



New Hampshire Department of Safety Division of Homeland Security and Emergency Management

EMD Resource Instructions: Extreme Heat

PRESS RELEASE TEMPLATE

Use the Press Release Template to advise your local residents about the upcoming extreme heat. The template should be issued from your agencies letterhead and be sure to update with your contact information.

If you are opening a cool center, consider including it in the press release. Be sure to include information about the location, times of operation, contact information if residents have questions and pet information.

It is always important to include important safety tips or information in your press release.

Save the Press Release as a PDF (Portable Document Format) and distribute to applicable media sources.

Distributing Press Release

Be sure to distribute your finished press release to your local and regional media sources. If you need assistance contacting statewide media sources, contact the HSEM Community Outreach Office at hsempio@dos.nh.gov or 603-271-2231, or contact your HSEM field representative.

The Community Outreach Office is not staffed or monitored 24/7. If you need assistance after hours, contact the HSEM Duty Officer at 603-271-2231.

COOLING CENTER GRAPHIC TEMPLATES

Three cooling center graphics are available for both print and social media use. You can add cooling center location, times and contact information through PowerPoint.

Once edited, these graphics can be printed and displayed around your community, or converted into a JPG or PNG (image/picture file) for use on Social Media.

Turning graphics into an image file

After adding your Cooling Center location, times and contact information, use these steps to turn the graphic into a JPG or PNG file for use on Social Media:

1. Click the File tab and select "Save As"
2. Select the destination folder
3. Choose a File Name
4. Select "JPEG File Interchange Format" or "PNG Portable Network Graphics Format" from the Save As Type drop down.

Questions

If you have any questions or need additional assistance, contact your HSEM Field Representative or the Community Outreach Office at 603-271-2231.