Touro College

*Emergency Preparedness * Information Security * Campus Security*

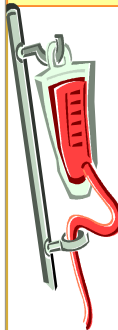# EP*I*C*S AWARENESS Quarterly

EXTRA! EXTRA!

The EPICS team is committed to providing you with practical information and tools to successfully raise your awareness in emergency preparedness, information security and campus security, and so in this issue we offer tips and suggestions related to your personal activities. There's a great article about Facebook settings, which with all of the changes Facebook is making lately, is a **MUST** read. Anyone with small children knows that poison safety and burn injury prevention is critical, because little kids are always into something they shouldn't be. You turn around for one second, and the next thing you know… Enjoy the articles and remember we love feedback. Let us know your thoughts or ideas for future articles by sending an email to epics.news@touro.edu.

EMP: Be a Blood Donor

March is American Red Cross month and it is a great opportunity for all of us to review our disaster plans and build or restock our emergency kits. However, there is an area of emergency preparation across the country that can use our help. This country is in desperate need of blood donors.

Most blood centers in the United States have difficulty keeping any more than a three-day supply of blood. You may not realize it, but approximately 39,000 units of blood are required in hospitals around the country every day for patients with cancer and other diseases, organ transplant recipients and to help save the lives of accident victims.

Campus Security: Borrowed Book Week

March 6 thru March 12 is Return the Borrowed Book Week. This is a great opportunity, while conducting Spring Cleaning, to return any library books you may have borrowed and have not yet returned. Our libraries have a limited number of books and in order for everyone to have the opportunity to read and/or borrow a specific book or novel it is important that we return the books we borrow on time.

- L. Perez

Information Security: Policy on "Internet Services and User Generated Content"

In response to technologies in use associated with the Internet and its many opportunities and risks, Touro Administration, Faculty and Staff have combined efforts over the past year to develop the "Internet Services and User-Generated Content" Policy.

This "policy" is in response to the continued evolution of social media and has circulated throughout Touro on a national scale from the west coast through to the east coast locations as well as through various administrative and faculty areas and reflects the many comments from the different individuals throughout Touro based on the technologies evolving and used in the Academic campuses.   The policy explains your responsibilities associated with the use of these technologies.   Keep an eye out for it!

- P. Ciuffo

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February is National Burn Awareness Month. By the time this issue "hits the stands" February will have passed, but I would be remiss if I didn't review a few fire safety and burn injury prevention tips. Please take the time to review these tips with your family. While we all hope we never need to use them, knowing them is part of a good personal emergency plan.

Fire Safety

- **Install smoke detectors** - Make sure at least one smoke detector is installed on every level of your home. Many house fires strike at night, while people are asleep. Smoke detectors wake people up before smoke overcomes them.
  - **Know your escape routes** – In case fire does start, everyone in your home should know how to escape. Plan two exits from every room in your home, and if you have a two-story home be sure to have fire escape ladders in place to evacuate from the second story. You should also plan to have one place outside where family members will meet after escaping. Call the fire department from a neighbor's house.
- **Practice, practice and practice some more** – Practice your escape routes at least once every six months. The more times children practice a fire drill, the better chance they will react correctly to a real fire. Make the drill as realistic as possible.

Burn Injury Prevention

- When carrying or holding children, keep hot beverages away from the child.
  - When cooking, use the back burners and always turn the pot handles inward.
  - Take extra precautions around children when it comes to food heated in the microwave. Food comes out of the microwave much hotter than expected. Never allow young children to remove items from the microwave. Also, never microwave a child's bottle.
- Check the temperature on your hot water heater. The recommended setting is 102 degrees. This setting prevents scalding as soon as the faucet is turned on.
- Check the temperature of bath water before placing your child in the tub. The recommended temperature is 100 degrees.
- Keep appliances toward the back of the counter top. Cords should be wound up and out-of-reach.

