



Touro College

Emergency Preparedness \* Information Security \* Campus Security  
**EPICS AWARENESS Quarterly**

# EXTRA! EXTRA!

Hot off the presses is this quarter's edition of the EPICS newsletter! The focus is on precautions to take while you are having fun in the sun and catching up on your emails using your Apple computer. 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! Enjoy the summer! The EPICS team.

## Volume 3, Issue 2

June, 2012

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## Emergency Preparedness (EMP) NEWS - S. Yehudah

We have been working diligently to get the EMP Portal Page up and running, and I am pleased to say we are off to a great start. There are several categories of documents you can download with information on fire safety, general health & safety, emergency weather, and community emergency management. We will shortly include a video library with videos on fire safety and building evacuation and fire safety plans for each Touro location. Please take the time to visit the EMP portal page and don't forget to send me feedback. See you in September!

## Information Security (INFOSEC) NEWS - P. Ciuffo

Information Security is continuing rollout of the online security awareness training program and rollout of network access control (NAC) to protect our endpoints—these initiatives will continue over the summer months. You should stay alert to any notices from me announcing when awareness training will be available for you and your group. For those having already completed training, please remember to put it to use in your daily routines. If you have any questions on either initiative, please feel free to drop me a note at Patricia.ciuffo@touro.edu.

## Campus Security (CAMPSEC) NEWS - L. Perez

On April 30<sup>th</sup> and May 1<sup>st</sup>, we initiated a pilot program that introduced the first training seminars on Recognition of Violence in the Workplace and Active Shooters. We opened up the training to staff and faculty and over 90 members of our staff and faculty attended the training. At the conclusion of the training seminars we launched a survey to determine whether the expansion of the training would be recommended and 98% of the attendees stated that the training was informative and that they would recommend that we move forward with the training. We have received very positive feedback as a result of the training and plan to host the training seminars again this year. We are also looking into offering the training online as recommended by some of the participants to reach more of our Touro community and our student populations. Please check out the Campus Security Portal Page for future training and announcements.

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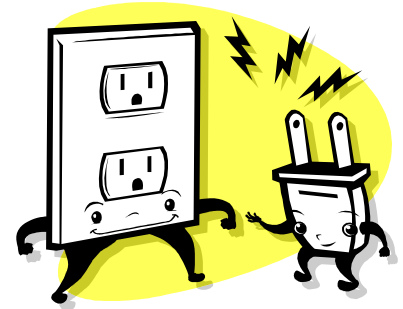
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# EMP: Summer Emergency Planning

Hot time, summer in the City! The season of fun outdoor activities is back. While we're enjoying ourselves, it is very important to remember that summer has its own set of emergencies that we need to be prepared for. Here are a few reminders about what to look out for to keep you and your family safe while having fun.

## Blackouts and Power Outages

As of this writing we have had about three days of hot weather and there have already been power outages all over the City. The biggest blackout in U.S. history occurred on August 14, 2003, leaving approximately 50 million people without power. Blackouts and power outages can happen anywhere, but if we take the time to do a few things in advance, our preparations can lessen the impact.



## EMP Top Ten List for Preparing Your Home for a Power Outage

10. Fill plastic containers with water, leaving about an inch of space inside each one for the frozen water to expand. Place the containers in the refrigerator or freezer. The chilled or frozen water will help keep food cold for several hours if the power goes out.
9. If you use medication that requires refrigeration, most can be kept in a closed refrigerator for several hours without a problem. If unsure, check with your physician or pharmacist.
8. Back up computer files and operating systems. Consider buying extra batteries and a power converter if you use a laptop.
7. Get a high quality surge protector for your electronic equipment.
6. If you use a cordless phone, plan for alternate communication during a blackout, and buy a standard telephone handset.
5. Find out where the manual release lever is located for your electric garage door opener.
4. Keep your car fuel tank at least half full because gas stations rely on electricity to power the pumps.
3. Keep extra cash at home; equipment such as automated teller machines (ATMs) may not work during a power outage.
2. Find out if you live in an area that has rolling blackouts. A rolling blackout occurs when a power company turns off electricity to selected areas to save power. The blackouts are typically for one hour, then the power is restored and another area is turned off. However, they can happen anytime day or night, and may affect the same area more than once a day.
1. Find out how to keep food safe during and after an emergency by visiting: [www.foodsafety.gov/keep/emergency](http://www.foodsafety.gov/keep/emergency).

