 9%

In at least 75% of these cases the weapon of choice was a fire arm. In the College community this topic is usually categorized as an "Active Shooter" occurrence. How can you help prevent these types of incidents?

- Report any unusual incidents or occurrences to Campus Security, your Site Director, and/or your Academic Counselors. In most cases there were indicators prior to such incidents like sudden changes in behavior, isolation and lack of interest in maintaining the academic standing just to name a few.
- Report any usage of drugs or alcohol.
- Report any usual conversations such as talks regarding suicide, homicidal ideology, etc.

Remember **Security is everyone's concern**. The life you save may be yours!

*(continued on page 6)*

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Touro College

Campus Security

Information Security

Emergency Preparedness

Quarterly

AWARENESS

EP\*I\*C\*S

# CampSec: "see something say something" (continued)

- L. Perez



What do you do if you find yourself in this scenario?

It helps to know that an active shooter is an individual actively engaged in killing or attempting to kill people in a confined populated area with a use of a fire arm. Victims are selected at random, the event is unpredictable and evolves quickly and **Law Enforcement is usually required** to end an active shooter situation.

- **Evacuate** - Have an escape route plan in mind, leave your belongings behind and keep your hands visible.
- **Hide Out** - If unable to evacuate, hide in an area out of the shooter's view. Block the entry to your hiding space, lock the doors and **silence your cell phone or pager**.
- **Take Action** - Only as a last resort if your life is in imminent danger. Attempt to incapacitate the shooter, act with physical aggression, move around and throw items at the shooter.
- **When Law Enforcement Arrives** - Remain calm and follow instructions, put down any items in your hands, raise your hands and spread your fingers, keep your hands visible at all times.
- Avoid quick movements towards the responding officers, avoid pointing and yelling. Do not stop to speak with the officer while evacuating.
- **Information Needed** - Location of the shooter(s), number of shooters, physical description of shooter(s), number and type of weapon(s), and number of victims.

The Department of Homeland Security prepared a brief handout on Safeguarding New York. In the handout it lists basic signs of terrorism such as:

- **Surveillance** - People recording or monitoring activities, taking pictures, making drawings, etc.
- **Suspicious Questioning** - People attempt to gain information about building operations, staffing and security, and monitoring drills, etc.
- **Test of Security** - Attempts made to measure response times, attempting to enter restricted areas.
- **Funding** - Suspicious transactions involving large cash payments, deposits, withdrawals or transfers of money; bulk cash smuggling; suspected financial fraud, sale of counterfeit goods or misleading charities.
- **Acquiring supplies**, obtaining weapons, uniform, badges, credentials, etc.
- **Suspicious persons out of place** - This may include people who are in places they should not be, as well as people who are not normally seen in the daily routine of your community.



(continued on page 7)

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Touro College

Campus Security

Information Security

Emergency Preparedness

Quarterly

AWARENESS  
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# CampSec: "see something say something" (continued)

(Continued from page 6)

## Remember the 5 "Ws"

- Who did you observe?
- What did you see? (Be Specific)
- Where did you see it?
- When did you see it?
- Why is it suspicious?



If you observe suspicious activity

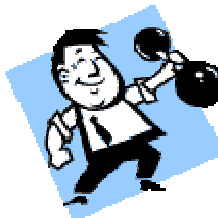
- Don't take direct action.
- Don't confront the individual.
- Don't reveal your suspicions.
- Do record as many details as possible.
- Do notify appropriate authorities as soon as possible.
- A copy of the full brochure can be downloaded in various languages at [www.dhSES.ny.gov](http://www.dhSES.ny.gov)



Remember that although we generalize terrorists as having a "specific" look and coming from "specific" areas and religions there are many "home grown" terrorists living amongst us in our own back yards so we must always make an effort to vigilant.

# InfoSec: "Password Creation"

How do I create a password that fits Touro password requirements and is memorable? First I need to know the criteria to create a password. The password should be 8 to 10 characters in length and contain at least one upper case letter (capital), one lower case letter, one number and one special character (%\$!@). And, the password must not contain a blank space or ID, and not be in a dictionary.



