



Touro College

Campus Security Quarterly

Emergency Preparedness * Information Security * **AWARENESS** EP*IC*S

EXTRA! EXTRA

Welcome to the second issue of the year! We continuously look for ways to engage you with the newsletter and, with this in mind, we have now added a new section which is called the EPICS Fun Page. We hope you will find this an entertaining way to learn about some of the concepts we have presented and will be presenting in future editions. You can even win prizes!

In this issue we start you out with a word search. In future issues, we intend to include a crossword puzzle and, we plan to also add anagram and hangman games, as well. We hope you like the Fun Page, and would like to hear from you on any ideas you may have for future issues as well. Send your thoughts on the fun page or any article to epics.news@touro.edu. And remember we are always looking for writers! Enjoy!

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INFOSEC: TAX SEASON — Preventing ID Theft

Its tax season and identity thieves are out in full swing. Remember that you should take care to protect your personal information and the following are a few tips for you to keep in mind:

- Review your monthly credit card bill statements and statements from all financial institutions you receive a bill or statement from. Look for any charges or transactions that you did not make. The earlier you catch an error, the easier it is to resolve.
- Always shred documents containing personal or financial information instead of throwing them in the trash.
- Don't include your Social Security number on any checks you write.
- If you receive preapproved credit offers in the mail make sure you shred them before throwing them in the trash.
- Never click on links in emails, especially to get to an online account - it may be a fake email directing you to a fraudulent site (phishing). If you think the email is legitimate, type in the web address yourself or cut and paste it outside of the email.
- Never give out personal information over the phone unless you are absolutely sure who you are speaking to.
- Never send personal information in an email.
- Never input personal information into a website unless you are absolutely sure you are on a trustworthy website and you are transmitting the information securely (via https).



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EMP: DISASTER PREPAREDNESS- The Emergency Action Plan

An Emergency Action Plan (EAP) is a very important document for employees. It details specific procedures to follow during common, and some uncommon, emergency situations and it is designed to help employees understand their roles and responsibilities during workplace emergencies. The more employees understand what to do and how to do it during an emergency, the more likely they are not to panic, resulting in fewer injuries and fatalities. Not having an EAP leads to disorganized evacuations resulting in injuries, and property damage.

Some of the areas addressed in an EAP include:

- The methods to use to report fire and other emergencies
- Evacuation policy and procedures
- Conditions under which evacuation would be warranted
- Procedures for assisting people with limited mobility
- The duties and responsibilities of the various emergency response teams
- Assembly locations
- Procedures to account for employees after evacuation



The Department of Emergency Preparedness is creating site specific EAPs, so that employees in a given building will have detailed information specific to their site, such as locations of shelter-in-place and designated assembly areas. However, you can still benefit by learning the general steps to take during an emergency. The procedures to follow and the Emergency Response Team's role are the same regardless of site location, so I have posted a copy of the general EAP on the Emergency Preparedness portal page. Please take a few moments to download it and familiarize yourself with the procedures. You should take this opportunity to speak to your floor EEC about the procedures and their roles during the scenarios presented. As always, if you have any questions you may contact me via email at shoshana.yehudah@touro.edu .

- S. Yehudah

INFOSEC: TAX SEASON — Preventing ID Theft

- Order and review your credit reports. The Fair Credit Reporting Act (FCRA) requires each of the nationwide credit reporting companies — Equifax, Experian, and TransUnion — to provide you with a free copy of your credit report, at your request, once every 12 months. You can go to [AnnualCreditReport.com](https://www.annualcreditreport.com) (<https://www.annualcreditreport.com/>) for links to all three sites where you can order your free report. Be careful that you are on the appropriate site and during your review, make sure your name, address and other information are correct. If you find old or inaccurate information, have it corrected by contacting the credit reporting agency for instructions.



