



Touro College

Emergency Preparedness * Information Security * Campus Security

EPICS AWARENESS Quarterly

EXTRA! EXTRA!

This past quarter has been a difficult time for faculty, students and staff on the East coast due to the devastating results of hurricane Sandy. Our hearts go out to Touro College faculty, staff and students who suffered serious damage to their homes from hurricane Sandy and are now struggling to get their lives back on track.

In an effort to ease the recovery process, the leadership of Touro College has created a designated fund that will directly benefit victims of the storm—see page 6 for more information on how to support the victims.

In this quarters edition of EPICS we tried to bring you information useful to the season and the events associated with hurricane Sandy. So, grab a cup of coffee and find a quite space to read all about the importance of communication during a crisis and beyond from Emergency Preparedness. And, because this time of year is a fun time of year, we want to make sure that the fun stays with you by keeping you safe with tips from Campus Security on staying safe during the holiday season and bring you a contest reminder and tips on what to do if your identity is stolen from Information Security.

We wish you a happy holiday season!

- The EPICS team



Volume 4, Issue 2

December, 2012

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



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EMP: EMERGENCY COMMUNICATION MODES

Hurricane Sandy tested not only Touro's emergency communication system, but that of the entire eastern seaboard. In some areas the storm was so bad they lost 911 services, in other areas the communication systems worked fine but many residents were unable to receive any information due to lack of cell phone service. In this quarter's issue I will focus on emergency communication at Touro –how you will receive notifications, how you can notify the college about emergency situations, and general information on who to notify about the most common types of emergencies.

HOW TO RECEIVE NOTIFICATIONS



The first step in staying in touch is to make sure you are part of the messaging system. In the past you submitted contact information to my office, and we entered your information into TCAAlert. This process will continue until December 30, 2012. Employees who have not completed an Emergency Contact form must complete one and submit it to my office no later than December 30, 2012 for inclusion into the TCAAlert system.

In order for students to receive TCAAlert notifications, they must be registered on the portal.

Even if you are currently are a student receiving TCAAlerts, your notifications will cease if you do not register your information on the portal. Below are the instructions for you to register your information.

To Register Using Your myTouro Account

Go to the portal homepage at <https://mytouro.touro.edu> and click on the black “Manage Account” button in the row of buttons below the login section (**DO NOT** log into the portal)

- A new page will load, and you will be prompted to enter your username and password
- Your Manage Account options will display; click on the link for “Review and Update Personal Information”
- Review the information that displays, and update or enter any missing information

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EMP: COMMUNICATION MODES CONTINUED

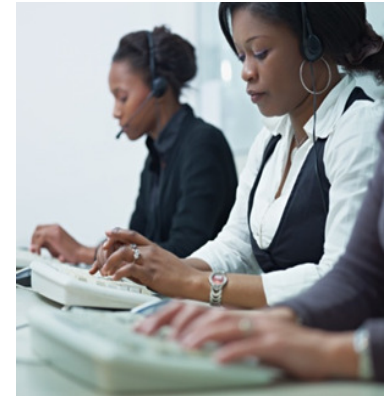
- Once you have finished entering changes, click the “Update” button at the bottom of the page

If you need any assistance, the myTouro Support Desk is available 24 hours a day, 7 days a week at 855-myTouro (855-698-6876).

Note: If you have not yet activated your portal account, you will first need to do so by going to <https://mytouro.touro.edu>, clicking on the black “First Time Users” button, and following the prompts.

SUMMONING HELP

When there’s something strange in the neighborhood, who ya gonna call... No, you will not call Ghostbusters, however you should know the right people to call to get help if you need it. Touro has put into place several emergency communication modes for you to alert a college representative of an emergency.



1. **911** – Touro College has a Memorandum of Understanding with the New York City Police Department, the Suffolk County Police Department, and the Henderson Police Department to notify the Campus Security director of all 911 calls that come from Touro College. This ensures that Touro officials are aware of situations as soon as possible to keep them from escalating to emergency status.
2. **Security Guards** – Most Touro locations have security guards on site. It is very important that you know how to contact the security guard at your location and the main Campus Security office (212-463-0400 ext. 5134). Campus Security has a list of the sites with security guards and their telephone numbers posted on the Campus Security portal page.
3. **Emergency Evacuation Coordinators (EECs)** – EECs have two-way radio communication and can contact the security guards, the main Campus Security office and Emergency Preparedness during an emergency. It is important for you to know the name and telephone extension of at least one of your floor EECs. If you visit another floor or location, you should take a moment to write down the telephone extension of the nearest EEC. EEC contact information is

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- located in front of the elevators on each floor. If you would like to know the name of EECs on your floor, please contact us at damaris.richardson@touro.edu.
- Emergency Hotline Number – 1-88-TOURO911 (1-888-687-6911)** – If a call is placed to the emergency hotline number, Answernet, the emergency answering service, has instructions to contact several Touro officials depending on the type of emergency. The service is manned 24-hours a day, 7-days a week. The emergency hotline is also accessible via email at touro.college@answernet.com and via text messaging at 443-791-7667.