- S. Yehudah

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## EMP: Power Consumption Tips

During periods of intense electrical usage, such as on hot, humid days, it is important to conserve electricity as much as possible to avoid brownouts and other electrical disruptions.

- Set your air conditioner thermostat to a 78-degree setting. A setting of 75 degrees uses 18 percent more electricity, and a setting of 72 degrees uses 39 percent more electricity.
- Only use an air conditioner when you are home. If you want to cool your room down before you arrive home, set a timer to have it switch on a half hour before you arrive.
- Turn off all non-essential appliances.
- Turn off lights in unoccupied rooms.
- Use appliances that have heavy electrical loads (such as dishwashers, washers, dryers) early in the morning or very late at night.

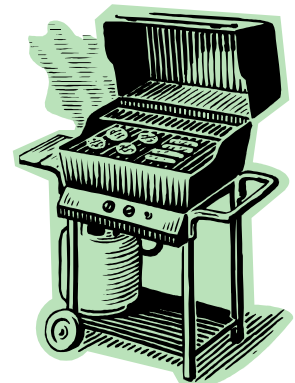


While diminishing your power usage may seem like an inconvenience, your cooperation will help to ensure that utility companies can continue to provide uninterrupted electrical service.

- S. Yehudah

## EMP: Barbecuing Safely

Fire safety is important every day; however during the summer keeping safe can be an even greater challenge. Every year barbecue grills on residential properties cause more than 1,500 structural fires and 4,200 outdoor fires. Many of these fires occurred when a propane grill was used for the first time after winter storage. Whether you like to use propane grills or prefer an old-fashioned charcoal enriched piece of meat we've got you covered with the fire safety tips below.



### Pre-season Check for Propane BBQ Grills

- Check the tubes that lead into the burner for any blockage from insects or food grease. Use a pipe cleaner or wire to clear any blockage and push it through to the main part of the burner.
- Visually inspect the propane hoses for cracking, brittleness, holes and leaks. A soap and water solution may be used to test for leaks. Never use a flame to check for gas leaks.
- Move propane hoses as far as possible from hot surfaces and dripping grease.
- Visually inspect the propane tank. If it has dents, gouges, bulges, corrosion, leakage or excessive rust **DO NOT USE THE GRILL!!!**
- Do not attempt to repair the propane tank valve or the appliance yourself. Have a qualified repair person make the repairs.
- Follow the maintenance instructions provided in the grill owner's manual.

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## EMP : Barbecuing Safely Con't

### Propane BBQ Grilling Operations

- Barbecue grills are designed for outdoor use only. Never barbecue in an enclosed area as carbon monoxide may accumulate and kill you.



- When the propane tank is connected, the grill must be kept outside in a well-ventilated space. When not in use, the propane tank valve must be turned to the OFF or CLOSED position.
- Position the grill in an open area at least 10 feet away from buildings, deck railings, and out from under eaves and overhanging branches.
- Use barbecue utensils with long handles to avoid burns and splatters.
- Wear short or tight fitting sleeves and use **flame retardant mitts**.
- Have a garden hose or bucket of sand available to extinguish any small grill flare-ups.
- ONCE LIT, NEVER LEAVE A GRILL UNATTENDED.
- Never store a propane tank indoors or below ground level.

### CHARCOAL GRILLING OPERATIONS

If you prefer food that has been grilled over charcoal, please remember charcoal grilling has its own hazards. Unless you want potentially burned food, hands or a burned home it is important to learn the basics of charcoal grilling before using a charcoal grill.



#### Lighting the Charcoal



- When using charcoal briquettes, form a stack in a pyramid shape in the middle of the grill.
- If the charcoal isn't the instant lighting type, spray a light coating of lighter fluid.
- Never use gasoline, kerosene or other highly volatile fluids as a starter. They can explode.
- Never add lighter fluid to coals that already hot or warm.
- Let the coals burn 30 to 45 minutes, or until they're coated with a white ash. This allows all the lighter fluid to burn off before you start cooking.

