



Mississippi Department of Finance & Administration  
Office of State Property Insurance  
501 N West St., Suite 1402  
Jackson, MS 39201

## WHAT TO DO IN THE EVENT OF A PROPERTY LOSS

### ***Immediate Steps to Take***

1. Contact local Emergency Services as needed (Fire, Police, Medical, etc.).
2. If loss is major or sustaining, contact a Remediation/Emergency Services Company. Our state has contracts through a Preferred Vendor List (<http://www.dfa.ms.gov/media/8427/remediation-and-emergency-services-pvl-exp-5022022-002.pdf>) :
  - a. Guarantee Restoration Services, LLC/ **228-255-9000**
  - b. Cotton Commercial USA, Inc./ **877-511-2962**
  - c. ServPro Commercial, LLC/ **800-737-8776**
3. Contact Executive Director(s) or Head of Agency/office involved.
4. Contact DFA Office of State Property Insurance:
  - a. Primary – Call George Roberson / **601-720-4207** mobile or 601-576-2553 office
  - b. Secondary – Call Daphne Baker / 601-576-2554 office

### ***Current or Next Business Day***

5. Complete State Property Loss Notice form (next page) and email to George Roberson ([george.roberson@dfa.ms.gov](mailto:george.roberson@dfa.ms.gov)) .
6. Open a new general ledger account to record all costs/expenses/expenditures related to the loss. Use the [Elements of Extra Expense Claim](#) form as needed.



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## State Property Loss Notice

Agency Name

Agency Mailing Address

Date/Time of Occurrence

Location of Occurrence (Building and Address)

Agency Head

Agency Head email

Agency Head Office phone

Agency Head Cell phone

Alternate Contact Person

Alternate Contact Person email

Alternate Contact Person Office phone

Alternate Contact Person Cell phone

Description/Cause of Loss

Building Damaged

Contents Damaged

Complete and email to [george.roberson@dfa.ms.gov](mailto:george.roberson@dfa.ms.gov) . Questions?

Contact George Roberson 601-576-2553 or 601-720-4207