



Touro College

Emergency Preparedness * Information Security * Campus Security
EPICS AWARENESS Quarterly

EXTRA! EXTRA!

Hot off the presses is our first quarter end edition of the EPICS newsletter! This quarter we bring you ideas on password creation, staying safe while commuting and prepare you for communication during emergency events. Apply the information presented on emergency preparedness, campus and information security and you will undoubtedly be more safe and prepared if an emergency does arise. Happy Reading! The EPICS team.

Volume 3, Issue 1

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Emergency Preparedness (EMP) NEWS - S. Yehudah

In our December issue I announced that TC Alert, the College's alert notification system, was fully operational. The system is supposed to send a welcome email to all new users. I recently found out that many of you did not receive a welcome email, and therefore have not confirmed your information in the system. It is very important that you *change your password*, and *confirm your email address and cell phone number*. For those of you who have not yet confirmed your registration, please follow these instructions:

1. Go to the Rave website, www.getrave.com/login/touro. You must accept the Terms and Conditions in order to continue. After accepting the Terms and Conditions your screen will change to the Profile Management Screen.
2. If you would like to change your email address or add another, hit the Edit button in the Email section.
3. Under Mobile Contacts you will see the word 'Unconfirmed'. This is your opportunity to confirm the number listed as your cell phone or change it. Click the 'Edit' button to review your information and press 'Continue'.

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Campus Security (CAMPSEC) NEWS - L. Perez

Campus Security continues to strengthen physical security protocols throughout all of our campuses and would like to hear from you at security@touro.edu regarding any comments or suggestions that you may have. Campus Security Awareness Training is now available on the Touro Portal under the Campus Security section by clicking on "360°" and viewing the video.

Information Security (INFOSEC) NEWS - P. Ciuffo

Information Security is working with each school program to continue to roll out information security awareness training to all employees. Currently we have over 700 individuals in the process of taking or have completed training. Stay alert to emails from me announcing this training. Also, I am working with the Office of Information Technology Network team to strengthen endpoint protection which will improve overall security (see the article on this subject in this newsletter). Over the coming year, look out for announcements on this and other security improvements coming your way. Feel free to drop me a note at Patricia.ciuffo@touro.edu if you have any questions/comments.

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Fraud Prevention

Fraud Prevention Month was in February and the Campus Security department collaborated with Information Security to provide you with a few tips on how to prevent yourself from becoming a fraud victim:

- If it sounds too good to be true then it probably is not legit.
- Don't divulge sensitive information (i.e. SSN, DOB, address) to strangers over the phone, at your door, on the street, or while waiting on line somewhere. This includes not responding to messages that ask for your personal or financial information in an email, a text message, or an ad.
- Remember that you should not click on links in email messages, or call phone numbers that are left on your answering machine, either. The thieves behind these messages are trying to trick you into giving up your personal information. If you get a message and are concerned about your account status, call the number on your credit or debit card - or your statement and check it out.
- Never sign legal papers, make an investment, or sign mortgage documents without reading, understanding or consulting with an attorney. And, this applies to reading terms of service and privacy statements when you sign up for online services - if you don't like the terms, don't sign up for the service.
- Get your free credit report every year from all 3 credit bureaus, and consider putting a security freeze on your credit file (please read "INFOSEC: Tax time - ID theft - Free Credit report" in this same issue of EPICS to find out how to get your free report).
- Do not carry your social security card or check book unless you are going to use them during your travels. And guard them always.
- Never leave any valuables or items that contain your personal information in plain view in your vehicle. Always secure your



vehicle. By putting valuables that you absolutely must leave in your car trunk, you are at least reducing the temptation - first try to take valuables with you, if you cannot, don't leave them in plain sight.