Armed with this knowledge, the will know: a sentence, a rhyme, a numbers and special characters. One and make it into a password by doing the following: substituting number 0, 1 and 3 for the letter o, I and e and adding a special character: "HOt1n3!"

trick is to think of something you alone special word, and then substitute numbers and special characters. One example is to take the word "HOTLINE" and make it into a password by doing the following: substituting number 0, 1 and 3 for the letter o, I and e and adding a special character: "HOt1n3!" -P. Ciuffo

# InfoSec: Social network settings update

In the last issue I spoke to you about some of the "security" options on Facebook that you could and should turn on. In this issue, I want to update you on a newer Facebook option called "login approvals", and also give you a quick look at LinkedIn options.

First, let's take a look at the Facebook option called "login approvals". This option is an attempt at "two factor" authentication. What I mean by "two factor" authentication is that in order to access your account, you need to have something and need to know something. Stated another way, one factor is something you physically have like a cell phone and another factor is something you know like a pass code.

(continued on page 8)

**TOURO EMERGENCY HOTLINE 24 HOURS A DAY 7 DAYS A WEEK 1-88-TOURO911**



Touro College

Campus Security

Quarterly

Information Security

AWARENESS

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## - InfoSec: Social network settings update (continued)

P. Ciuffo

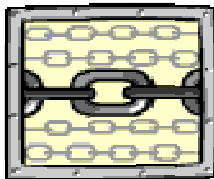
The "login approvals" option is supposed to work like this: if you sign on to Facebook from a device such as a workstation that is not recognized by Facebook as a workstation you have previously signed on with, Facebook will send a code using text messaging to your cell phone (note your cell phone with Facebook in Then, when you log on to Facebook, Facebook prompts you with a message to enter the code into request at sign on. If there is your Facebook account. If you code, your Facebook account is blocked from the workstation that tried to sign on. Additionally, your account is prevented from signing on from that workstation in the future, and if someone tries to sign on at that workstation, you will be notified of the failed attempt.



that you have already registered your Facebook account profile). Facebook prompts you with a the "login approvals" notification a match, "voile", you can sign in to cannot answer the request for the

To enable the "Login Approvals" option, you would access your Facebook account and select the "Account" menu in the upper right hand corner; choose "Account Settings" and then the "Account Security" option. Check the box for "Login Approvals" and follow the directions.

Now we turn to LinkedIn. LinkedIn is a professional networking site, You will want to be extra careful with what you post on LinkedIn and what you make visible on your profile and you absolutely want to read the documentation that comes with it. The documentation is good. Remember that anything you post on any social network site is basically posted forever; however, the LinkedIn site provides a few privacy controls that are simple to understand and easy to implement. The privacy settings protect many aspects of your profile. As an example, you can select whether or not to turn on broadcasts as you make changes to your profile. Why do you care? Well, maybe your boss is linked to you and now that the market is opening up you don't want to alert him/her that you are taking a look at what is "out" there? Yep, I did just write that. 😊 Again, read the documentation and see for yourself.



## Incident Reports

- L. Perez

College communities are like mini cities and just like you have police, fire and emergency services for a city, federal and state law mandate that we must have the same for colleges. If someone is a victim of a crime in a city they go to the police department and fill out a report. The report gives the police all of the details they need to conduct a proper investigation.

It is very important that you, as a member of the Touro community, follow that same procedure whenever you are involved in an incident at Touro. Incident reports are used for many purposes. The most important purpose is to comply with the Clery Act. We

(Continued on page 9)

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Touro College

Campus Security

Quarterly

Information Security

AWARENESS

Emergency Preparedness

EP\*I\*C\*S

## Incident Reports (continued)

(Continued from page 8)

are all aware that any major crime such as Murder, Sexual Assaults, Burglary, Robber-  
ies, Fire, etc are reportable to the Board of  
we track and trend incidents from this infor-  
can determine where security staff should be  
systems should be installed and where train-  
ports are confidential and copies will only be  
thorization of our legal department. How-  
of the Touro Community you may review the Crime Logs at your request. Lastly, we  
furnish an annual report of these statistics on our website and again, provide it upon  
request. This report is due on the first day of October of each year.