- P. Ciuffo

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CAMPSEC: LOCKDOWN



As we are all painfully aware, college and universities today are faced with various security issues requiring the implementation of lockdown or shelter-in-place procedures. Unfortunately, Touro had its first experience with this type of situation with our first lockdown at the Bay Shore campus on February 17, 2013.

The campus received a call from the Suffolk County Police Department advising the campus that they were pursuing a murder suspect and were recommending that the school exercise its lockdown procedure. Keep in mind that lockdown situations may occur for various reasons (i.e. internal disasters, external disasters, active shooter scenarios, hostage situations, etc.) and are usually done as a precaution to direct building occupants to remain inside of a building at their work/class locations or in a designated shelter room(s). The following procedure should be adhered to as stated in Touro's EAP when and if a lockdown does occur.

When a lockdown goes into effect the Emergency Coordinator and/or Site Manager will notify the building occupants via PA announcement (if applicable) and/or word of mouth that the building is under a lockdown and in three minutes all entrances and exits will be locked and secured. Building occupants will also be notified via voice messaging, text messaging and/or email from TCALERT. *Please note that notification via voice messaging, text message and email can only be received if the individual has signed up for TCALERT via the portal. Once the lockdown is implemented no one will be allowed to leave the building or enter the building except local emergency response personnel. There are several personnel/departments that have specific roles to carry out during such an incident.

Role of the Emergency Manager:

- Notify the Director of Campus Security of the need to lockdown
- Notify the Senior Vice President of Administration, or the highest ranking available member of executive leadership of the need to lockdown.

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- Advise the EC and EECs that a lockdown will take place.
- If necessary, activate the Emergency Operations Group
- Give direction in accordance with situational needs and Executive Policy Group decisions

Role of Campus Security:

- Restrict access to and egress from the building until the “All Clear” is given
- Remain on duty until properly relieved .

Role of Emergency Coordinator:

- Obtain the status of the floors on lockdown from all EECs.
- Advise the Emergency Manager, Campus Security and local emergency responders of any building occupants with limited mobility who are unable to get to the secured location.
- Advise the Emergency Manager, Campus Security and local emergency responders of any building occupants who are missing or have been injured
- Listen for further instruction and the “All Clear” from local emergency responders



Role of EECs:

- Announce to their floor occupants “A lockdown advisory has been issued. All students, faculty, staff and visitors should (a) remain in their offices and/or classrooms until we are advised of an “all clear”; or (b) leave their current area and proceed to the emergency shelter room(s)”. The Emergency Coordinator will advise EECs which shelter option to use at the time of the lockdown announcement.
- Take their radio and a cell phone and proceed to the emergency shelter room(s). Check that windows in offices, classrooms and/or common areas are locked and close all doors as he/she moves to the shelter room.
- Wait for the “All Clear” from the Emergency Coordinator.

Role of Faculty:

- Excuse class immediately
- Instruct students to remain in the classroom or shelter room until they receive the “All Clear” from their EEC

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CAMPSEC: LOCKDOWN

For further information on procedures such as these that should be adhered to during emergency situations please refer to the Emergency Action Plan that the Department of Emergency Preparedness has worked so diligently on.

What the lockdown taught us?

- We were able to see that the Memo of Understanding that we have with the Suffolk County Police Department was executed well as they were the ones that first notified us of the situation at hand.
- Our TCALERT notification system alerted all enrolled students, faculty & staff of the situation at hand and kept them abreast of the developments.
- We were able to lock the facility down both physically and the card access system remotely. Video surveillance allowed us to view the campus as the incident unfolded.

What could have been done differently?

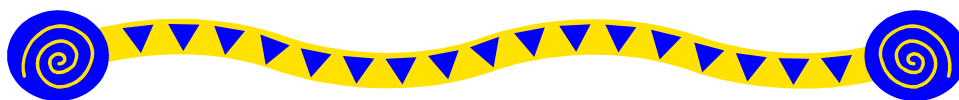
Although many things went well during the lockdown there were some areas that could have been better improved.

