1. Remain Calm. While most threats turn out to be hoaxes, it is important to take all threats seriously.

2. In the case of a threat of infectious material, remain in the room and immediately close all doors and windows. Move away from the suspected item (usually an envelope or package.

3. In the case of a threat of hazardous material (or chemical spill), resist the urge to rush in; others cannot be helped until the situation has been fully assessed.

4. Secure the scene. Without entering the immediate hazard area, isolate the area and assure the safety of people and the environment. Keep everyone away from the scene.

5. Call the Office of Safety and Security at extension 4600 and indicate you have observed a potential hazardous or infectious material accident. Let them know how you observed the substance and that you possibly have been exposed. Remain on the line until the dispatcher lets you know it is OK to hang up.

6. If you have been exposed to a powder or other substance, do not touch your face or attempt to clean the desk or counter top. If a sink is available in the area, wash your hands, arms, and face with soap and warm water.

7. Wait for instructions from emergency responders.

According to the Centers for Disease Control, Anthrax is an infectious disease caused by the spore-forming bacterium Bacillus anthracis. It can appear as a crystalline or powdery substance that may or may not be seen. Symptoms vary depending on exposure but can include cold and flu-type reactions.