



Touro College

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

EXTRA EXTRA

It's the **Holiday** Issue of **EP*I*CS!** We have lots for you to peruse on personal and cyber safety that we hope you find useful and informative. Let us know how helpful you found this issue by emailing epics.news@touro.edu.

WISHING ALL HAPPY AND SAFE HOLIDAYS !

- the **EP*I*CS** Team

Volume 1, Issue 2

December 1, 2009

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In the News : Campus Security

L. Perez

This quarter we introduced several student programs. The first program introduced is the "Crime Prevention Lectures". NYPD, in conjunction with Campus Security, held seven Crime Prevention Lectures in Manhattan and Queens. We will be working on future seminars at one location in each borough. Please log onto our website for listing of future events.

The second program initiated was the Crime Prevention Surveys. NYPD has conducted two Crime Prevention Surveys at two of our sites. The information gathered in these Surveys will help us enhance the security needs at our sites.

In September, 2009, Krystal Suero joined us as our new Assistant Manager of Campus Security. Krystal is a graduate of The College of New Rochelle and has served ten years as a Coordinating Manager for Hospital Police Services under HHC.

We also launched our new website. You can access our website by logging onto www1.touro.edu/csd/ . Once you access the website you can view any upcoming security events and access the most current crime statistics as required by the Clery Act. You can also contact us and provide us with your comments and concerns via email at security@touro.edu .

In the News: Information Security

P. Ciuffo

Thanks to the hard work of the IT teams (specifically, all OIT help desk personnel and Academic Computing IT teams at all of the NY sites), virus protection software has been changed at all NY locations and Campuses. The new program is Kaspersky; make sure that your workstations and laptops have been updated with this software to protect you from software viruses. If you have not been upgraded, please contact your local IT team for the update.

In the News : Emergency Preparedness

S. Yehudah

Swine Flu Update - 311 is now New York's Flu Line

As part of its continuing efforts to prepare for the peak of influenza season, New York City health officials have launched the NYC Flu line. By dialing 311, callers with symptoms of influenza can speak to a registered nurse. The nurse will not make diagnoses or prescribe treatments, but will provide information and advice on whether to go and see a doctor or stay home. The objective is to alleviate long lines in hospital emergency rooms and doctor's offices.

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



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Emergency Preparedness: National Hand Hygiene Month

I kid you not, folks. December is National Hand Hygiene Month and given our current pandemic status it's a very good idea to review hand hygiene with your family. Lucky for us we can't see the germs or we would never stop washing our hands. Many germs are spread simply by hand contact. Wash your hands regularly with soap and warm water and you are more likely to stay healthy.

When washing hands with soap and water:

Wet your hands with warm water and apply soap.

Rub hands together to make a lather and scrub all surfaces.

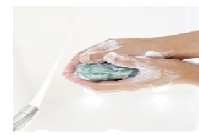
Continue rubbing hands for 20 seconds. Need a timer? Imagine singing "Happy Birthday" twice through to a friend!

Rinse hands well under warm, running water

Dry your hands using a paper towel or air-dryer. **Use your paper towel to turn off the faucet**

Remember: If soap and water are not available, use alcohol-based gel to clean hands.

- S. Yehudah



EMERGENCY PREPAREDNESS: STAY ON THE SAFE SIDE THIS HOLIDAY SEASON

The holidays are a time of traditional cooking and candle rituals. We want to make everything bright, colorful and fun for our family and friends during the holiday season. It is also important to remember to keep everything safe and secure while we're enjoying ourselves. Take a look at the tips below to help ensure that this holiday season is one that only brings back good memories for you and your family.

Emergency Preparedness **Top Ten** List for a Safe Holiday Season:

- #10 - **Decorate with a safe eye:** Cords should not be run under carpets or tacked up with metal nails or staples. Small decorations can be choking hazards so keep them out of the reach of toddlers.
- #9 - **Know your lights and cords:** Although it's tempting to chain together electronics, you should never overload extension cords by plugging in lights, toys and appliances that draw a total of more watts than the rating of the cord. Use a surge-protected box designed for multiple plugs instead.
- #8 - **Give wrapping paper a second life:** If you're lucky enough to have a fireplace, you might be tempted to do a fast clean up by throwing the paper into the fire. Wrapping paper can cause an intense flash fire when it ignites, causing sudden extreme heat and dangerous conditions. Burning or smoldering pieces are also more likely to break off and go up the chimney while still lit. Instead, recycle the paper and see what's salvageable for another use. **GOOO GREEN!!!**
- #7 - **Limit plug-in toys to the big kids:** It's not safe to give a small child a toy or product that needs to be plugged into an electrical outlet due to possible burns or electric shock.
- #6 - **Sleep safe by installing carbon monoxide alarms:** The holidays bring with them winter storms, and winter storms bring power outages. Many of you may have portable generators. They should never be set up indoors, in a garage or in a basement. They should be outside, well away from windows and doors and in a well-ventilated area. Be sure that a carbon monoxide alarm is installed outside all sleeping areas in your home. Check them twice a year when you change the clocks.
- #5 - **Plan your fire escape route:** Use the holidays as a good time to plan and practice a fire escape plan with your loved ones. Identify at least two exits from every room in the house, and have a safe meeting place away from your home.



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EMERGENCY PREPAREDNESS: STAY ON THE SAFE SIDE THIS HOLIDAY SEASON Continued

#4 - Party by Candlelight: Many holiday customs involve lighting candles. However, without safety precautions, these customary religious observances may increase the risk for fires and fire-related injuries. When burning candles:



Use sturdy candleholders, with flame-protective non-combustible (glass or metal) shades or globes or in a metal pan or tray with water covering the bottom of the pan

Place candles at least four feet away from curtains, draperies, blinds, kitchen cabinets and bedding

Place candles out of reach of small children and pets

Never leave burning candles unattended

Secure hair and clothing, such as sleeves or aprons, from the flame when handling candles

Keep candles, matches and lighters, including lit memorial containers and Chanukah menorahs, out of reach of children



#3 - Check your lights, check them twice: Inspect all of your electric lights and decorations for damage or wear. Cracked sockets, frayed or bare wires and loose connections may pose a fire or shock hazard.

#2 - Steer your tree clear: Your tree should be positioned at least three feet away from fireplaces, radiators and other heat sources. It should also not block any doorways or exits.

And the #1 EMP Safe Holiday Tip is...

Water, water, water your live tree: Dry trees pose a fire risk. Make a fresh cut on the base before putting your tree into a sturdy stand and water it frequently. The most important factor in tree safety and fire prevention is freshness, so keep that tree watered.



trees pose a fire risk. Make a fresh cut on the base before putting your tree into a sturdy stand and water it frequently. The most important factor in tree safety and fire prevention is freshness, so keep that tree watered.

- S. Yehudah

Emergency Preparedness: SAVE A LIFE, SAVE A WORLD

Remember our last issue when I talked about saving a life is like saving a world? Well, many of you responded to that call and took the first steps toward saving someone's world. Touro's pilot CPR Training Program at the Main Campus was a complete success. We have 60 responders from almost every department, both administrative and academic areas, and many of us got to know



NO ONE IS TOO SMALL TO HELP

someone, we may have previously seen only in passing, a little better. I would like to thank all of



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Emergency Preparedness: SAVE A LIFE, SAVE A WORLD continued

our CPR responders for taking time out of their very busy day and sitting through a three hour course, having patience with me in shuffling schedules, and promoting the program by word of mouth. You did a great job and **CONGRATUALIONS** on being Touro's **FIRST CERTIFIED CPR CLASS**. Special thanks to Scott Harding and Lee Navarro our CPR instructors. We look forward to them working with us in the future. And, a very special thanks to Aaron Perl for finding such great instructors.

The names of all responders are listed below. Take a moment to congratulate someone you know on the list. **Way to go Class of 2009.**

Check out some photos of the class on the Security website at www1.touro.edu/csd.