Emergency Notification Guidelines



Most emergency situations fall into specific categories based on the level of severity. Touro has four general categories of emergency. The following guide will help you determine who you should contact if you find yourself in similar situations as outlined below.

Category 1 – Localized Building Issues

This category includes a department or building incident that can be resolved with existing College resources or limited outside help. These types of incidences are usually of limited duration and have little impact on the campus community beyond those using the space/building in which it occurred. These include broken water pipes, minor chemical or fuel oil spills, HVAC issues and loss of heat or electricity for several hours. During business hours you should contact Kenneth David at 212-463-0400 ext.5271.

Category 2 – Employee/Student Issues

These situations tend to be primarily people-focused, rather than infrastructure-focused. They include a missing student, theft/burglary, hate crime, assault, attempted or actual suicide, death on campus, and large scale protest/disruption. During business hours you should contact Lydia Perez at 212-463-0400 ext.5134.

Category 3 – High Alert Situations

These types of emergencies may develop into a major college crisis or a full disaster. Included in this category are hostage situations, bomb threats, severe storms, major fire, contagious disease outbreak, and domestic water contamination. During business hours you should contact Shoshana Yehudah at 212-463-0400 ext.5668.

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EMP: COMMUNICATION MODES CONTINUED

Emergency Notification Guidelines Continued

Category 4 – Catastrophic Emergency

This is an emergency event involving the entire campus and surrounding community. This category includes earthquake, major hurricane, or an act of terrorism. During business hours you should contact 911, Lydia Perez, or Shoshana Yehudah.

If you find yourself in any of the above situations **after** business hours, please contact the Emergency Hotline number at **1-88-TOURO911 (1-888-687-6911)** and advise the service of your particular circumstance. They will contact the appropriate person to help you.

NOTIFYING THE COLLEGE COMMUNITY

Now that we've covered how you can contact us, it is equally important for you to know how we may contact you. Touro has emplaced several modes of communication to disseminate information to the college community.



1. Touro College (TC) Alerts

TCAAlert, Touro's mass notification system, provides voice, email and text messaging capabilities to notify students and employees of critical incidents.

2. Mass e-mail

Email messages are sent to all Touro email accounts of employees and students with information and updates regarding potential threats to the safety and security of the campus community. Students must register on the portal to receive a Touro email account.

3. Web Page

You can check the College's main website, www.touro.edu, and the Portal website, www.myTouro.touro.edu, for notification and updates regarding emergency situations. This method is used regularly during the winter to advise the college community of closings and weather related emergencies.

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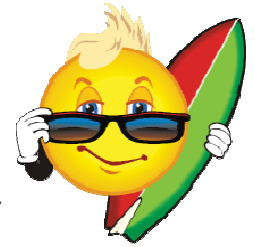
EMP: COMMUNICATION MODES CONTINUED

4. Local media

Touro provides essential information to the media when the college closes because of inclement weather or other emergencies. The radio stations we communicate with are 1010WINS and WCBS880, both on the AM dial. We recently added WNBC Channel 4 News television station to the list of media we contact to notify of school closings.

If you would like further clarification on the college's emergency communication modes, please feel free to contact me at shoshana.yehudah@touro.edu. Here's to hoping we don't get much snow this winter.

S. Yehudah



HURRICANE SANDY ASSISTANCE



Touro College has announced a special limited loan program. Touro employees in New York, New Jersey and Connecticut who have been affected by the hurricane may be eligible for an interest free loan. Please direct any inquiries regarding this program to touro-cares@gmail.com.

For those experiencing lingering effects from the storm, Touro College is offering a brief number of sessions with clinical staff to our staff and students experiencing difficulty in coping. This service is provided by the Graduate Schools of Psychology and Social Work. To apply for these services please email tourocounseling@gmail.com and our staff will get back to you to schedule an appointment.