- Students, faculty and staff must better adhere to the directive being given by emergency response personnel such as security guards, the Emergency Coordinator and EECs.
- Once the campus was on Lockdown students, faculty and staff remained in open areas and attempted to leave the campus.

Always Remember Security starts with you:

- Whether you are coming to class or working on campus, take ownership of making sure your location is safe.
- Be aware of your surroundings (e.g. location of exits, doorways, etc...).
- Report suspicious persons to Campus Security immediately.
- If you have not done so already, register your personal information with TCAalert via the portal.
- Program both the Touro hotline and the number to your Security Post on your phone. During emergencies we tend to get nervous and forget important numbers.

Being Aware, Prepared and Practicing is our first line of defense.



- K. Suero

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EMP NEWS: Cruise Ship Safety – What to Expect in a Muster Drill

A cruise is a great way to spend your vacation. Whether you are seeking an adrenaline rush or total tranquility, today's cruise ships have it all. You can try rock climbing, ice skate, surf 200 feet above the waves, spend a day at the spa, or relax poolside. However, recent cruise ship mishaps and disasters have shown that before you begin the fun, it is important for you to know about cruise ship safety and what you can do to stay prepared. That is the purpose of the muster drill.



A muster drill (also referred to as a lifeboat drill) is an emergency drill conducted by the crew of a ship prior to sailing.

The international basis for maritime regulations are the Safety of Life at Sea (SOLAS) convention requirements. The requirements state that for a voyage where passengers are to be onboard for more than 24 hours, "a muster of the passengers shall take place within 24 hours after their embarkation. Passengers shall be instructed in the use of life jackets and the actions to take in an emergency." Based on the language of the requirement, as long as a briefing is held within 24 hours of sailing, a cruise line is in compliance. Prior to the Costa Concordia disaster, many cruise lines held their muster drill the morning after sailing. The Concordia's drill was scheduled for the morning after they set sail; unfortunately the accident happened only a few hours after the beginning of the voyage. As a result, the cruise industry is actively reexamining some of its safety procedures. Many have adopted a new policy that all muster drills be held on embarkation day, despite the language of the SOLAS requirements.

If a passenger safety briefing cannot take place before sailing, the briefing can be held over the ship's public address system. Videos shown in cabins can supplement the briefing, but may not replace the briefing.

The drill requires all passengers to go to their cabins, grab their lifejackets and assemble at their designated muster stations. There is an emergency notice in each cabin explaining where your cabin's muster station is located, the route to take to get there and an alternate route in case the first route is blocked. Low-level lighted arrows lead you from your cabin to the muster stations, and crew members are positioned at the stairways to ensure passengers proceed directly and in an orderly fashion. Once there, passengers are given emergency instructions, a demonstration of how to put on a life jacket and are educated on escape routes from the ship. A typical drill lasts about 30 minutes and then passengers are released to enjoy the rest of their trip.

One of the most important things to remember in the event of an emergency on the high seas, or anywhere else for that matter, is to pay attention to announcements from the PA system, and follow the instructions of the crew members positioned around the ship. A well-managed ship will be able to quickly deploy the crew to their emergency duties, and the crew is your best chance for successfully managing the emergency. - S. Yehudah

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CAMPSEC: Spring Break



Spring Break is usually a time for vacationing and having fun, and, just like that we are in March with Spring Break fast approaching. This year you might want to consider a different spring break alternative entitled “Alternative Spring Break”. Alternative Spring Break is a non-Touro program that assigns college students to participate in community service projects in and around the country. It is a fun and rewarding way to spend your break and makes for a nice addition to your resume. For more information please visit www.alternativebreaks.org.