List of CPR Responders

- | | | |
|----------------------------|---------------------|----------------------|
| Michael Aiello | Myriam Elefant | Kevin D. Johnson |
| Lisa Alonso | Pinchus Friedenberg | Sharon Kahn |
| Alexis Baron | Elizabeth Gebert | Malkie Katz |
| Carol Bearse | Ramona Guthrie | Yevgenny Komm |
| Rachel Bernstein | Nadja Graf | Kate Kramer |
| Jacob Bouganim | Rebecca Greene | Mendy Kupfer |
| Deborah Brody | Miriam Gutherc | Mariella Laccona |
| Pascale Caddous-Elghanayan | Simon Harley | Liliane Lampert |
| Steven Camacho | Stacey Harris | Yael Lesser |
| Nitzan Cohen | Katie Herbst | Lina Lewis |
| Myrna Colon | Wanda Hernandez | Vanessa Linnen |
| Vincenza Colon | Jhasmine Holihan | Charles Mason |
| Yvette Colon | Esther Ingber | Perri M. Tilonsky |
| Walter Cotte | Pamela Jacobs | Rosalind October-Edu |
| Margarita Ortega | Amanda Rivera | Emanuel Sanchez |
| Steven R. Peters | Lori A. Roberts | Mark Shor |
| Ben Plaza | Lillie Rodgers | Dawn Stadler |
| Leiba Rimler | Christopher Safos | Ira Tyszler |
| Tracy White | Dana Wruble | Shoshana Yehudah |
| Simmons Joseph | | |

We hope to expand this program to other sites, so be sure to check your Touro email account for next group updates on the of classes.



- S. Yehudah



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Campus Security: Holiday Safety Tips

The holiday season will soon be upon us, meaning that most people will be preoccupied with the details of holiday planning and shopping. Unfortunately, this also means that the safety precautions that we would normally take tend to get forgotten as the excitement of the season causes us to let our guard down. Please be mindful of the following tips concerning travel, shopping, decorations, lighting, scams, etc. to ensure that this holiday season will not only be memorable and joyful but most importantly safe for you and your family.

Tips When Traveling



- Check the road conditions and the local weather report for the destination to which you are traveling to and from.
- Depending on where your holiday travels are taking you, you may encounter snow and/or blizzard-like conditions along the way so you may want to pack an "emergency snow kit". This kit should include a snow scraper and brush, an LED flashlight, blankets, booster cables, a shovel, cat litter or sand in case you get stuck in ice or snow, flares, and a first aid kit.
- Make sure to have your car "winterized" by a certified mechanic.
- Remember to always use your seat belts.
- Remember to take along your cell phone & car charger.
- If you are flying to your destination make sure to check with your local airport and/or air line carrier for any changes to your itinerary.
- Allow yourself ample time to reach your destination. Remember that the heaviest holiday travel occurs during the days immediately before and after Thanksgiving, Christmas, & New Year's Day.
- Do **NOT** Drink and Drive. If you feel you or a loved one has had too much to drink call a cab or stay at a friend's or relative's house.

- L. Perez/K. Suero

Tips when shopping

- Whenever possible shop during the **day** time. If you have to shop at night, go with a friend or family member.
- Dress comfortably and casually.
- **Plan** your purchases ahead of time and carry only the amount of cash or number of credit cards necessary to the make the purchases.
- If possible, do **not** carry a purse or wallet.
- Pay for purchases with a **check** or credit card when possible.
- **Avoid** carrying large amounts of cash. If you must carry a large sum of cash, divide it between your purse, pockets, and wallet.
- Stay **alert** to your surroundings at all times. Criminals often target people who are distracted.
- **Avoid** overloading yourself with packages. It is important to have clear visibility and freedom of motion to avoid mishaps.
- **Beware** of strangers. Con artists use the holiday season to try various methods of distracting you with the intention of taking your money or belongings.
- **Avoid** illegal vendors selling goods on the street. Only buy from licensed vendors and/or reputable stores.



- L. Perez/K. Suero



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Information Security: Tips for Safety during Holidays

As with physical security, Information Security tends to require more attention during the holiday season because the safety precautions that we generally practice tend to be forgotten as we anticipate news from loved ones during the joy of the season. We also tend to be more communicative during the holiday season and this includes with emails. Unfortunately the scam artists are aware of our longings to hear from that distant relative or friend and they try to "play" on our "heart strings". So, now is a good time to remind you to be cautious using technology. Some reminders:

- **Never** open an attachment from an unknown source. Attachments are dangerous; they may contain viruses or malware that can damage your computer.
- **Never** respond to unsolicited email messages, or other harassing or offensive mail. When you respond, you only confirm that you are a person with an active e-mail address who can be targeted with constant unwanted e-mail solicitations.
- **Remember** that you should never share your password. Touro email administrators will not ask for your passwords. Do not be faked into scams that ask for your email- they are always out to create problems for you.
- **Always** remember to sign out when you are finished with using an application such as email. If you are using the computer lab for example, close the browser you were using when you are ready to end your session.
- **Use common sense** when you're on the Internet and be skeptical. **Never** share personal or confidential information if you are uncertain of the recipient's identity or if you are uncertain that the recipient needs the information in question. Even when you are certain with whom you are dealing, **never** share sensitive or confidential information in an email.
- **Remember**, when you get up from your desk, **do the two step**: Windows key and "L" key to lock your workstation.
- **Remember**, **do not** leave sensitive documents unattended in open spaces.
- **Remember**, **encrypt** portable media (e.g., laptops and flash drives).
- **Remember**, a strong password is one that is made up of a phrase like: "The EPICS team wishes you a happy safe holiday season!": **TEtwyahshs!**



- P. Ciuffo

Information Security: Privacy Policies: Not Just Cookie Cutter

One of the biggest concerns among visitors to Web sites is how their personal information is going to be used. This isn't a new development; back in March of 2000, BusinessWeek did a cover story on Internet privacy, including a survey showing that the vast majority of users were either very or somewhat concerned about how their information would be used.

Unfortunately, while the number of businesses with Web sites has continued to expand, as has the sites' sophistication, the level of disclosure of data practices has not significantly improved. True, most Web sites (especially business ones) have posted "privacy policies," but too many simply copy language they've found on other Web sites. The problem? The borrowed language *may* describe the practices of the other site, but may *not* be correct when it comes to the new site using the policy, and when it comes to privacy policies, inaccuracy can be expensive.

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Information Security: Spotlight on Cyber bullying

Social Networking



Cyber ~~bullying~~

Social networking is the term used to describe the activity of meeting and interacting with people in a virtual environment (online or on the Internet). There are many social networking sites to choose from such as: "MySpace.com", "Facebook.com", "Classmates.com", and "Twitter.com", "Xanga.com", "Friendster.com", and many, many, many others. These online sites are good places to meet new people, look up old classmates, do some professional networking, and for general socializing. However, while these sites can increase the number of people on your contact lists or in your circle of friends, they can also increase your exposure to people with unfriendly intentions. When social networking activities turn into "cyber bullying" they can wreak havoc on your sense of peace and personal safety.

"Cyber bullying" is the term used to describe when "the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person" (defined by the National Crime Prevention Council). If you do a simple Google search, you will find that teens are one of the largest groups of individuals that are exposed to "cyber bullying" and the National Crime Prevention Council suggests that more than half of American teens are exposed to "cyber bullying" in one form or another.

Symptoms of cyber bullying can be the indicators of real or potential identity theft, workplace harassment, domestic violence and more. You may see symptoms or be approached to help your children, your students or your co-workers concerned about emails or text messages that make them feel scared or uncomfortable. The importance of being aware and knowing how to stay safe while social networking simply cannot be overstated. Thus, in addition to the Human Resources and Security Departments, we direct you to some online resources that you can go to for more information:

- National Crime Prevention Council (www.ncpc.org/topics/cyberbullying) is a crime prevention agency that provides education and awareness on crime prevention.
- GetNetWise (www.getnetwise.org) is a public service brought to you by Internet industry corporations and public interest organizations to help ensure that Internet users have safe, constructive, and educational online experiences.
- FEMA for Kids (www.fema.gov/kids/on_safety.htm) is a site with six basic rules that kids should always follow while online.
- OnGuard Online (www.onguardonline.gov/topics/social-networking-sites.aspx) is a family oriented site with specific tips on safety while using the Internet for social networking, and, in general, was created to provide information to help fight online fraud, while protecting your personal information as you surf. These sites reference other sites, there is a lot of information that is there for you to use. Go get it and use it!

REMEMBER - while using technology to socialize or network:

- **Always** check the site's **Terms of Use** and **Privacy Policies** to learn how each site uses the information you will post. Remember that if you sign up for access to a social site you will be required to abide by the site's "terms of use"; this means that a reputable site will provide recourse tools if you are in a situation that requires it.
- If you suspect cyber bullying, contact the site - they can help.
- **Be careful what you post** and how much of it you post, be selective with what you share when you don't really know who you are sharing it with; remember that once you put it out there you can't take it back, this includes photos; funny today may not be funny tomorrow when you are job searching or starting a new relationship; think before you post!