EMP Health Watch: Measles-Not Just a Childhood Disease

As EMP Director it is my job to let you know of various health risks in our area and around the country. As a result, some of my co-workers have (I prefer to believe lovingly) named me Typhoid Mary. Well, we have another health concern looming on the horizon and Typhoid Mary is here to tell you all about it.

The Center for Disease Control and Prevention (CDC) is trying to track down thousands of passengers who may be at risk after a woman who tested positive for measles traveled through airports in Washington, D.C., Denver and Albuquerque on February 21, 2011. Public health authorities consider this a medical **urgency** at this time, **not** a medical emergency. The woman flew from the United Kingdom to Dulles International Airport, then to Denver, where she spent 3 hours before flying to Albuquerque, N.M. Passengers traveling on those planes or passing through those airports may have been exposed. The woman was not immunized against the disease.

While you may not have traveled to any of those places, it is important to remember we are a very mobile society. Thousands of people came through those airports, and one of them could be the person you are sitting next to on the subway, or standing in line behind at the store. Measles takes

18 days to develop so the scope of exposure is still unknown. It is one of the most communicable viruses and can spread over distances because it wafts in the air and can be inhaled even if people are some distance away from the infected person. Children and adults who never received immunization are at the greatest risk.

The CDC advises monitoring your health if you develop any of the symptoms such as a runny nose, cough and fever. If your symptoms worsen to a reddish-brown rash on the face, tiny white spots inside the mouth and a spike in fever seek medical attention immediately. Measles can be fatal if untreated, and while there are vaccinations, there is no cure once the virus takes hold. You have to simply ride it out.

If you think you or someone you know has contracted measles, it is very important to follow the respiratory etiquette we practiced during the H1N1 pandemic to avoid spreading the virus. Remember to cover your mouth and nose with a tissue when coughing or sneezing, or cough/sneeze into your crooked elbow if no tissue is available. **Stay Healthy!!!**   - *S. Yehudah*

EMP : BE A BLOOD DONOR (Continued)

Blood is particularly in high demand during the harsh winter season due to illness, accidents and unforeseen weather conditions. Giving blood is a very easy process. To locate a blood drive near you, go to the Red Cross blood donation website, www.redcross.org/donate, and sign up. The whole process takes about 20 minutes, and you should be prepared to prove that you are 17 and weigh at least 110 pounds. Walk-ins are always welcome, but the site does allow you to set up an appointment.

Once you've committed to donating blood, there are a few precautions you should take to prepare for the procedure. The procedure will include filling multiple vials with blood. It is advised that you stick to one donation of whole blood every eight weeks.

1. Do not smoke or drink alcohol for 24 hours beforehand.
2. On the day of your donation, drink lots of fluids, specifically those with added electrolytes. These will help replenish your body after the donation.
3. Give yourself enough time to discuss some of your health history.
4. It is common to feel light headed or dizzy during or after the procedure. Take any snacks or juice they offer you, as it will help get your sugar level back to normal and ease the symptoms.
5. Rest for an hour after the procedure and avoid strenuous activity for 24 hours. Be certain that you are feeling back to normal before driving.
6. Eat a low-fat meal within five hours of donating and keep drinking electrolyte rich fluids.

The World Health Organization (WHO) recommends that four tests are done on all donated blood. Most blood donor centers will test for Hepatitis B, Hepatitis C, HIV/AIDS and Syphilis. You will be notified if your blood cannot be used for any reason. So the next time the **School of Health Sciences** is having a blood drive, I hope you think about this article and become one of those who are up front and center to help the blood donor cause.
                                                                        - *S. Yehudah*

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- More than 50% of all poisonings occur in children less than 5 years old.
- Most poisonings in children happen just before lunch and/or dinner when children are hungry and our attention span is geared toward preparing the meal.
- Many poisonings occur while the products are being used and not while they are stored.
- The most common "poisonings" in children are as a result of cough/cold medicines, vitamins, fluoride, antibiotics, cleaners and plants.
- "Child-proof" caps are not child-proof, they are only child-resistant.
- Most products have a number to call should you suspect poisoning has occurred.
- Keep the phone number for the Poison Control Center attached to your telephone.
- Make sure babysitters, friends and relatives are aware of the Poison Control Center number.
- Purchase ipecac syrup from your local drug store and keep it on hand at all times. Use only after advice from the Poison Control Center or your physician.