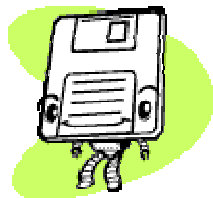


ED. Additionally,  
mation so that we  
allocated, where  
ing is required. Re-  
provided upon au-  
ever, as a member

Now that you have the reasons behind the importance of an incident report, please  
make sure you complete an incident  
with Campus Security. This will allow  
safe, and allow us to make sure that  
by the appropriate individual or group. Remember:



- A blank Incident Report may be obtained by downloading the form via the Touro Website under "Downloadable Forms".
- Complete all information on the Incident Report to the best of your ability. This will facilitate Campus Security's ability to forward the report to the appropriate individual (CISO) and group (Emergency Preparedness, HR, Compliance) for follow-up.



- It is necessary for you to state in your own words what the nature of the incident was and list any witnesses that were present.
- Details of a computer related issue such as theft of a computer, USB drive, laptop, hard drive or compromised password are essential pieces of information to include on the incident form as well as if

the incident involves an accidental spill, injury, or  
ous materials. This detail is especially important  
Emergency Preparedness and Human Resources  
additional reporting requirements.



exposure to hazard-  
because the CISO,  
departments have ad-

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# EMP OEWATCH

## 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](http://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](http://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](http://lacounty.gov)

## Nevada

Nevada Office of Emergency Services  
10014 North Bloomfield Road  
Nevada City, NV 95959  
Ph: (530) 265-7000  
Web Page: [www.mynevadacounty.com](http://www.mynevadacounty.com)  
Email: [oes@co.nevada.ca.us](mailto:oes@co.nevada.ca.us)

## Florida

Miami-Dade Department of Emergency Mgmt  
9300 NW 41st Street  
Miami, FL 33178  
Ph: (305) 468-5400  
Web Page: [www.miamidade.gov](http://www.miamidade.gov)  
Email: [oc@miamidade.gov](mailto:oc@miamidade.gov)

## FYI Human Resources - New York FYI

First	Last	Titles	Ext.	E-Mail: @Touro.Edu	E-Fax Number
Lisa	Botwinick	Manger Of Recruitment Compensation	5211	<a href="mailto:lisa.botwinick">lisa.botwinick</a>	646-495-3884
Frank	Castano	Human Resources Administrator	5707	<a href="mailto:francisco.castano">francisco.castano</a>	646-495-3883
Brenda	Cordova	Human Resources Payroll Administrator	5227	<a href="mailto:brenda.cordova">brenda.cordova</a>	646-495-3886
Roberta	Jackson	Director Of Human Resources	5163	<a href="mailto:roberta.jackson">roberta.jackson</a>	646-495-3885
Hester	Levy	Human Resources Benefit Administrator	5755	<a href="mailto:Hester.levy">Hester.levy</a>	646-495-3888
Marilyn	Wice	Human Resources Benefit Coordinator	5485	<a href="mailto:marilyn.wice">marilyn.wice</a>	646-495-3889

## EPICS Newsletter Contacts

**Lydia Perez**, Campus Security Director  
43 West 23rd Street  
New York, NY 10010  
Tel: (212) 463-0400 x5134  
[Lydia.Perez@Touro.edu](mailto:Lydia.Perez@Touro.edu)

**Patricia Ciuffo**, CISO  
43 West 23rd Street  
New York, NY 10010  
Tel: (212) 463-0400 x 5383  
[Patricia.ciuffo@touro.edu](mailto:Patricia.ciuffo@touro.edu)

**Shoshana Yehudah**,  
Director of Emergency Preparedness  
43 West 23rd Street  
New York, NY 10010  
Tel: (212) 463-0400 x 5668  
[Shoshana.Yehudah@Touro.edu](mailto:Shoshana.Yehudah@Touro.edu)

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

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