#### Cooking with Charcoal

- Do not touch the briquettes to check if they are hot.
- Do not add instant light briquettes once the fire has been lit. If you need to increase the heat, add regular briquettes.

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## EMP : Barbecuing Safely Con't

*Cooking with Charcoal Continued from page*

- Keep the vents on the grill open while cooking. Charcoal briquettes need oxygen to burn.
- To decrease the heat of your grill, carefully splash or spray a little water over the briquettes.
- Spray the grill with a light coating of cooking spray to keep food from sticking. Do not spray the cooking spray over the briquettes while they are burning.
- Position the grill in an open area at least 10 feet away from buildings, deck railings, and out from under eaves and overhanging branches.
- Use barbecue utensils with long handles to avoid burns and splatters.
- Wear short or tight fitting sleeves and use **flame retardant mitts**.
- Have a garden hose or bucket of sand available to extinguish any small grill flare-ups.
- **ONCE LIT, NEVER LEAVE A GRILL UNATTENDED.**



- S. Yehudah

## EMP: Extreme Hot Weather Safety

One of the biggest dangers to children in **hot weather** is **dehydration**. Thirst is not an accurate measure of how much a person actually needs to drink, and kids rarely know just how much fluid they actually need. Make sure kids are fully hydrated before they go outside. Have them drink a glass of water or other non-carbonated beverage one to two hours before going out, then another ten to fifteen minutes before they go out to play. In addition to dehydration, children who stay outside too long can suffer from heat exhaustion. To avoid these conditions, follow the **safety guidelines** below for hot weather play.



- **Don't let kids stay out too long.** Keep exposure to a minimum between 11AM and 3PM when the sun is at its peak.
- **Protect that delicate skin!** A child's skin is more sensitive than an adult, so even if you don't need sunblock, your child does.

Use a sunblock of SPF15 or higher and reapply often.

- **Dress children in light-colors.** Cotton is the most comfortable and will absorb sweat, keeping your child cool. Make sure it's loose fitting too.

**Extreme heat** is not easy on adults either.

- **Slow down.** Another train or bus will arrive shortly! Reduce, eliminate or reschedule strenuous activities until the coolest time of the day (before 11AM and after 3PM). Seniors and anyone with health problems should stay in the coolest available place, though not necessarily indoors.
- **Dress for summer.** Wear lightweight, light-colored clothing to reflect heat and sunlight.
- **Put less fuel on your inner fires.** Summer is a great time to start a diet, because you don't really want to eat certain

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## EMP: Extreme Hot Weather Safety Continued

- foods if it is too hot. Foods like meat increase metabolic heat production and also increase water loss. Try eating salads, both fruit and vegetable. You'll feel less bloated as the temperature rises.
- **Drink plenty of water or other non-alcohol or decaffeinated fluids.** Your body needs water to keep cool. Drink plenty of fluids even if you don't feel thirsty. Persons who have epilepsy or heart, kidney, or liver disease, are on fluid restrictive diets or have a problem with fluid retention should consult a physician before increasing their consumption of fluids. **Do not drink alcoholic beverages and limit caffeinated beverages during sweltering temperatures.**
- **During excess heat period, spend more time in air-conditioned places.** I don't think we have to tell anyone this tip twice.



Air conditioning in homes and other buildings markedly reduces danger from the heat. If you cannot afford an air conditioner, go to a library, store or other location with air conditioning for part of the day.

- **Don't get too much sun.** Your tan may look great once your skin peels, but the inside of your body is in turmoil trying to get rid of the trapped heat of sunburn. Sunburn reduces your body's ability to dissipate heat, which makes it difficult for you to sweat and cool off. To avoid burning, make sure to use a sunblock of SPF15 or higher.

- **For more hot weather safety tips, go to the Emergency Preparedness portal page at [www.myTouro.touro.edu](http://www.myTouro.touro.edu). Have a happy and healthy summer!**

- S. Yehudah

## EMP: New fro 2012 - Wireless Alerts for Extreme Weather Conditions

The 2011 Hurricane Season was filled with some of the worst hurricanes since 2008. Last April tornadoes swept across the central and southern United States with more than 300 tornadoes and claiming hundreds of lives. As a result, 2011 holds the record for the greatest number of multi-billion dollar weather disasters in the nation's history. In order to ensure that lives are being saved, the National Weather Service (NWS) has teamed up with FEMA to broadcast weather notifications by using a new system called the Commercial Mobile Alert System (CMAS).