The Touro Law Center has established a center to provide referrals, assistance and legal advice for residents and small businesses affected by Hurricane Sandy. The Touro Law Center – Hurricane Emergency Assistance and Referral Team (TLC-HEART) will be staffed by lawyers and law students. Please call the center at 631-761-7198 or email tlcheart@tourolaw.edu to receive assistance from disaster relief-trained students and attorneys who will match resident concerns with referrals to federal, state and local government agencies and private groups offering storm-related assistance.



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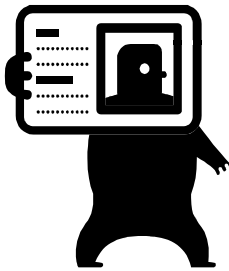
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INFOSEC: Someone stole my Identity, now what?

Throughout the year, I often speak to you about avoiding phishing type emails that come to your Touro email accounts and ask for personal information. I also caution you to never post information to social media sites or send restricted data in an email. Emails should also never be used to send out class rosters that contain student IDs.



Remember, it is a violation of Touro Policy to share your Touro account passwords with anyone – your Touro password is associated with your Touro account and your Touro account is assigned to you and only you are responsible for all activity that occurs under your account. Should there be a compromise affecting this account, you are to immediately contact Campus Security, your local IT Director or myself and prepare an incident report so the issue can be investigated.



The alerts I send to you associated with your Touro accounts also apply to your personal accounts such as your yahoo email account or your online bank account or your cable TV email account. For your personal accounts, during this time of year, it is important to be extra cautious as thieves are out trying to steal your personal information. Remember that you should always monitor your bank statements and medical statements when you receive them as you want to make sure they reflect your activity. If you personally become a victim of identity theft, the Federal Trade Commission (FTC) recommends steps to take that I list here and you should visit the FTC website (www.ftc.gov/) to learn more about Identify Theft:

1. **File a report with the local police.** Call your local police department and tell them that you want to file a report. This step is important because it will help you to start tracking any and all correspondence you have that is associated with the identity theft and will allow you to go back to specifics that you may need to dispute at a later date.



2. **Place a flag on your credit reports.** Contact one of the three consumer reporting agencies below to place a fraud alert on your credit report. This alert will prevent someone from opening credit in your identity without you being notified and you only have to alert one agency as they will notify each other. Contact information for each of the three agencies is:

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INFOSEC: Someone stole my Identity, now what?

- **TransUnion:** 1-800-680-7289; www.transunion.com;
- **Equifax:** 1-800-525-6285; www.equifax.com;
- **Experian:** 1-888-EXPERIAN; www.experian.com;

You're also entitled to order one free copy of your credit report from each of the three consumer reporting companies. Check your credit reports periodically to make sure no fraudulent activity has occurred.



3. Close accounts you suspect were tampered with or opened fraudulently.

Call and speak with someone in the security or fraud department of each company. Follow up in writing, and include copies of supporting documents. Keep copies.

4. File a complaint with the FTC.

You can file a complaint with the FTC online at ftc.gov/ complaint. Update your complaint if you have any additional information or problems. Sharing with the FTC, provides information that can help law enforcement officials across the nation track down identity thieves and stop them.



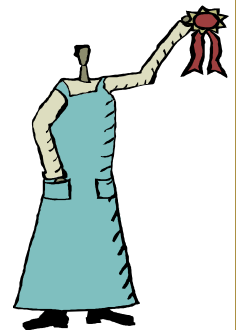
And, of course if you need help or guidance on what to do please don't hesitate to contact me at patricia.ciuffo@touro.edu, I am happy to help.

- P. Ciuffo

INFOSEC: Calling All "Techies"

Just for fun, can you name the operating system (OS) release "code" name provided to it? For example, Android 4 is code named "Ice Cream Sandwich". Give it a try and the first three who guess all right will get a free cup of coffee from me (you must be a member of the Touro Community: a Faculty, Staff or Student) and send the response in an email to me at patricia.ciuffo@touro.edu (I will use our email date and time stamp to identify the winners)—try it.

1. The OS is Android 2.3 what is the code name? _____
2. The OS is Android 3.0 what is the code name? _____
3. The OS is Windows 6.1, what is the code name? _____
4. The OS is Windows 6.2, what is the code name? _____
5. The OS is MAC OS 10.2, what is the code name? _____
6. The OS is MAC OS 10.6, what is the code name? _____
7. The OS is Umbuntu 10.10, what is the code name? _____



- P. Ciuffo

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Information Security and Privacy Awareness Video Contest

JOIN TOURO'S VIDEO CONTEST TO RAISE SECURITY AWARENESS

Remember that the video contest to raise security awareness began in October and runs through January. The contest was kicked off during October to commemorate National Cyber Security Awareness month and runs through January to commemorate National Privacy Awareness month.