If you plan on traveling for Spring Break, we would like to remind you of the following:

- Please sign up online for the U.S. Department of State's [Smart Traveler Enrollment Program \(STEP\)](#). The STEP program enables the State Department to contact you in case of a family emergency, or to notify you of a crisis near your travel destination. You can also download a [Smart Traveler iPhone App](#) that provides additional tips and information. The State Department website entitled “[Students Abroad](#)” provides a list of these numbers along with detailed tips for health emergencies, evacuations, natural disasters, crime victims and assistance to U.S. citizens arrested abroad.
- Regardless where you go, make sure you have proper medical insurance in case of an emergency. It’s common for foreign hospitals to require cash payment for services, and a medical evacuation to the U.S. costs around \$50,000. Give your medical insurance company a call before you go to make sure it’s covered. If not, many travel agencies offer a medical insurance plan you can purchase for your trip.
- Remember do not drink and drive. Blood alcohol content levels may vary from country to country but what does not usually vary is your normal faculties, and your abilities to drive and make sound judgments, which can be noticeably impaired after blowing a .05 BAC. The extent of intoxication may vary from person to person, depending on factors of body size and drinking habits because alcohol affects everyone differently.

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CAMPSEC: Spring Break : Tips for the home while away



- Most times we think that by posting a sign stating which alarm system we have it will be enough of a deterrent to a burglar but the truth of the matter is you're giving the burglar all the information needed to bypass that specific system. A better move would be to post a general warning sign that the home has an alarm. The most IMPORTANT measure to remember to take is that if you do have an alarm, make sure to use it at all times.

- Leaving a light on in your home all the time while away from home is no longer recommended. Use timers that turn lights on and off in different parts of the house at different intervals to give the appearance to anyone watching that there is someone home.



- We often tend to hide our valuables in our bedrooms however this is no longer recommended because this is usually the first place burglars look. Store expensive and/or rarely used valua-



bles in a safe-deposit box in creative places throughout the home. If at all possible avoid hiding everything in one place.

- Tall bushes and shrubs may be visually



appealing and add nice curb appeal to your home but they can also allow burglars to jimmy windows without being seen.

- The more activity burglars see, the less likely they are to target your house. While you're away, it's better to ask friends or neighbors to come by and check on your place and to gather your mail. If you can't do this, then stop the mail - don't let it pile up, as that is another sure sign no one is home.



- K. Suero

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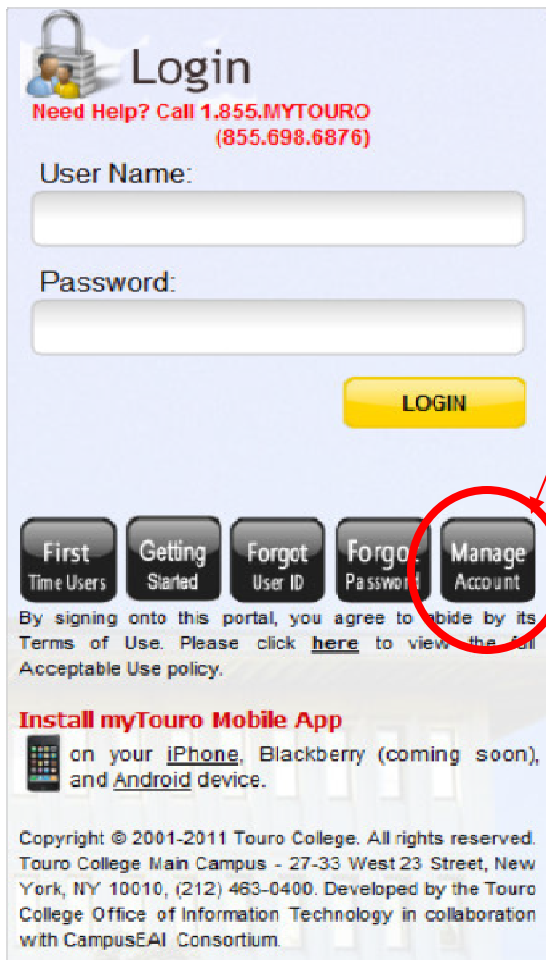
INFOSEC: Privacy Settings on Facebook — Time to review