CMAS is a part of FEMA's Integrated Public Alert Warning System (IPAWS). IPAWS is software that sends warnings or alerts to various communication devices: televisions, radio stations, internet, electronic signage, etc. It is a system that enables alerting authorities to contact a sizable region, whether large or small, with detailed information of any emergency. Even the President can use IPAWS to broadcast information of an emergency to the country.

The Commercial Mobile Alert System (CMAS) is designed to send alerts to cell phones and other commercial devices such as a computer tablet. Message alerts sent to wireless commercial devices are known as Wireless Emergency Alerts (WEA). CMAS will distribute three types of WEAs: Presidential, AMBER, and Imminent Threat. Presidential Alerts are issued by the President

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## EMP: New fro 2012 - Wireless Alerts for Extreme Weather Conditions

of the U.S. or his designee; Imminent Threat Alerts are issued for severe man-made or natural disasters where an imminent threat to life and/or property exists; and Amber Alerts are issued by law enforcement agencies to locate abducted children. There are several major cell carriers whose devices can receive WEAs, among them Sprint, Verizon and AT&T.

WEAs will not interrupt phone conversations and are offered free as a service to the carrier, but there may be data charges from your carrier. Customers have the option to remove WEAs from their cell phone; however, no one can opt out from receiving Presidential Alerts. For a complete list of carriers who are part of the system visit [www.ctia.org/wea](http://www.ctia.org/wea).



Starting June 2012, when Hurricane Season begins, NWS plans to transmit weather alerts to wireless devices in areas threatened with severe weather. This means that a person driving from one state into the danger zone will receive an alert, along with residents in the affected area. Information will include the nature of the emergency, the location of the affected area, timeframe of the alert, instructions on what to do and the originator of the message. The alert will have a specific ringtone and vibration that will notify the recipient that an alert has been received.

For additional information about Wireless Emergency Alerts, visit [www.fema.gov/emergency/ipaws](http://www.fema.gov/emergency/ipaws).

- D. Richardson

## CAMPSEC: Summer Travel

It is summer time again and we want to remind you of a few travel tips to help you plan your trip.

### *What should you take?*

Safety begins when you pack. To help avoid becoming a target, do not dress in a way that could mark you as an affluent tourist. Expensive-looking jewelry, for instance, can draw the wrong attention.

Always try to travel light. You can move more quickly and will be more likely to have a free hand. You will also be less tired and less likely to set your luggage down, leaving it unattended.

Carry the minimum number of valuables, and plan places to conceal them. Your passport, cash and credit cards are most secure when locked in a safe (hotel). When you have to carry them on your person, you may wish to put them each in a different place rather than all in one wallet or pouch. Avoid handbags, fanny packs and outside pockets that are easy targets for thieves. Inside pockets and a sturdy shoulder bag with the strap worn as close to you is safer. One of the safest places to carry valuables is in a pouch or money belt worn under your clothing.



If you wear glasses, pack an extra pair. Any medicines you need pack them in your carry-on luggage. To avoid problems when passing through customs/security, keep medicines in their original, labeled containers. Bring copies of your prescriptions and the generic names for the drugs. If a medication is unusual or contains narcotics, carry a letter from your doctor attesting to your need to take the

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## CAMPSEC: Summer Travel Con't

drug. If you have any doubt about the legality of carrying a certain drug into a country, consult the embassy or consulate of that country before you travel. Bring travelers' checks and one or two major credit cards instead of cash.

### ***What to Leave Behind***

Don't bring anything you would hate to lose.

- Valuable or expensive-looking jewelry
- Irreplaceable family objects
- All unnecessary credit cards
- Your Social Security card, library card, and similar items you may routinely carry in your wallet.



Leave a copy of your itinerary with family or friends at home in case they need to contact you in an emergency.