What do I need to do? Submit a "public service" video aimed at raising awareness of everyday cyber security issues and threats, such as (but not limited to) password strength, hacking, social networking issues, privacy, malware, phishing, opening unknown attachments, clicking on random links, or bring your own device issues. Your video should attempt to raise awareness of the importance of safeguarding information and preventative measures to achieve this goal. **Send your video addressed to Patricia Ciuffo 43 West 23rd Street, 4th Fl. New York, NY 10010 or to CISO@Touro.edu.**

Rules and Conditions*

- Submissions should be no longer than 2 minutes and not contain any violence, nudity, or foul language.
- Participants can submit one video only AND the contest is open to all students, faculty and staff EXCEPT for Information Security and members of the contest selection committee.
- Final winners will be chosen by Senior Management based on videos selected by the contest selection committee.
- Only currently registered students (undergraduate, or graduate), faculty and staff may apply. And, we reserve the right to request proof that you are a current student, faculty or staff member.

By making a submission, entrants give up all rights and give permission to Touro's CISO to edit, post on our Information Security Portal and/or redistribute the submission. Any entries which do not adhere to all of the above rules and conditions and the official rules* located on the web at www.touro.edu/securitycontestrules/ are subject to disqualification.



Prizes:

First \$500; Second \$350; Third \$150



Suggested Reading

The information security and privacy worlds have undergone many changes over the last several years, most recently with discussions regarding social networking sites and bring your own device (BYOD) to work. Following are a few examples of the articles that have been written regarding the risks associated with these issues:

- How Apple and Amazon Security Flaws Led to My Epic Hacking, By Mat Honan Email Author August 6, 2012, wired <http://www.wired.com/gadgetlab/2012/08/apple-amazon-mat-honan-hacking/>
- How Secure are you online? The Checklist, By Thorin Klosowski, August 31, 2012, <http://www.lifehacker.com.au/2012/08/how-secure-are-you-online-the-checklist/>
- Is your personal identity at risk? Use the Online Identity Risk Calculator to find out! Aug 15, 2012 By Emily Eckland, Managing Editor of Digital Media, <http://www.emc.com/microsites/fraudgame/flash.htm>.

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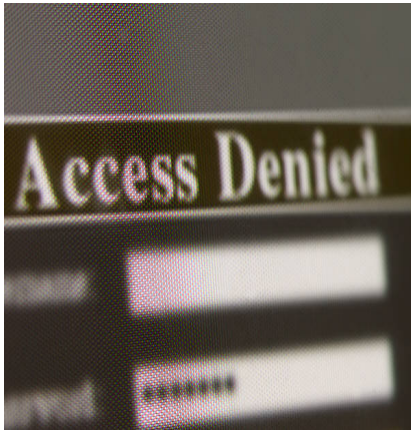
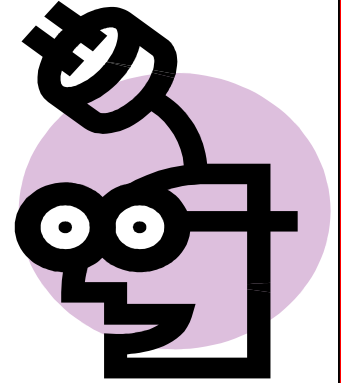
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INFOSEC: Update on projects in process

Over the past year we have undertaken a Security Awareness campaign to train every Touro employee on information security awareness issues so that you are aware of how to protect yourself and more importantly Touro from online dangers. The training is part of the SANS Securing the Human and I have been reporting on the status of the rollout in each edition of EPICS. I am pleased to inform you that training has been rolled out to our Nevada, Vallejo, LA, and Florida Campuses. The focus for the remainder of this year is to ensure all NY employees have received the training, and encouraging you to complete it.



The other major initiative is related to the rollout of the network access control (NAC) and this is progressing. We are almost ready to move to the next stage where we begin to enforce policies related to anti-virus and patching-look for this to start occurring during the first quarter of 2013. Remember that if you connect to Touro's network you must have current patches implemented for your devices operating system and you must have anti-virus software with signatures up to date. Up until now, this criteria was simply a statement, when we turn on the policy at the NAC, you will not be able to connect to Touro's network if you do not comply with our policies. More to come on this as we begin to turn on the policies.

