Message mapping is one of the most important risk communication tools that public health agencies can employ. The goal of a message map is to convey important information in a concise and easy to understand fashion.

**General Guidelines for Completing a Message Map**

- Stick to 3 key messages or 1 key message with 3 parts for each underlying concern or specific question.
- Keep key messages brief. The reader should ideally spend less than 10 seconds per line.
- Develop messages that are easily understood by the target audience. (For communications with the general public use a 6th to 8th grade readability level.)
- Place messages within a message set. The most important messages should occupy the first and last positions.
- Develop key messages that cite credible third parties.
- Use graphics and other visual aids to enhance key messages.
- Keep a positive tone. Messages should be solution oriented and constructive. Try to balance negative messages with positive ones.
- Avoid unnecessary uses of the words no, not, never, nothing, none.
TALKING POINTS FOR HEAT-RELATED FATALITY

If you are approached by the media regarding a reported heat-related fatality in your jurisdiction, the following talking points may be used. Start with message A1 or A2, then follow the instructions within that box.

A1
We were notified by the medical examiner/coroner about a fatality possibly due to extreme heat conditions. Our condolences go out to the family.

Go to message B1 or B2.

A2
We have not been notified of any recent fatalities linked to extreme heat conditions

Go to message C.

B1
Out of respect for the family, we are unable to share any details.

Go to message C.

B2
On [insert date], a [gender] [“___ years old” or “between the ages of ___ and ___”] died during the current heat wave.

Go to message C.

C
Heat stroke can be rapid and fatal. People should remain cool and safe by:

a. Keeping hydrated, slowing down, staying indoors, and avoiding strenuous exercise during the hottest part of the day.

b. Checking on family, friends, and neighbors who do not have air conditioning, who spend much of their time alone or who are more likely to be affected by the heat.

c. Never leaving children or pets in vehicles, even with open windows.

d. For more information visit [insert relevant website].
The following is a message map that could be used when addressing the general public regarding heat-related safety.

Main Message:
“Since June/July/August __, there has/have been __ heat-related fatalities in Wisconsin. To help you and your loved ones stay safe during this heat wave...”

<table>
<thead>
<tr>
<th>Key Messages</th>
<th>Supporting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Message 1</strong></td>
<td><strong>Supporting Info 1</strong></td>
</tr>
<tr>
<td>Check on your neighbors to make sure they are okay, especially the elderly and those living alone.</td>
<td>The elderly are less likely to sense and respond to high temperatures.</td>
</tr>
<tr>
<td><strong>Supporting Info 2</strong></td>
<td>Those living alone can be isolated and unaware of the dangers posed by extreme heat.</td>
</tr>
<tr>
<td><strong>Supporting Info 3</strong></td>
<td>When regularly checking with your neighbors, look for signs of heat-related illness.</td>
</tr>
<tr>
<td><strong>Message 2</strong></td>
<td><strong>Supporting Info 1</strong></td>
</tr>
<tr>
<td>If you must be out during the hottest time of the day, be alert for signs of heat illness.</td>
<td>Symptoms include feeling hot, weak, dizzy or faint, cramping/muscle spasms, nausea, or rapid pulse.</td>
</tr>
<tr>
<td><strong>Supporting Info 2</strong></td>
<td>Protect yourself by limiting physical activities, drinking plenty of water, and wearing light loose-fitting clothing.</td>
</tr>
<tr>
<td><strong>Supporting Info 3</strong></td>
<td>Call 911 or seek medical attention if you or someone you know develops heat illness.</td>
</tr>
<tr>
<td><strong>Message 3</strong></td>
<td><strong>Supporting Info 1</strong></td>
</tr>
<tr>
<td>Hundreds of cooling centers are available to the public across Wisconsin.</td>
<td>Cooling centers are designated building with air conditioning where the public can seek relief from the heat.</td>
</tr>
<tr>
<td><strong>Supporting Info 2</strong></td>
<td>Call 211 to find the cooling center closest to you.</td>
</tr>
<tr>
<td><strong>Supporting Info 3</strong></td>
<td>Ask 211 whether transportation is also available.</td>
</tr>
</tbody>
</table>