Make two photocopies of your passport identification page, airline tickets, driver's license and the credit cards that you plan to bring with you. Leave one photocopy of this data with family or friends at home; pack the other in a place separate from where you carry the originals.

Leave a copy of the serial numbers of your travelers' checks with a friend or relative at home. Carry your copy with you in a separate place and, as you cash the checks, cross them off the list.

### ***What to Learn About Before You Go – Local Laws and Customs***

When you leave the United States, you are subject to the laws of the country you are visiting. Therefore, before you go, learn as much as you can about the local laws and customs of the places you plan to visit ([www.travel.state.gov](http://www.travel.state.gov)). Good resources are your library, your travel agent, and the embassies, consulates or tourist bureaus of the countries you will visit. In addition, keep track of what is being reported in the media about recent developments in those countries.

### ***Before you leave arrange the following:***

As much as possible, plan to stay in larger hotels that have security. Safety experts recommend booking a room from the second to seventh floors above ground level - high enough to deter easy entry from outside, but low enough for fire equipment to reach.

When there is a choice of airport or airline, research their safety records.



### ***Register your travel***

It is a good idea to sign up for the Smart Traveler Enrollment Program --think of it as checking in-- so that you may be contacted if need be, whether because of a family emergency in the U.S., or because of a crisis in the area in which you are traveling. It is a free service provided by the State Department, and is easily accomplished online at <https://travelregistration.state.gov>. (In accordance with the Privacy Act, the Department of State may not release information on your welfare or whereabouts to inquirers without your express written authorization.)

### ***Medical and or Other Insurance***

Find out if your personal property insurance covers you for loss or theft abroad. Also, check on whether your health insurance covers you abroad. Medicare and

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# CAMPSEC: Summer Travel Con't

Medicaid do not provide payment for medical care outside the United States. Even if your health insurance will reimburse you for medical care that you pay for abroad, health insurance usually does not pay for medical evacuation from a remote area or from a country where medical facilities are inadequate. Consider purchasing a policy designed for travelers, and covering short-term health and emergency assistance, as well as medical evacuation in the event of an accident or serious illness.

## Safety on the Street

Use the same common sense traveling overseas that you would at home. Be especially cautious in (or avoid) areas where you may be more easily victimized. These include crowded subways, train stations, elevators, tourist sites, market places, festivals and crime-ridden neighborhoods.

- Don't use short cuts, narrow alleys or poorly lit streets.
- Try not to travel alone at night.
- Avoid public demonstrations and other civil disturbances.
- Keep a low profile and avoid loud conversations or arguments.
- Do not discuss travel plans or other personal matters with strangers.
- Avoid scam artists by being wary of strangers who approach you and offer to be your guide or sell you something at bargain prices.
- Beware of pickpockets. They often have an accomplice who will:
  - distract you by creating a disturbance,
  - point to something spilled on your clothing,
- If you get lost always try to ask for directions only from individuals in authority.
- Learn how to contact police or medical help.
- Make a note of emergency telephone numbers you may need: police, fire, your hotel, and the nearest U.S. embassy or consulate.
- If you are confronted, don't fight back -- give up your valuables.



## Safety in Your Hotel

- Do not leave money and other valuables in your hotel room while you are out. Use the hotel safe.
- If you are alone, do not get on an elevator if there is a suspicious-looking person inside.
- Read the fire safety instructions in your hotel room. Know how to report a fire, and be sure you know where the nearest fire exits and alternate exits are located. (Count the doors between your room and the nearest exit; this could be a lifesaver if you have to crawl through a smoke-filled corridor.)

## Safety on Public Transportation

### Taxis

Only take taxis clearly identified with official markings. Beware of unmarked cabs.

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# CAMPSEC: Summer Travel Con't

## Trains

Well-organized, systematic robbery of passengers on trains along popular tourist routes is a problem. It is more common at night and especially on overnight trains.



If you see your way being blocked by a stranger and another person is very close to you from behind, move away. This can happen in the corridor of the train or on the platform or station.

Do not be afraid to alert authorities if you feel threatened in any way.

## Buses

The same type of criminal activity found on trains can be found on public buses on popular tourist routes.



