



Mississippi Department of Finance & Administration
Office of Insurance
501 N West St., Suite 901
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 the loss is major or sustaining, contact a Remediation/Emergency Services Company. Our state has contracted 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 / **800-349-4357**
 - b. Service Master Restoration by One Call / **601-933-8415 or 601-826-6178**
3. Contact the Executive Director(s) or Head of Agency/office involved.
4. Contact DFA, Office of Insurance: Call George Roberson (601) 720-4207 mobile or (601) 576-2553 office

Current or Next Business Day

5. Complete the State Property Loss Notice form (next page) and email it to George Roberson (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 from the DFA/DFA Offices/State Property Insurance/Forms webpage or something similar as needed. This information might be necessary for state property claims that is filed.

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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/Expense of Repair _____

_____ Building Damaged

_____ Contents Damaged

Complete and return to george.roberson@dfa.ms.gov.

Questions? Contact George Roberson at 601-576-2553 or 601-720-4207