

MEMORANDUM

TO: Asset Manager

FROM: Maria Chen, Director of Public Works

DATE: October 26, 2023

SUBJECT: Urgent Risk Assessment for Critical Water Infrastructure

As you know, the National Weather Service has issued a forecast predicting a significantly more active and severe storm season for our region over the next three months. This poses a considerable threat to our operational continuity, particularly concerning our aging water treatment infrastructure.

I am tasking you with conducting an immediate and thorough risk assessment of the Northwood Primary Water Treatment Facility. Your objective is to identify potential failures and vulnerabilities, especially those that could be exacerbated by severe weather events (e.g., flooding, power outages, high winds).

Please use the internationally recognized ISO 31000 framework as your guide for this process. The key deliverable I expect is a formal **Risk Register** for the facility's asset portfolio. This register must be clear, comprehensive, and prioritize risks to help us make informed decisions on resource allocation for mitigation efforts.

This is our top priority. Please have the completed register ready for our review within the next week. Thank you.