Poison Safety at Home

- All household products should be stored out of the reach of children and pets.
- All household products and medicines should be kept in original containers and not stored in food or beverage containers.
- Food, medicines and household products should always be stored separately.
- All medicines should be locked up.
- Medicines should not be left on countertops, window sills, vanities, dressers, bedside tables or anywhere where a child can easily have access to them .
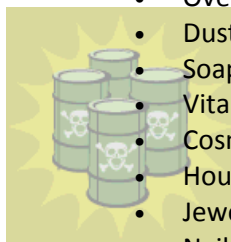
Inhalant Abuse

- Cleaning supplies should not be kept under the sink in the kitchen or bathroom, unless you can secure the cabinet with a safety lock.
- Never refer to medicine as candy.
- Always read and follow all label directions before using/taking any cleaning products and/or medication.
- All old, unused and unlabeled medicines should be discarded.
- All containers should be rinsed out thoroughly for safety before discarding.

Poison Proofing

To give you a start in poison proofing your home, here is a list of some common potentially toxic substances. Go through each room. Make sure these are properly stored out of reach of small children and pets:

- Ammonia
- Ant/Roach/Bug Killers
- Automatic Dishwasher Detergent
- Bleach
- Carpet/Upholstery Cleaners
- Cleansers
- Disinfectants
- Drain Cleaners
- Fabric Softeners (Liquid and sheet)
- Furniture Polish
- Medications - Prescription and non-prescription

- Metal Cleaners
- Oven Cleaners
- Dust Removers
- Soaps/Detergents
- Vitamins/Fluoride/Iron Pills
- Cosmetics
- House plants
- Jewelry Cleaners
- Nail Polish/Remover
- Perfumes/Colognes

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- Shoe Cleaners/Polishes
- House Plants
- Stereo/Video Cleaners
- Aftershave Lotion
- Baby powder

- Bath Oil
- Mouthwash
- Rubbing Alcohol
- Shampoo/Hair Products

Garage/Basement/Storage

- Antifreeze
- Fertilizers
- Gasoline/Kerosene/Barbeque Starter
- Glues
- Lighter Fluid
- Lime
- Lye
- Mothballs/Moth Flakes

- Paint/Paint Remover/Thinner
- Pesticides/Insecticides
- Rat/Mouse Poisons
- Turpentine
- Weed Killers
- Windshield Cleaners

Other

- Alcoholic Beverages
- Batteries, disc (calculator)
- Cigarettes

Attempting to get high by breathing in vapors, fumes, or aerosol sprays. These are ordinary house-hold products – and they are poisons.
Examples of inhalants are:

- Aerosol deodorants
- Air freshener
- Computer gas "duster"
- Correction fluid
- Gasoline
- Glue (Solvent-based)
- Hairspray
- Helium
- Lighters and lighter refills

- Nail polish, nail polish remover
- Nitrous oxide (Whipped cream cans, "whippets")
- Paint thinner
- Propane
- Spray paint

Last quarter I spoke to you about some of the "Facebook" options that you might want to be a little careful about using. This quarter, I want to take that dialog a little further and alert you to two features that you should activate on your "Facebook" profile. The features are under the "account settings" portion of your "Facebook" profile and are used to protect you during sign on. One setting provides an alert email to notify you if someone other than yourself gained access to your account so that you can take action (e.g., change your password, report unauthorized use to "Facebook"). The other setting protects you by securely sending your password over the internet whenever you log on.

How do you do this?