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Information Security: Spotlight on Cyberbullying

Social Networking



Cyberbullying

- **Never post** your social security number, bank account, credit card or debit card information. Since so many identity protection systems rely on facts only you would know, be careful **not to post a "complete picture"**.
 - **Never post** information about your parents or children. Monitor information posted about children by their schools and let your children know (often) that you're concerned about what they post themselves.
- Patricia Ciuffo, CISO
- Julia Perhac, Director of Information Technology, Touro University California

Information Security: Privacy Policies: Not Just Cookie Cutter Continued

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Keep in mind that a privacy policy is a **disclosure** document, whose purpose is to inform (and therefore protect) consumers. When it comes to consumer protection, the FTC and state attorneys general have jurisdiction, and even absent any other applicable laws about privacy (such as the Children's Online Privacy Protection Act or COPPA, which will be discussed in an upcoming blog), the enforcers can and do sue and fine sites whose privacy policies are well-meaning but wrong. (The FTC publicizes its enforcement and its penalties, adding to the embarrassment for some major companies, ftc.gov/privacy/privacyinitiatives/promises_enf.html.)

(I teach a number of courses at Touro Law Center dealing with privacy, and students learn both about the law and how to create policies for their future clients.)

- Prof. Jonathan I. Ezor

Assistant Professor of Law and Technology, Touro College Jacob D. Fuchsberg Law Center
Director, Touro Institute for Business, Law and Technology

Information Security : Policy Reminder

Remember that you should report any information security incident as quickly as possible with as much information as possible; be specific, and use the incident report form as your guide. Contact your local campus IT professional for information on how to do so. In NY use the TOURO EMERGENCY HOTLINE 24 HOURS A DAY 7 DAYS A WEEK AT **1-88-TOURO911**.

A suspected computer breach or security incident represents the attempted or successful unauthorized access, use, modification, or destruction of information systems or data. If unauthorized access occurs, computer systems could potentially fail, and restricted and/or confidential information could be compromised; thus, it is Touro's policy that all suspicious activity must be reported.

-P. Ciuffo

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



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Information Security: Phone Scams

For several years many rumors have been circulating, mostly via e-mail that a nationwide directory of cell phone numbers will be made public and available to telemarketers. It states that you will begin to receive telemarketing calls on your cell phone and those calls will use airtime and cost you money.

While in most cases this does not appear to be a scam, there is no truth to this rumor. Cell phone numbers are not being released to telemarketers, and you will not be getting telemarketing calls on your cell phone.

There are many theories as to why this rumor was started; I would say it was because someone or a group of people panicked. The Cell Phone Providers were entertaining the idea of creating a 411 directory assistance phone numbers. Because they realized more popular cell phones were already than land lines, they anticipated the need for a wireless SCAM directory service.



FCC rules Robo-Dialers, and prere-permission. to call cell

prohibit the use of auto dialers (also known as commonly used during election time by politicians) corded messages to call cell phones without your Because it's illegal, telemarketers are not allowed phones.

The e-mail spreading the rumor often suggests that consumers should register their cell phone numbers on the National Do-Not-Call Registry by going on-line at www.donotcall.gov or by calling 1-888-382-1222. While this is the correct contact information for the National Do-Not-Call Registry, it is not necessary to register your cell phone number. You may choose to register your cell phone number as a precautionary measure against unwanted telemarketing calls, although most telemarketing calls to cell phones would be illegal regardless of whether the number is listed on the Do-Not-Call Registry.

For more information regarding the government's Do-Not-Call Registry, you may visit the FCC's website at www.donotcall.gov.

If you receive an unwanted telemarketing call that you think violates the do-not-call rules, you may file a complaint with the FCC, either by using an on-line complaint form found at esupport.fcc.gov/complaints.htm. Alternately, you may also file your complaint with the FCC's Consumer Center by e-mailing fccinfo@fcc.gov or by calling 1-888-CALL-FCC. There is no charge for filing a complaint. For additional information you may email me at mendy.kupfer@touro.edu.

- M. Kupfer, Telecommunications Manager for Office of Information Technoogy (Main Campus)

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