- Always arrange to have your wages/benefits direct deposited to your bank account. This eliminates the danger of losing or misplacing a check that someone else might attempt to cash. And someone will try.
- Mail any correspondence containing checks at the Post Office.
- Always use a cross-cut shredder when disposing of highly sensitive documents.
- Only hire licensed contractors that you have checked out with the Better Business Bureau (go to www.bbb.org).
- Always check your bank statements thoroughly so that you can determine any unusual transactions and alert appropriate parties immediately.
- Do not wire, take out money or transfer monies to strangers who claim you have won a lottery, require assistance, or want to distribute monies from an estate.
- Don't agree to deposit a check for someone else and then wire them money back, no matter how convincing the story. By law, banks are required to make funds from deposited checks available within days, but identifying a fake check can take weeks. Remember, you are responsible for the checks you deposit and if a check is fake, it's you who is responsible for paying back the bank.
- Talk to your doctor before buying health products or signing up for medical treatments. Ask about research that supports a product's claims. Buy prescription drugs only from licensed U.S. pharmacies. Otherwise, you could end up with products that are fake, expired or mislabeled — in short, products that could be dangerous. Visit ftc.gov/health for more information.

- P. Ciuffo/L.Perez/K. Suero



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Campus Security: Securing your personal electronic devices

Over the past three months the theft of electronic equipment has increased. People are being targeted while walking in the street, riding the subway and/or bus. While advances in technology have helped us stay connected, we are storing more and more data in our electronic devices, and in most cases, not tracking what information is being stored, leaving us vulnerable. Cell phones have features such as password keepers that folks find easy to store their passwords on and we can now link our laptops and/or computers to our phones as well. This does allow for us to work more efficiently but at the same time we are leaving ourselves susceptible to criminals committing fraud crimes against us if this information falls into the wrong hands. If any of the above applies to you in any way we offer you these 5 tips:

- Try to be discreet in public. Don't use your phone while walking in the street, while on the subway, and/or while on a bus. Not only are you distracted and unaware of your surroundings, but you are also setting yourself up as a potential target.
- Encrypt all your sensitive data and if you do not need to carry it with you, leave it in a secure area. Make sure that any remote access is disabled when not in use. If you turn off your wireless router when you leave your



home, you prevent access and use less electricity.

- Do not leave your electronics in rental vehicles. If you are traveling use the hotel safe to lock up any portable electronics.
- Avoid using open Wi-Fi hotspots. Set up your electronics to require credentials before connecting to a new network. If your company provides you with VPN access, use it.
- Remember that use of computers in public areas could expose you to spyware such as key logger programs which record every keystroke making it very easy for you to become a victim of identity theft.
- If you carry any of your electronics and/or wallet in your backpack make sure it is secured. Zipper locks are very inexpensive and can deter you from becoming a victim of a crime.
- Remember security starts with you. "If you see something, say something"
- Please visit the Touro College Portal, look under the Campus Security Section and view our Security Awareness Training (360°) for more information on how you can assist us in keeping you safe at all times.



- L. Perez

INFOSEC: Five Password Tips

1. Don't use personal information to create a password. It is easy to guess your last name, pet's name, child's birth date and other similar details.
2. Don't use "dictionary" words. Tools are available for attackers to guess—steal your password.
3. Mix character types. Use uppercase letters along with lowercase letters, numbers and special characters such as '&' or '%'. These strengthen the password complexity.
4. Use a passphrase. How? Use a sentence or a line from a song or poem that you like and create a password with the first letter from each word sprinkling in numbers and special characters.
5. Change your password frequently. Yes, you need to remember, but you will also prevent ID theft by making it harder to steal a stale password.



Remember, "**YOU**" are the target of thieves who want **YOUR** information. -P. Ciuffo

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InfoSec: Update on EndPoint Protection

Information Security is working with the Office of Information Technology (OIT) Network Team who is starting to deploy endpoint in the NY network protection using a network access control appliance referred to as a NAC. What on earth does that mean? Well, simply put, over the coming weeks and months you will start to notice an icon on your desktop that looks



like this [ ]. What this icon is doing is making sure that your workstation is a registered device allowed to connect to

Touro's network and access resources (e.g., documents stored on the network, printers, internet, etc.), and has anti-virus software installed on it and the latest software patches; if it does not, it will not be able to connect. Why are we adding this layer of protection? Simply speaking, the answer is to protect all



users on the network against someone replacing one of our workstations with a different device and doing damage to our network and to make sure that devices connected are authorized, have anti-virus software installed and have the latest patches. This type of protection is not new as our wireless users currently go through a "check" when they connect where-by their devices are scanned for anti-virus and patch updates before they are allowed to connect and then only to specific re-sources. Once protection on all

wired devices on the network is deployed then the same appliance will be used to protect wireless users. If you have any questions, please drop me a note at Patri-cia.Ciuffo@touro.edu or Moshe.Feinstein@touro.edu and we will do our best to address them. -P. Ciuffo