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Information Security: A look at two important "Facebook" account settings (continued)

You first need to log in to "Facebook" and then to the "account" tab on the top right hand corner of the screen. Under the "account" tab, select the "account settings" submenu. Under "account security" select "when a new user or mobile device logs into this account" send me an email. Once that has been set up, save the change and test it out.

In the same section right above the alerting tool is the "secure browsing" tool (https). Click the box next to this option and save the changes. This option ensures you connect to "Facebook" securely.

One final note: you can change your password in the same "account" option as I described above by selecting the "change" word next to the "Password" option and entering a new password. Remember to make it a strong one and try not to use the same password for every account you own.

Stay **s**afe **o**nline!

- P. Ciuffo

Touro's New Electronic Textbook Store

We are pleased to announce that the on-line book store is now available for courses being offered at the Lander College of Arts and Sciences Flatbush Campus. We believe that this option provides a more user friendly solution for both students and faculty and look forward to making this available for the rest of the college in the upcoming semester.

Some of the features that make this option desirable include:

- Books can easily be added by the authorized individual (can be set up for either the Department Chairs or individual faculty member. Access is password protected.)

- Instructors can add introductory notes, slides, podcasts and other digital files. Digital Course Packs can be prepared by instructors subject to copyright and produce and stock custom course packs

- Bookstore vouchers can be handled automatically simplifying record keeping

- Students can view the class they are attending and view textbook requirements. They can then order new books, used books (from 3rd party vendors though Akademos), Rental books and digital books (if available).

Under current Federal regulations each college must post information on their required text book information for each course. Last semester we posted all of the available information on our web site. As part of our effort to improve the way information is being provided and offer improved services to our students we have contracted with one of the leading on-line book stores-Akademos- to host our book lists and provide competitive pricing information for students to buy books directly on line. We encourage you to visit the web site (http://touro.textbookx.com/institutional/index.php#) and contact Gerald Halpern, who is the Touro project manager for this project (x5156), to get more information about how to bring your school on-line.

- G. Halpern, OIT Senior Business Analyst

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Email has become a major method of communication. The Pew Internet and American Life Project (May 2010) found that approximately 80% of American adults use the Internet, and that 94% of these users have sent or read an email. That is, approximately 170,000,000 adults in the USA have used email and about 62% of these adults (105,400,000) use email daily. According to royal.pingdom.com, in 2010 worldwide, there were about 1.9 billion email users and about 294 billion emails sent daily. Since SPAM accounts for approximately 89% of all email, there were only 32.3 billion legitimate emails a day, or, on average, 17 legitimate pieces of email per user a day.

So, if email is used that much, it must mean that it is a safe way of sending information, right?

Well, not really.

When email was invented by Ray Tomlinson in 1971, security was not a consideration. It was a tool for engineers working on a defense project (ARPANET) to send brief notes to each other. That is, a simple text message was sent from one computer and appended to the end of the mailbox of a user on another computer. This simple approach is the basis of all email.

For practically all email, when the message leaves an email server (not your computer, the server), the email gets to a mailbox on another server through the Internet. That path usually takes multiple "hops," going through many intermediate servers on its way to its destination. As the email passes through these intermediate servers, copies may be made and retained (generally doesn't happen, but it is possible). Similarly, as an email passes through the routes between servers, they can be diverted, copied, and scanned. All of this can happen without the sender or the recipient knowing. And since email is sent "in the clear" (not encrypted or otherwise protected), anyone or anything that sees the email can read its contents.

Since there are billions of emails transmitted every day, the likelihood that the private information in your email will get stolen is relatively low. However, the risk is still present. That is why Nevada law makes it illegal for an organization to send the social security number of a Nevada resident by unencrypted email.

There are now ways by which servers can connect to each other by secure methods so that email is sent privately from one server to the other. This requires that the administrators of the two servers actively set up secure transmission – and we cannot assume that this has taken place, even within Touro.

What we have talked about thus far relates to how the servers communicate with each other. It is equally important that you know how your client (what you use to send and read email) accesses the server.