## **Safety When You Drive**

When you rent a car, choose a type that is commonly available locally. Where possible, ask that markings that identify it as a rental car be removed. Make certain it is in good repair. If available, choose a car with universal door locks and power windows, features that give the driver better control of access. An air conditioner, when available, is also a safety feature, allowing you to drive with windows closed. Thieves can and do snatch purses through open windows of moving cars.

- Keep car doors locked at all times. Wear seat belts.
- Avoid driving at night as much as possible.
- Don't leave valuables in the car. If you must carry things with you, keep them out of sight locked in the trunk, and then take them with you when you leave the car.
- Don't park your car on the street overnight. If the hotel or municipality does not have a parking garage or other secure area, select a well-lit area.



# CAMPSEC: Bicycle Safety in NYC and beyond

More and more Bicycle Lanes are appearing on our streets. Many students and staff use Bicycles as their preferred mode of transportation. There fore it is important that we learn how to share the roads. Here are just a few tips on how to stay safe while riding your bicycle:

- Before you leave your home it is just as important to check your bicycle as it is your car. Check the seat, the pressure of the tires, and your brakes. In NYC you are required to have headlights when riding your bike at night. It is advisable to have a horn and a rear view mirror on your handlebar. It is important to check with your local laws on the rules regarding the use of helmets.
- Obey traffic signals and signs.
- Never ride against traffic.
- Never pass on the right.
- Always try to keep both hands ready to brake. Especially during inclement weather.
- Don't ride your bike while talking on your cell or with head phones.



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## CAMPSEC: Bicycle Safety in NYC and beyond

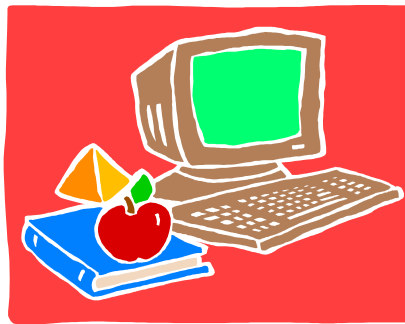
- Use hand signals.
- Always make eye contact with the drivers.
- Look out for road hazards
- Stop at every red light and stop sign
- Dress appropriately for Bike riding.
- Watch out for Pedestrians at all times
- Remember the law requires that bicycle crashes that involve death or serious injury especially in NYS must be reported to the DMV within 10 days of the incident. You must file report #MV-104C
- Remember that you can be held accountable for not obeying the law. Parents may be held accountable for their children not wearing a helmet.

The Campus Security Department wishes you a safe and wonderful summer. We look forward to your safe return in the Fall of 2013.

## InfoSec: MAC in the Wild, Wild West!

Is MacBook the most secure computer? Well, maybe, if you enable its security features which are not enabled by default. I do not go into detail on how to enable these options but one Google search on enabling these features will bring you to the directions that you can easily follow to enable and setup the features I am about to explain.

First let's talk about "logging into your MacBook". Since windows XP, most Windows users had to actually setup a username and password and then use it on every login. The MacBooks of course do the same to allow you to go right in this is like removing the I recommend you change preferences and disabling the set a strong password. the password each time the system turns on from sleep-turned off.



Then, get used to entering screen saver engages or the login or from being completely

Next option on the list is the File Vault encryption. If your MacBook was stolen and you set the password request option for login, are you safe? Well no, most computer thieves will simply pull out the hard drive from the MacBook and read the contents of the hard drive with another computer. So what are you to do in the event your laptop is stolen with all of your personal data? Enable the built in File Vault tool. The file vault tool encrypts and decrypts files on your hard drive automatically as you create and use them, all with a password that you setup. Now, if someone removes your hard drive and tries to read the files on it the files will be unreadable and useless to them. Turn on your Macbook has a

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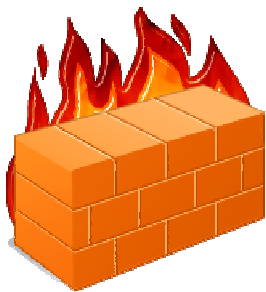


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# InfoSec: MAC in the Wild, Wild West! Continued



built in Firewall! Yes your Macbook has a firewall built in but it is disabled by default. Turn it on—it is worth it! The firewall will block nasty things like worms that traverse networks and try to exploit known vulnerabilities in your Macbook. About a month ago, 750,000 Macbooks were infected with an exploit that infected Macbooks just when the user just opened up a webpage. Macbook has released a patch but having a firewall enabled may have helped in stopping such an exploit.