In a previous EPICS edition, I wrote an article that walked you through the "Facebook" privacy settings available and explained how you should be setting these settings for yourself and your family. Today, is as good a time as any to remind you to revisit your settings to ensure that they are still set to what you had intended. You should be reviewing your settings several times throughout the year because changes/upgrades to the "Facebook" application by "Facebook"

could have taken place since I last wrote about these and it's always a good idea to revisit your settings whenever changes take place. And, some good news; if you are a Time Warner cable customer, you can go to the on demand free movies and view a video on "Facebook" privacy settings - check it out, it is very good! You can also send me an email at Patri-cia.ciuffo@touro.edu and I will help you with any specific questions you may have. - P. Ciuffo



INFOSEC: Passwords — Time to change them



This is a good time of year to sign on to your portal account and change your password. And, when you change your portal password you are also changing your windows network password as the two are connected.

To change your password, go to mytouro.touro.edu and select the "manage account" button on the sign in screen. "Manage account" will open the "myTouro Identity Account Management" page which, when you sign in with your existing user ID and password, will allow you to change your password, review and update your personal information, and change your security questions.

Remember our passwords are between 8 and 10 in length and have a number, lower and upper case characters, and special characters in them. A good way to create a password is to think of a sentence that has meaning to you and then take the first letter of each word in that sentence, adding numbers and punctuation to it. And, while you're at it, why not inventory and change all your other account passwords. As a general rule, you should change passwords regularly throughout the year. - P. Ciuffo

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EPICS FUN PAGE

Word Search Puzzle

H	A	V	E	F	U	N	C	L	I	C	K	M	B
R	R	Y	J	I	D	E	N	T	I	T	Y	E	K
R	P	Y	W	E	C	H	H	S	D	N	N	D	T
I	Q	T	N	E	G	E	A	R	Q	I	K	I	H
L	T	N	G	C	A	E	O	C	C	B	X	A	N
I	O	M	G	T	Y	W	N	C	K	X	N	M	Y
C	Y	B	E	R	S	P	A	C	E	I	Z	X	G
H	J	R	P	S	K	V	H	K	N	M	N	E	D
O	S	C	A	N	N	E	R	X	Q	V	E	G	S
D	C	P	H	I	S	H	I	N	G	I	X	Q	D

Find and Circle These Words:

TCAAlert, click, conned, creditreport, cyberspace, defensive, earthquake, eec, hacking, handhygiene, heater, hurricane, identity, link, media, nonperishable, password, phishing, pickpocket, portal, prevention, roadrage, scanner, software, vaccine

EXTRA FUN TO WIN A PRIZE

After finding each word in the above search word, send the word and the meaning of each word (e.g., “click” refers to information security awareness and not clicking on links in an email which could be a phish attack) to epics.news@touro.edu and if you are one of the first three to get the search word completed and send the appropriate context for each of the words found, we will award you with a \$10 Starbucks gift card. Only the first three winners who find all words and provide context for each word! We will use the email time as the timestamp to identify the winners. **Good Luck!**

Made with Super Word Search Maker 8 - <http://www.SuperCrosswordCreator.com>

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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	5227
Francisco	Castano	HR Administrator	Francisco.Castano@touro.edu	5707
Roberta	Jackson, SPHR-CA, GPHR	Director	Roberta.Jackson@touro.edu	5163
Kenneth	Johansen	Manager of Time & Attendance	Kenneth.Johansen2@touro.edu	5211
Barbara	LaRue, PHR, GBA	Benefit Manager	Barbara.LaRue@touro.edu	5755
Tanya	Vericain	Jr. HR Generalist	Tanya.Vericain@touro.edu	5314
Marilyn	Wice	Benefits Administrator	Marilyn.Wice@touro.edu	5485

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

Patricia Ciuffo, CISO
43 West 23rd Street
New York, NY 10010
Tel: (212) 463-0400 x 5383
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

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

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