- P. Ciuffo

CAMPSEC: A Thank you note - L. Perez

This EPICS submission was a challenge to write as we have had our share of experiences during this quarter. We want to take the opportunity to thank all the employees who worked during the recovery period of Hurricane Sandy. I especially want to thank all the Security Officers who remained on duty during Hurricane Sandy to assure that we could return to our campuses with little to no interference. For those who suffered severe losses and are still attempting to recover our thoughts and prayers are with you.



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CAMPSEC: Holiday Season Safety Tips

Each year at this time we take the time to address Holiday Safety. Listed below are some new tips, and some repeated tips that we sometimes forget to practice during the Holiday Season.

- Keep the Menorah and all burning candles out of the reach of children. Keep matches and lighters out of sight and secured.
- Do not leave candles unattended.
- Teach your children not to touch burning candles.
- Do not place the Menorah near draperies, fire places or locations where heat is generated.
- Make sure all smoke detectors are operational and that you have an ABS fire extinguisher.
- If you are using a decorative electric Menorah make sure it is UL approved. Inspect all lighting wires, and turn off all lights before going to sleep.
- If you are planning to display an artificial Christmas tree, make sure it is flame resistant.
- If you are planning to purchase a real tree, pick one that is fresh. Keep it well watered, and make sure it doesn't dry out.
- Do not place your tree near a heat source, fireplace, and/or candles.
- Check all the lights before you place them on the tree.



- Make sure the tree is not a trip hazard or can tip over due to the amount of decorations on it.
- Note that ornaments are not considered toys, so they don't meet child safety guidelines. Most can be a choking hazard to a child so please chose your ornaments carefully.
- Hang any ornaments with sharp edges away from children.
- Do not make a mistake by using lights that are for indoor use outdoors.
- Christmas lights can also be a strangulation risk.
- Remember that a lot of plants used during the holidays may be poisonous to your child and your pets. Keep plants away from children and pets.
- A lot of times we forget to secure scissors, box-cutters and other sharp objects used to wrap gifts.
- Make sure that all gifts are age appropriate.
- Do your part in prevention of driving when intoxicated.
- Make sure you obey road safety such as wearing seatbelts and assuring that children are in the appropriate child seat.
- When baking or frying food make sure you use covers to prevent oil for spraying and always have baking soda nearby in the event of a grease fire.

- L. Perez

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CAMPSEC: Safety Tips Continued

When Shopping:

- Remember to limit the amount of credit cards and cash you carry with you.
- Make sure your wallet and pocketbook are always secured and held as close to your body as possible.
- Be aware of your surroundings.
- If something sounds too good to be true, it probably is.



- Trust your instincts.
- Don't leave your packages visible in your vehicle.
- Park in well lit areas.
- Travel in pairs.
- When walking pay attention, don't be distracting by using your phone or listening to music. Electronics such as CELL PHONES, IPODS, IPADS and/or related devices are highly targeted by thieves.

CAMPSEC: Current News



Did you know that our Annual Security Report has been available for your review since October 1, 2012, and a current report will always be available for your review on October 1, of each year? You can access a copy of the report by logging on our Touro website at www.touro.edu.csd1, via the Portal at <https://mytouro.touro.edu> under the Campus Security section, or by requesting a hard copy from the Office of Campus Security.

*Note that we have a Security Advisory Committee that meets quarterly. We are in need of Student Volunteers. If you are interested please contact us at (212) 463-0400 x 5145. We had our last meeting for this quarter on 12/4/12. During this meeting we introduced the New Commanding Officer for the 13th Precinct, Inspector David Ehrenberg and Community Service Awards were presented to the Crime Prevention Officers representing some of our Sites. The recipients were Detective Raymond Dorrian of the 13th Precinct, Officer Lance Trent of Manhattan North, Officer Victor Pena of the 28th Precinct, Officer McGuinness of the 70th Precinct and ADA's representing Brooklyn Committee Joseph Piraino and Frank Laghezza.

Please visit the Campus Security Portal Page, and let us know what you think about the information provided.

On behalf of the Campus Security Department have a safe and joyous Holiday Season.

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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
Ph: (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: oeec@miamidade.gov

Title IV - FYI - FYI - FYI - FYI - Title IX

Touro College's Title IV & IX Coordinator is John Carroll and he can be contacted at john.carroll@touro.edu, via phone at (212) 463-0400 x 5364, or in person at 43 West 23rd Street – 7th Floor, New York, NY 10010. Title IV covers any complaints concerning accommodations.

HR 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

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