InfoSec: Tax time - Id Theft - Free Credit Report

In the last edition of EPICS I wrote about identity theft and where you can request a copy of your own credit report. This quarter, especially during tax season when we spend time preparing our personal documents, I thought it a good opportunity to remind you how to get your free copy of your credit report. Also, since this edition of EPICS focuses some of our attention on Fraud, and more and more of us are becoming victims of some kind of identity theft, whether it be a stolen credit card or a hacked email account, keeping this information handy will come help. Remember, all US citizens are entitled by law (the Fair Credit Reporting Act) to receive a copy of their credit report from the three credit reporting agencies (CRAs).



To obtain your free copy of your credit report by visiting AnnualCreditReport.com, or request your free credit report by phone by calling 1.877.322.8228. Deaf and hard of hearing consumers can access the TTY service by calling 1.800.821.7232. Finally, to request your free credit report by mail, please complete the Annual Credit Report Request Form (PDF document) found on the AnnualCreditReport.com site and mail it to:



Annual Credit Report Request Service
PO Box 105281
Atlanta, GA 30348-5281

Also, you can get answers to frequently asked questions about your credit report on AnnualCredit-Report.com. -P. Ciuffo

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EMP: Emergency Evacuation Coordinators

What's in a name? The power of a name and its value has long been immortalized in prose, poetry, and religious ceremony. Everyone recognizes himself or herself by name. A name can influence other's perception of you, or your perception of yourself. It can help define who you are, or who you want to be. Don't worry, I'm not about to get all philosophical on you; this is my way of breaking the news that we have changed the title of our fire wardens to Emergency Evacuation Coordinators (EECs).

Touro's EECs are tasked with the safety and security of the students and employees of Touro College. It requires exceptional mental preparation to recognize immediate danger and take action, even though your instincts are telling you to run and take cover to protect yourself. In the field of emergency management, EECs are considered *First-first responders*. They are the people who hold down the fort and stabilize a scene until local first responders, such as police and fire personnel, arrive. The role of EEC is much more extensive than a fire warden, and it is important that this distinction be recognized.

In January 2012 the EECs at the Main Campus received an intensive, 2-day training in crisis communication and critical incident management. Elliot Bloom, a crisis communication manager for over 30 years, gave us insight into how important it is to transmit correct information during an emergency, what not to transmit, and how to deal with the families of victims of an incident. Two noted professionals and authors in the field of emergency management, John McNall and Vincent Faggiano, explained the nature of critical incidents, the common issues associated with all emergencies regardless of their nature, and the consequences of failing to immediately take control of an incident. EECs learned, among other things, the various stages of evacuation, how and when to shelter-in-place, and tips for successful evacuations.



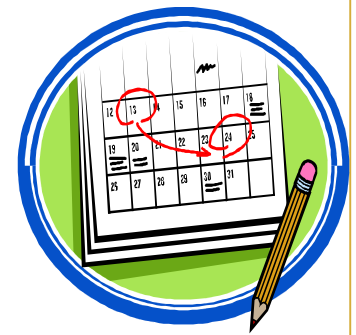
These types of training sessions are important not only for the EECs, but for all Touro employees. Employees and students can feel comfortable knowing their EECs are trained in the latest emergency response techniques. This training has given the Main Campus EECs an understanding of the dynamics of critical incidents and the strategies and goals of initial response, and it will be expanded later this year to include EECs at all Touro locations.

- S.Yehudah

EMP: Special Notice - Save the Date



The next EMP Appreciation Luncheon is tentatively scheduled to take place on Wednesday, June 27, 2012. We use the luncheon as a time to say 'thank you' to our EECs and CPR responders for all their hard work during the year. We also give awards to outstanding Responders. If you are the supervisor or department manager of an EEC or CPR Responder and would like to attend the luncheon as a show of support to your staff member, please send me an email at shoshana.yehudah@touro.edu.