If you use webmail, make sure that your connection is encrypted (a lock shows up on your browser and the URL is "https://servername"). This will mean that the connection between your browser on your computer and the server is protected.

If you retrieve your email using a client, avoid the POP protocol. POP is the most common method to retrieve email. Unfortunately, even if the POP system you are using encrypts the email between the server and your computer (not the default setting), it does not encrypt your login information.

(continued on next page)

Information Security: Is EMAIL Safe (Continued)?

Therefore, your username and password are sent "in the clear" and can be intercepted every time your computer accesses the server (depending on your settings, this can be as frequent as once a minute).

Another common method of accessing email on a server is through IMAP. This is usually more secure than POP. BUT, depending on how IMAP was configured on the server, it might pass your username and password "in the clear," and it might even transmit your email "in the clear." By default, the newer systems enforce encryption of usernames, passwords, and email content.

If you use Outlook (or Exchange connection on an iPad/iPhone) to connect to an Exchange server (available to most of us here at Touro), this will use a Microsoft proprietary system called MAPI, which is fully encrypted and protected between your computer (or iPad/iPhone) and the server. Note that this is true for any email sent within a users local Exchange domain (the Touro location using Exchange to which you connect directly, such as "tun.touro.edu," "tu.edu," "tourolaw.edu", or "touro.edu"); email that is sent outside your local domain requires encryption if private or sensitive data are sent.

Even if everything is protected, it does no good if your computer or mobile device (laptop, tablet, mobile phone) does not have a password. That is an invitation for anyone to look in at your private information.

Therefore, it is always best to protect yourself and:

- Do NOT send private information via email. If you must, encrypt the information or separate it into multiple emails that cannot be easily linked together.
- Do NOT user POP3 to retrieve email; at a minimum, use IMAP or integrated clients.
- Protect all COMPUTERS and MOBILE DEVICES with a password.

By: Terence Ma, PhD, Chief Information Officer, Touro University Nevada

An Introduction to the Office of Institutional Compliance: no question is a bad question

The mission of the Office of Institutional Compliance is to proactively promote compliance with Touro College policy and all applicable legal and regulatory requirements. The compliance program strives to foster and help ensure ethical conduct and provide education, training, and guidance to all Touro College faculty and staff members. These goals are accomplished through regular high risk identification, training, and monitoring of the effectiveness of compliance activity. It is the responsibility of each Touro College faculty and staff member to address ethical and/or compliance questions or concerns. Determining if you have an ethical or compliance issue should not be hard, but it can be emotionally taxing. Follow the checklist below to determine if you have an ethical or compliance issue:

- Does the action comply with Touro College's policies and procedures?
- Is the action legal?
- Is the action fair & honest?
- How would the action look to your family, friends, and community if published on the front page of the newspaper or broadcast on the news?

Touro College currently maintains several methods by which a compliance report may be made. They are: (a) make a report through the normal administrative channels (i.e., reporting to the appropriate supervisor); (b) make a report to the Chief Compliance Officer or other staff member of the Office of Institutional Compliance, either by letter, by telephone, by e-mail, or by meeting; and (c) make a report in an exit interview statement given upon the conclusion of employment. To better serve our institution we are exploring the feasibility of utilizing a Compliance Hotline and web reporting option. However, when and if implemented, these additional reporting mechanisms are intended to supplement regular communication channels, not replace. Faculty and staff are encouraged to call the Office of Institutional Compliance with questions concerning ethical or legal conduct. We look forward to answering your questions – no question is a bad question.

By: Michael Newman, Chief Compliance Officer Touro College

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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 Srvs

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

Ph: (530) 265-7000

Web Page: www.mynevadacounty.com

Email: oes@co.nevada.ca.us

Florida

Miami-Dade Department of Emergency Mgmt

9300 NW 41st Street

Miami, FL 33178

Ph: (305) 468-5400

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FYI Human Resources - New York FYI

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