Though I do also recommend that you apply all patches and security updates with Apples software updater, this is turned on by default so I don't delve into it.

Lastly, you should be aware that there is "Low Jack" available for your MacBook. I am sure if you are an "I-phone" user you are aware of the application "Find my I-phone". The application leverages Apple's "Mobile me" to find your I-phone by using it's built in GPS. For a yearly subscription

you can check out Absolute software's "LoJack" for laptops. Definitely something to look into as Macbooks become more and more popular. And with the hefty price tag you can bet we will start to hear more about stolen Macbooks.

Antivirus for your laptop is a must! Yes MacBooks can get a virus, so, I suggest that you get anti-virus software. I personally use Kaspersky on my Macbook, as well as, all of my windows workstations. It isn't cheap but getting a virus can be so much more expensive as anyone who has gotten one can attest to.

Well with that I leave you with one more tidbit: "think before you print, and always remember that WWW does not stand for the World Wide Web, it stands for the Wild, Wild West! Because that's what the internet is!"



By:  
Matthew Perna, Touro  
LAW Center Director of  
Information Technology



# InfoSec: Social Media News Alert

News alert! The popular social media website "LinkedIn" recently had many of its user passwords compromised and publically posted....now is a good time to go out to all your social media sites and change your password. Remember to create a strong password and to regularly change it! Also remember that if you receive an email with a link in it coming from a social media site like "Facebook" or "LinkedIn", you should not automatically click on these links, use caution as these links may contain malicious code. Stay safe online!

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# InfoSec: GMAIL Security Options

Google provides several account security options that could be used to add additional layers of protection to your Gmail account. This article describes three of these options, and, I strongly encourage you to go to Gmail and review all options that are available to you for use by searching for "Google security checklist" or by going to: ["http://support.google.com/mail/bin/static.py?hl=en&page=checklist.cs&tab=29488"](http://support.google.com/mail/bin/static.py?hl=en&page=checklist.cs&tab=29488).

The first option I highlight is the two step verification option. Two step verification as the name suggests adds an extra layer of security to your Gmail email account by requiring you to sign in with something you know (your password) and something you physically have (your phone). How does it work? When you sign in to your GMAIL account, you input your password and Google sends a text message to your phone that contains a verification code. You take the verification code and enter it online to sign into your account. To turn on two step verification, you would sign in to your account, select "accounts—security - two step verification" and follow the instructions on the screen.

Once complete, whenever you sign on to your Gmail account you will be sent a verification code to your phone which you then input as requested online and you are given access. If someone wants to use your account they cannot without physically having your telephone; thus what you know (password) and what you have (phone) make up the two step verification. A key step in setting this option up is to select the

"Forget all other trusted computers" to ensure that only you have signed in to your account.

The second Google security related option you should pay attention to is more of a monitoring tool rather than an option; it is the "last account activity". The last account activity is available at the bottom of your account and allows you to view the time, date, Internet Protocol (IP) address and the associated location of recent access to your account. The IP address gives you the internet location where your



Gmail account was physically signed on from. This feature is important when you are interested in monitoring for concurrent sign ins as in "is someone else using my account" - and "have I been hacked?"

The last option, "Authorize applications", enables you to authorize applications like your Android mobile phone and your Blackberry mobile phone to your Gmail account so you can specify which specific applications should be allowed to connect and use your Gmail account. This will also allow you to view whether there are applications that should not be authorized to your account. And as a reminder, I need to mention that you should change your password regularly and make sure that the password used is a strong one so that it is not easily guessed. Remember to stay safe online and know what options are available to you with the tools that you do use.

Stay safe online!

- Patricia Ciuffo

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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](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  
(530) 265-7000  
Web Page: [www.mynevadacounty.com](http://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](http://www.miamidade.gov)  
Email: [oec@miamidade.gov](mailto:oec@miamidade.gov)

**FYI**

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**FYI**

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