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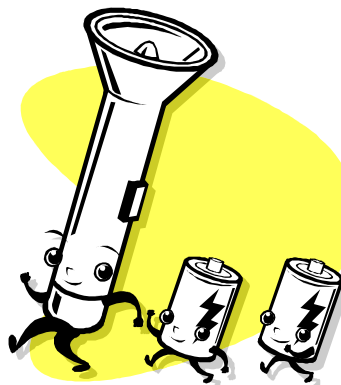
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EMP: Fire Watch - Change the Time and Those Batteries

The last few months there have been several tragedies in the news related to fire. On March 11, 2012 we turn the clocks forward one hour. That is the ideal time to check the batteries in your smoke and carbon monoxide detectors.

Here are a few tips to keep in mind from the U.S. Fire Administration (USFA):

- Dust or vacuum smoke alarms when you change the batteries.
- Test alarms once a month using the test button.
- Replace the entire alarm if it's more than 10 years old, or doesn't work properly when tested.
- Install smoke alarms on every level of your home, including the basement, and both in-



side and outside of sleeping areas.

- For the best protection, equip your home with dual sensor alarms.
- Interconnect all smoke alarms throughout your home so that when one sounds, they all sound. Interconnected alarms are available at most stores that sell smoke alarms.
- Make sure everyone in your home understands the warning of the smoke alarm and knows how to respond.

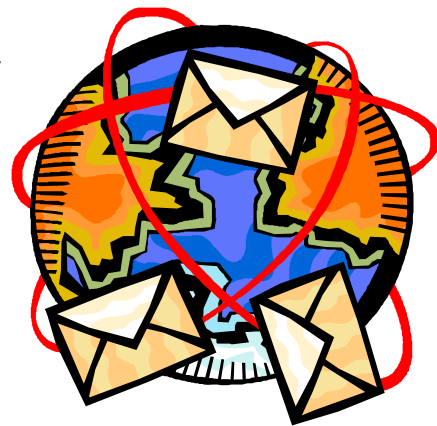
For more information on smoke alarms, fire escape planning and fire prevention visit the U.S. Fire Administration website at

www.usfa.fema.gov/smokealarms. -S. Yehudah

EMP Communications - TC Alert Registration Continued

[continued from front page]

4. The screen will ask you to confirm your service carrier. Your carrier is automatically selected based on your phone number; however you may have changed carriers and kept the same number, so it's a good idea to check that the carrier is correct. Use the drop down arrow and select your cell phone coverage carrier from the list.
5. A text message will be sent immediately to your cell phone, and a new screen appears asking you to enter the 4-digit number you received in the text message. Enter the 4-digit code and press 'Continue'. The screen will change and let you know you have successfully been confirmed into the system.
6. If you do not subscribe to text messaging services a message with red lettering will appear in a box advising you to contact your carrier and provide them with the Rave short code so that you will be able to receive text messaging from Rave only. Check with your carrier for any rates that apply. If you choose to skip this step, simply click on the 'Delete Confirmation Number' tab and press 'Continue'.



That's all there is to it. It took me longer to type these instructions than it will for you to confirm your registration. If you did not receive the welcome email and would like your username and password, please contact Damaris Richardson at damaris.richardson@touro.edu, or send me an email at shoshana.yehudah@touro.edu. Help me keep you safe and informed. - S. Yehudah

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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: oc@miamidade.gov

*Touro's Title IX Coordinator is Roberta Jackson.
Contact Roberta at : (212) 463-0400 x 5163*

Human Resources - New York

First	Last	Titles	Ext.	E-Mail: @Touro.Edu	E-Fax Number
Lisa	Botwinick	Manger Of Recruitment Compensation	5211	lisa.botwinick	646-495-3884
Frank	Castano	Human Resources Administrator	5707	francisco.castano	646-495-3883
Brenda	Cordova	Human Resources Payroll Administrator	5227	brenda.cordova	646-495-3886
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Marilyn	Wice	Human Resources Benefit Coordinator	5485	marilyn.wice	646-495-3889

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